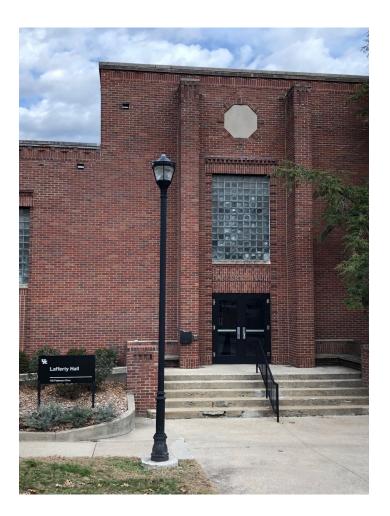# Graduate Student Handbook
2022-2023

Department of Anthropology
Lafferty Hall
University of Kentucky 40506

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Introduction

Welcome to the Department of Anthropology at the University of Kentucky. You are now part of our academic enterprise and our future. Ours is a diverse academic program, which includes faculty members with skills in archaeology, cultural anthropology, physical anthropology, medical anthropology, and linguistics. It is our graduate program that brings us together in a common purpose. It is our responsibility to guide and evaluate your academic journey towards an advanced degree. It is your responsibility to rigorously apply yourself to the required tasks and to take the initiative in mapping your program.

This reference guide has been prepared to assist students in their orientation to the Department of Anthropology, its faculty, and its operational procedures. This document is not intended to be the sole source of information. Rather, it should be viewed as complementary to the [University of Kentucky Graduate School Bulletin.](#) It is your responsibility to read these documents and be informed concerning all regulations and procedures required by the Graduate School and the graduate program in Anthropology.

Advanced degrees in anthropology are certifications that the person possessing them can carry out the analytical, theoretical, and methodological operations expected of a professional anthropologist. An advanced degree is not merely a stamp of professional competence, but also testifies to the expectations on the part of the faculty that the person receiving the degree will continue to grow and be productive in the field. As a result, both professor and student are "stamped" with each degree. Faculty members at the University of Kentucky make every effort to ensure that those who receive advanced degrees in anthropology are fully capable of meeting the standards of professional scholarship.

As a graduate student, you must assume responsibility for planning your program and you must take the initiative in securing advice from the faculty. Any carefully developed program plan will depend upon individual interests or goals.

Inclusivity Statement

The University of Kentucky Department of Anthropology is committed to providing an open, accessible, and supportive learning climate. We understand that each member of the community (students, faculty, postdocs, and staff) have distinct but equally important roles. As a community, we respect the humanity, dignity, individuality, and freedom of each member, and their distinct contributions to our community. We strive to be a place where individuals and groups learn with and from each other, and we acknowledge that learning may sometimes-if not often--be difficult and uncomfortable. Acceptance flows from a common ground, based on a belief in the acceptance of individuals as human beings. Acceptance of the person is different from acceptance of their viewpoint/agenda. This includes the belief in people's ability to determine who they shall become (self-determination), their protection from injury, affordance of their equality of opportunity (e.g., access to education, healthcare, food, housing, and information about their basic rights), protection of their privacy and well-being, and acknowledgement for their work, through recognition or economic compensation.

The Department of Anthropology is committed to providing an environment that is free from all forms of discrimination, harassment, exploitation, or intimidation for every person. Every person includes faculty, staff, postdocs, and students, regardless of background including, but not limited to, physical ability, socio-economic status, race, ethnicity, political views, religious beliefs, creed, national origin, citizenship, religion and/or spirituality, sexual orientation, gender identity, size, intellectual acuity, level of knowledge, family status, and technological ability. We aim to foster a sense of shared experience and common purpose for everyone in the department, along with a collective responsibility for each other's well-being and for the well-being of the department as a whole. Academic rigor and intellectual exchange of ideas are integral parts of development as scholars. All exchanges amongst members of the department are to be conducted in a respectful manner and with understanding of the diverse backgrounds within the community. We also recognize that respect takes time, initiative, and patience, and exceeds the work of politeness to attain actual understanding whenever possible. Further, the Department is a space where we see difference as central to informing our research process, and our goal is to work openly to understand our own unique identities, experiences, and viewpoints to grow not only individually but collectively.

We recognize that our department is stronger with people who have different perspectives and offer creative problem-solving strategies. As a department, we engage in a mission to promote a research and learning environment that is welcoming to all. We seek to improve inclusion within our community and to provide a welcoming atmosphere for new students,

The Department aims to extend to each member of the community the resources necessary to achieve the highest levels of distinction in their work and scholarship. While all members of our community are responsible for achieving these goals, we understand that power is embedded in the academy and those of us who possess it must use this power to create an inclusive community. The Department commits to always work to facilitate a new generation of ideas and leaders within the discipline, to sustain the highest level of research and teaching possible, and to cultivate discourse among diverse parties both within and beyond our classrooms, conferences, and publications.

These goals and values echo statements from University of Kentucky campus-wide efforts. In the following webpages you will find information and resources that support these efforts:

- **Code of Conduct** - https://www.uky.edu/legal/ethical-principles-and-code-conduct
- **Basic Needs and Services** - https://www.uky.edu/deanofstudents/needs
- **Institutional Diversity** - https://www.uky.edu/inclusiveexcellence/
- **Responding to Harassment & Discrimination** - https://www.uky.edu/eeo/discrimination-harassment
- **Resources for Mental Health** - https://www.uky.edu/president/mental_health_resources

Information for Prospective Students

The praxis-oriented research conducted by our faculty and graduate students incorporates theory and practice to understand some of the most urgent questions of our time. These include changes across space and time in social complexity, inequality, and power; health, disparities and illness; environmental and social justice; and the significance of cultural identity, meaning, and diversity in complex social and political contexts. Anthropology faculty and graduate students at the University of Kentucky share a fundamental commitment to social, environmental, and economic justice, to anthropology as an arena for investigating social inequalities and real-world problems, and for contributing to their solutions through professional and public analysis and engagement.

We invite students to join our established research programs. Our archaeology program explores the peoples and cultures of the New World, from the late Pleistocene through early historical times. Our cultural anthropology program encompasses a broad range of content areas including applied, development, economic, ecological, feminist, medical, political, science-technology-society, and urban anthropologies. Our biological anthropology program explores human/environment interaction as it shapes population and individual well-being across space and time.

Some of the features that distinguish our graduate program include:

o The collections of the William S. Webb Museum of Archaeology that provides students with access to research, RA, and internship opportunities.

o A productive faculty with diverse research interests.

o A robust and exciting program of colloquia and round table events including both current faculty and visiting speakers.

o A successful record of career placement in both academic and non-academic positions.

o A successful record of community partnerships and internships for students pursuing the applied MA degree.

o Opportunities for inter-disciplinary study through graduate certificates in Latin American, Caribbean and Latino Studies, Gender and Women's Studies, and Social Theory among other.

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- A supportive and vibrant graduate community with its own well-established governing body.

- A commitment to creating a diverse and inclusive community for all.

We are pleased to be able to offer assistantships to all our incoming PhD students, which include a stiped, full tuition waiver (both in- and out-of-state), and health insurance coverage. Occasionally similar assistantships are available to MA students.

We have funding for a select number of applicants to visit the department in person. While here, they can attend classes, talk with faculty, and current students, tour the facilities, and explore the city of Lexington.

Lexington, Kentucky is a vibrant and growing city of over 300,000 people and is located within a six-hour drive of many other great cities such as Chicago, Atlanta, Pittsburgh, Charlotte, Cleveland, St. Louis, and Memphis, Cincinnati and Louisville are 80 minutes away. The city has a low cost of living compared to many comparable cities and our graduate T.A. and R.A. stipends are higher than those paid at many of our benchmark institutions. All of our eligible Ph.D. students are funded through various sources, including teaching and research assistantships, for four or more years and there are special fellowship opportunities for those who qualify (for example, many minority and first- generation Ph.D. students in our department have Lyman T. Johnson fellowships), making this a very affordable place to attend Graduate School.

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Student Responsibilities

It is the student's responsibility to be informed concerning all regulations and procedures required by the course of study being pursued. In no case will a regulation be waived, or an exception granted because a student pleads ignorance of the regulation or asserts that information was not presented by advisors or other authorities. Therefore, the student should become familiar with the Graduate School Bulletin, including 1) the section presenting the requirements for degrees and 2) the specific program offerings and requirements.

Confidentiality of Student Records

In accordance with the Family Education Rights and Privacy Act (FERPA) of 1974, University of Kentucky students have the right to review, inspect, and challenge the accuracy of information kept in a cumulative file by the institution unless the student waives this right in writing. Records cannot be released other than in emergency situations without the written consent of the student, except in the following situations:

- to other school officials, including faculty within the educational institution or local educational agency, who have legitimate educational interests.
- to officials of other schools or school systems in which the student intends to enroll, upon condition that the student be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record to authorized representatives of 1) the Comptroller General of the United States , 2) the Secretary of Education of the United States, 3) an administrative head of an education agency or 4) state educational authorities.
- in connection with a student's application for, and receipt of, financial aid
- when the information is classified as "directory information." The following categories of information have been designated by the University as directory information: name, address, telephone listing, e-mail address, photographs, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, enrolled hours, and the most recent previous educational institution attended by the student. If you do not wish such information released without your consent, you should notify the Student Records Office in writing. Questions concerning this law and the University's policy concerning release of academic information may be directed to the Student Records Office of the Graduate School.

Academic Policies

Graduate Student Advising

The anthropology department's graduate program is designed to facilitate close collaboration among faculty and students with shared areas of interest. Consistent with this philosophy, upon entering the program each student is assigned a professor who will act as his or her major advisor. The advisor/advisee relationship is a critical component of student success. It is important to recognize that people have different relationship styles and that there is a diversity of models for what this professional relation should like. To help ensure a successful relationship, the department suggests that students discuss the following points with their advisor at the beginning of their relationship:

- The student's personal timeline and the timing of committee formation and other program milestones.
- The advisor's preferred communication method and frequency.
- The expected supervisory model or style.
- Students might consider asking:
    - ✓ How quickly can you expect your advisor to respond to written submissions turned in on time?
    - ✓ How quickly can you expect your advisor to respond to requests to schedule meetings or conversations?
    - ✓ How regularly does your advisor like to meet?
    - ✓ How often would your advisor like a written report of your progress along degree milestones? What format should this report take?

Advisors should:
- Maintain regular communication with advisees while in residence.
- Ensure that advisees are formally supported (either by themselves or another faculty member) when the advisor is on sabbatical or research leave.
- Be aware of advisees' course choices.
- Be mindful of departmental and Graduate School deadlines.
- Monitor GPAs, and other indicators of student performance.
- Review closely (for accuracy, appropriate timeline, and other details) and sign-off on the annual student progress reports.
- Help advisees identify opportunities to participate in the larger professional anthropology community by proposing and delivering conference presentations or pursuing other appropriate activities.
- Mentor students about professional norms and provide guidance as they enter the profession.

Advisees should:

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- Initiate regular communication with advisor.
- Inform advisor of the courses the student plans to enroll in and keep advisor informed of progress or problems.
- Work with advisor to create an agreed upon timeline for reaching program milestones and maintaining timely progress toward degree.
- Learn and comply with departmental and Graduate School deadlines and regulations.
- Consult with advisor about how to best take a role in the discipline of anthropology by participating in professional meetings or other appropriate forums.

If students have concerns about the advising they are receiving they should arrange to speak confidentially with the Director of Graduate Studies, Department Chair, or a member of the Departmental Advisory Committee (depending on the personnel involved). The department wants to support graduate students to the best of our ability, and we will take these concerns seriously. Students may also seek out the guidance of the Academic Ombudsman (http://www.uky.edu/Ombud/). Any student, after due consideration and consultation with the DGS and the agreement of the faculty to serve, may change advisor or committee members at any point prior to the qualifying exams.

Add/Drop and Withdrawal

The Graduate School follows the rules of the University Senate as administered by the Registrar's Office.

Academic Load

The total semester or term academic load of a student is the sum of all credits and credit equivalents (e.g., graduate language courses, undergraduate courses, courses audited, etc.) being carried. The normal academic load of a graduate student during any semester or summer is nine credit hours or equivalent. Only with permission from the Graduate School may it exceed 15 credit hours or equivalent. For the student who is a full-time teaching assistant or whose service to the University requires approximately 20 hours per week, the academic load shall not exceed 12 hours. This maximum may exceed 12 hours for students with lighter service loads upon recommendation of the Director of Graduate Studies and approval of the Dean of the Graduate School.

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Students satisfactorily completing nine course credits, or equivalent, of graduate level work during a semester or summer are classified as full-time students by the University. Those completing less than these amounts are classified as part-time. Full-time students who fall below the minimum full-time equivalent as the result of failing or dropping one or more courses are reclassified as part-time students for that semester or term.

Grades and Grade Point Average

The official grades of graduate students are recorded in the Office of the Registrar. The following scale applies to grading in graduate courses:

- A High Achievement 4 grade points per credit
- B Satisfactory Achievement 3 grade points per credit
- C Minimum passing grade 2 grade points per credit
- E Failure 0 grade points per credit
- I Incomplete (See explanation (1))
- S Satisfactory (See explanation (2))
- U Unsatisfactory (See explanation (3))
- below D grades may not be awarded to graduate students.
- Graduate courses (400G-799) may not be taken Pass/Fail.

(1) A grade of I (incomplete) may be assigned to a graduate student if a part of the work of a course remains undone and if there is a reasonable possibility that a passing grade will result from completion of the work. All incompletes (I grades) must be replaced by a regular final letter grade within 12 months of the end of the academic term in which the I grade was awarded or prior to the student's graduation, whichever occurs first. If an "I" grade has not been replaced within the allowable period, the University Registrar shall change the I grade to a grade of E on the student's permanent academic record and adjust the student's grade point average accordingly, unless otherwise approved because of exceptional circumstances by the Dean of the Graduate School upon recommendation of the DGS in the student's program.

Instructors who assign an I grade must file with the student's DGS information which includes (1) the name of the student, (2) the course number and hours of credit, (3) the semester and year of enrollment, (4) specific information on the work to be completed before a final grade

can be assigned, and the time frame in which the specific requirements are to be met (not to exceed 12 months). Graduate students should consult with their DGS concerning procedures relative to the awarding of I grades and the conditions under which they may be removed.

All I grades must be resolved to a regular letter grade before a student may sit for the final examination, or the qualifying examination for doctoral students. Exceptions to this rule will be considered in unusual circumstances and require the approval of the Director of Graduate Studies and the Dean of the Graduate School.

(2) A grade of S (satisfactory) may be recorded for students in graduate seminars, independent work courses, and research courses which extend beyond the normal limits of a semester or summer term. This grade may not be given to a student in a course carrying credit

(3) If the student has done unsatisfactory work or failed to do a reasonable amount of work, in which case a grade of U (unsatisfactory) will be assigned. The project must be substantially continuous in its progress.

All S and U grades must be removed prior to the final examination (or qualifying examination for doctoral students), except for those given in Residence Credit, or in graduate courses which carry no credit.

Once a grade other than I, S, or U has been reported to the Registrar's Office, it may not be changed unless an error was made at the time the grade was given and recorded, and then only upon the written unanimous approval of the instructor, the Registrar, and the Dean of the Graduate School.

An overall average of B (3.00) on all graduate work in the program must be attained before an advanced degree may be awarded. Graduate-level courses (numbers 400G-799) are computed in the graduate grade point average, except for 400G courses in the student's program.

Repeat Option

A student may repeat a graduate course and count only the second grade as part of the graduate grade point average. This action will be initiated by petition of the DGS to the Dean of the Graduate School and may be used only once in a particular degree program or in post-baccalaureate status.

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Transfer of Credits

Upon request of the DGS, a total of 9 hours (or 25% of regular course degree requirements) may be transferred into a master's degree program. A total of 9 hours (or 25% of the credit hours needed to fulfill the pre-qualifying residency requirement) may also be transferred into a doctoral degree program. The transferable hours include all post-baccalaureate work, graduate work taken at another regionally-accredited university or as a student in another graduate program at the University of Kentucky.

The doctoral transfer policy would NOT apply in cases where a prior master's degree is being used to satisfy 18 hours of the pre-qualifying residency requirement. The following rules also apply to credit transfer:

- Course credits applied toward a previously awarded graduate degree cannot be transferred.
- Transfer of independent work, research, thesis, or dissertation credit is not permitted.
- Short courses lasting fewer weeks than the number of credits may not be transferred.

- A student must have been in graduate status at the time the courses were taken in order for the courses to be transferable.
- A student must be in good academic standing at the time of transfer.
- Only courses assigned a B grade or better can be transferred.
- Courses must have been taken no more than 10 years (masters) or 8 years (doctoral) prior to the semester the transfer is requested.
- Transfer of external credit cannot be applied to a graduate certificate unless it is specified and justified in the initial request to establish the certificate (or at the time of renewal).

Scholastic Probation

When students have completed 12 or more semester hours of graduate course work with a cumulative GPA of less than 3.00, they will be placed on scholastic probation. Students will have one full-time semester or the equivalent (9 hours) to remove the scholastic probation by attaining a 3.00 cumulative GPA. If probation is not removed, students will be dismissed from the Graduate School. Students who have been dismissed from the Graduate School for this reason may apply for readmission after two semesters or one semester and the eight-week summer term. If they are accepted by the program, admitted students will have one full-time semester or the equivalent (9 hours) to remove the scholastic probation by attaining a 3.00 cumulative GPA.

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Exceptions to this policy can be made only by the Dean of the Graduate School. Students placed on scholastic probation are not eligible for fellowships or tuition scholarships and may not sit for doctoral qualifying examinations, or masters or doctoral final examinations.

Leave of Absence/Readmission

Enrolled graduate students at the University of Kentucky that sit out for one or more semesters will need to complete a new application and pay the application fee to be considered for readmission. In many instances this requirement can be avoided by requesting a "leave of absence". In addition to avoiding the application process, this status will allow the student to priority register in preparation for their return to UK.

Procedurally, students should contact their Director of Graduate Studies (DGS) to seek approval for the leave prior to the beginning of the semester in question. If approved, the DGS will contact their Graduate School admissions officer who will modify the record accordingly. No more than two consecutive and four total semesters in leave of absence status may be requested. Post-qualifying doctoral students are not eligible for the leave of absence. International students considering a leave of absence are strongly encouraged to discuss their plans with the Office of International Affairs, Department of Immigration Services prior to making a formal request.

Termination

The Dean of the Graduate School may terminate enrollment in a particular program for the following reasons:

• Scholastic probation for three enrolled semesters

• Having failed twice the final examination for the master's degree or the qualifying examination

In cases where the student's Advisory Committee recommends termination after the qualifying examination has been passed, the Graduate Faculty in that program will meet to vote on the recommendation. When the Graduate Faculty of that program concurs and the student dissents, the student will have an opportunity to meet with the Graduate Faculty of the program, after which a second vote will be taken, and a final recommendation will be made to the Dean of the Graduate School.

Anthropology Graduate Student Association (AGSA)

Anthropology Graduate Student Association (AGSA) consists of all members of the University of Kentucky who are currently enrolled in the Department of Anthropology's graduate program and are interested in its affairs and the quality of life of its graduate students.

Broadly, AGSA addresses concerns regarding the future of the graduate program in the Department of Anthropology. More specifically, the concerns of teaching assistants in the Department of Anthropology are addressed, students interested in careers in Anthropology are helped to gain access to relevant information, the association generates and manages funds, and helps to unify students taking courses in the Anthropology graduate program and reduces competition and stress between them.

AGSA has created a guide to introduce you to the Department of Anthropology, the University of Kentucky, and the graduate school in general. 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. The current version supersedes any previous versions.

AGSA In Action

AGSA is responsible for several events and fundraisers throughout the year, including a Distinguished Lecturer Series, new anthropology graduate student orientation, a department picnic, bake sales, and a variety of other events and workshops to benefit Department of Anthropology graduate students.

Executive Board 2022-2023

   President: Anastasia Temkina

   Vice-President: Allan Day

   Secretary: Marcus Rodriguez

   Treasurer: Michelle Roberts

   Distinguished Lecture Series Chair: Ghazal Khaksari

   Graduate Student Congress Representative:

Helpful Links:
   AGSA Constitution
   AGSA Graduate Student Handbook 2019-2020

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Courses of Study

Anthropological Archaeology

The primary regional focus of the department's archaeology program is on the Americas, especially Eastern and Midwestern U.S. and Mesoamerica. Current students, however, are also engaged in research in the Southwestern U.S., Southern Plains, and both lowland and highland South America. Faculty and staff have a broad range of experience from the eastern seaboard to the Rocky Mountains and from the northern Plains to Central America. Although faculty have a diverse range of technical expertise and theoretical interests, they share a common interest in peoples and cultures of the New World from the Late Pleistocene through early historical times.

In addition to courses in the Department of Anthropology, many students take courses or seek outside committee members in the departments of Geography and Geological Sciences. The archaeology program has also recently added a full complement of geophysical instruments to aid in field research. See the corresponding technical research and teaching concentration in [Archaeological Geophysics](#).

The [William S. Webb Museum of Anthropology](#) is also the primary curatorial facility for archaeological collections from Kentucky. While the museum contains approximately 8,000 individual collections, the largest and best-known date from extensive WPA excavations in the 1930s and 1940s. Many UK graduate students incorporate analysis on materials in the collection into their thesis or dissertation research. In addition, approximately five to ten researchers per year from all parts of the U.S. and many international institutions request access to these collections to conduct bioarchaeological and artifactual analyses.

Biological Anthropology

The primary focus of biological anthropology at UK is the human/environment interaction as it shapes population and individual well-being across space and through time. From this biocultural perspective we envision the adaptive environment inclusive of its natural, social, and cultural aspects. Students in biological anthropology will combine theory and method from biological, cultural, and archaeological anthropology to investigate questions of human wellbeing in contemporary, historic and prehistoric populations as evidenced through health and/or nutrition outcomes. Because scholarly interests of UK faculty coalesce around current themes in anthropology and the social sciences, biological students at UK are provided a unique opportunity to engage in cross-subdisciplinary work.

Students will work closely with cultural anthropology and archaeology faculty in the Department of Anthropology and in units and departments across the UK campus. Biological anthropology students take a variety of courses in biological anthropology, cultural anthropology, and archaeology. This includes courses in Medical Anthropology. They may also take courses that suit their scholarly interests in other departments and units across campus, e.g., Geography, History, and Public Health.

Cultural Anthropology

Cultural Anthropology at the University of Kentucky encompasses a broad range of content areas including applied, development, economic, ecological, feminist, medical, political, and urban anthropologies. For more detailed discussion of the range of research activities that faculty in the department pursue, reference the individual faculty profiles linked below. Students typically develop their graduate program (course choices and research topic) in consultation with a faculty advisor whose research area fits with the student´s interests.

Students in cultural anthropology gain foundational knowledge in contemporary social-cultural theory as well as the history of anthropological theory. Students also gain practical skills in research methodology and design. Beyond core courses in theory and methods, students build expertise in their chosen areas of concentration by taking courses within the department of anthropology, and across the UK campus (including courses in Geography, Sociology, and Social Theory, among others). Demonstrated competence by the student in reading or speaking one or more languages may be required by the student's committee.

Students pursuing the PhD in cultural anthropology at the University of Kentucky have had great success in securing competitive funding for their dissertation research. Students have received grants from, among other organizations, the National Science Foundation, Wenner-Gren, Social Sciences Research Council, Fulbright IIE, and Fulbright Hays. ***See the graduate student pages for more information about the kind of research and funding that our graduate students pursue.***

Medical Anthropology

The concentration in medical anthropology at the University of Kentucky provides formalized theoretical and methodological training for graduate students interested in critical, cultural and biocultural approaches to the study of health, medicine, and the body. Faculty and students focusing on medical anthropology share broad interests in cultural, historical and political-economic conditions of illness and wellbeing, as well as the production and distribution of biomedical knowledge. Participants in the program share a fundamental concern with the study of social forces in health inequalties, and everyday experiences of individuals and communities encountering or contesting them.

Departmental faculty expertise includes critical studies of health; science and technology studies; the intersection of gender, race, ethnicity, and nationality with health; global health; and epidemiology and public health among contemporary and prehistoric populations. Core faculty research interests include women's health and community-based activism; infectious disease; emerging disease and technologies; chronic diseases; nutrition; child health; paleopathology; environmental influences on health; and global health standards and policies.

Students enrolled in the medical anthropology concentration will work with core faculty to develop specialized training. They will also complete requirements defined by the broader graduate curriculum and are encouraged to pursue topics that intersect other areas of departmental expertise. Medical anthropology students may elect to participate in Graduate Certificate Programs in other units on campus, including the Department of Behavioral Science (College of Medicine), Gender and Women's Studies Department, Appalachian Studies, Latin American Studies, and the Program in Social Theory (College of Arts and Sciences).

Application Procedures

All applications for graduate study at the University of Kentucky Graduate School must be submitted online. For materials required for application please consult the [Graduate School website](#) for more information. Please note: the application deadline for both programs for Fall 2023 admission is January 1, 2023. Please be sure to consult the Anthropology [program requirements](#) prior to applying. Department standards for admission to graduate work in anthropology include an undergraduate grade point average of B or better, satisfactory Graduate Record Examination scores (if required), completion of a separate departmental application form, and three letters of recommendation. Consult the [Graduate School website](#) for additional information on departmental requirements and opportunities for financial assistance.

For more information or questions on program requirements, please contact the Director of Graduate Studies, Dr. Kristin Monroe, at kristin.monroe@uky.edu

Degree Programs

Doctor of Philosophy (PhD) in Anthropology

The PhD program in Anthropology consists of a minimum of 36 credit hours, plus a minimum of two semesters of ANT 767. Students must fulfill any and all other requirements of the Graduate School. An entering PhD student should complete required coursework by the end of the second year, and successfully defend a dissertation proposal and successfully complete the qualifying exams as early as the fifth semester, but no later than the tenth semester, after admission to the program. Upon acceptance into the graduate program, a student will be assigned a graduate advisor who will review and approve all first-year coursework, and in consultation with the DGS, evaluate requests for transfer of up to 9 credit hours of equivalent graduate-level coursework. Following the first year, all coursework will be approved by the student's committee.

Requirements in the Ph.D. program consist of: (1) three required courses - History of Theory (ANT 610) and a theory and a methods course in the student's designated sub-discipline, to be taken in the first year when available; (2) a course in Research Design (ANT 662), (3) an approved statistics course; (4) 7 courses (21 hours) of additional coursework, of which at least 1 course must be in an anthropological sub-discipline (archaeology, biological, cultural) other than the student's designated sub-discipline. Demonstrated competence by the student in reading or speaking one or more languages may be required by the student's committee. Students must complete and successfully defend to their committee a dissertation research proposal prior to the scheduling of the qualifying exams. (A sample timeline for PhD completion is found in Appendix A)

Policy on PhD Proposal Approval Process and Scheduling

This policy for the process of PhD Proposal Approval clarifies how students seek approval of their PhD proposals, both for internal committee approval and for submitting to external funding agencies.

Key points in the approval process:
- An NSF Doctoral Dissertation Improvement Grant (NSF DDRIG) style proposal will be the model for proposals in the approval process.
- Students must have their PhD research proposal approved prior to writing their PhD qualifying exams. The time frame of when proposal approval and qualifying exams will take place is to be determined by the student's advisor and committee. However, PhD Qualifying exams should take place no later than one year from approval of the PhD Proposal. Conversely, exams can be scheduled to occur soon after proposal approval, with the understanding that if the proposal does not receive committee approval, exams will need to be RE-scheduled for a later date.
- Approval will take place in the form of a committee meeting (a "typical" one-to-1.5-hour meeting) during which faculty will discuss and offer comments on the proposal. The "approval" itself is a conversation among committee members (and the student) about necessary revisions, and agreement about when those revisions will be completed, and which committee members want to see another draft of the proposal (or not). Following the approval meeting, the student's advisor should send an email to the DGS and the Graduate Secretary indicating that the Approval meeting occurred, and that the proposal was approved (this email will be added to the student's file as documentation).
  - To schedule the meeting for proposal approval, the student must submit to the whole committee, **a complete, fully drafted (all sections, all bibliography, all complete)**, close to final proposal. The draft for "approval" will have resulted from revisions of (many) previous drafts of the proposal, commented on and developed in conjunction with the student's advisor.
  - Students must **submit this draft proposal at least two weeks prior** to the committee meeting, to give faculty time to read and comment on the proposal draft.
  - For students **planning to submit proposals for funding**, the Proposal Approval meeting **must occur AT LEAST one month PRIOR** to the first deadline for ANY external funding (Fulbright IIE "small Fulbright" excluded). The proposal model will be the NSF style grant, even if the first deadline is SSRC or Wenner-Gren. (Thus, the need for approval to occur 1 month prior to the deadline, giving the student time to make necessary revisions, and to formulate the proposal according to different foundation criteria).
    - An example in relation to funding deadlines: If a student plans to submit

the SSRC grant on November 1st, the committee approval meeting must occur no later than October 1st. The student must submit the fully drafted, heavily revised and advisor approved (for distribution to committee members) proposal draft by September 15th. In practice then, the student should have drafted a solid proposal by the end of spring semester and revised it all summer – if the advisor is willing to work with the student over the summer. If the advisor is not available to comment and discuss revisions during summer months, then the student should have drafted a proposal earlier in the spring and worked closely with the advisor prior to the summer break. At the latest, on August 15th, the student should submit a "close to perfect" draft to the advisor for one final round of revising prior to distributing to the committee for the approval meeting.

Department of Anthropology: Qualifying Exam Guidelines

1. The PhD qualifying examination is four days in duration and takes place over the course of one week. The exam period is usually Monday and Tuesday, with a break on Wednesday, and then continuing on Thursday and Friday.

2. The qualifying exam will cover theory, method, area of concentration, geographic region, and area of application, respectively. The order in which the topics are given is the decision of the student's advisory committee.

3. The exam is an "open-book" take-home exam and answers to each of the four days' questions must be completed within a nine-hour period. Students may consult any resources that they need to answer their questions.

4. Exam questions are based on the bibliographies submitted by the student for each exam area, materials presented in the student's classes, and independent reading. Bibliographies for each exam day normally range from 25-100 entries and are subject to approval by the student's advisory committee. Answers for each day's questions will generally not exceed 25 double- spaced pages.

5. The student will notify the Director of Graduate Studies of the proposed timetable for the written and oral examination once the advisory committee approves the timetable.

6. The qualifying examination begins once a student receives the questions and must follow through to an oral exam.

7. Before the student may schedule her/his qualifying exam, permission must be obtained from the advisory committee.

8. The qualifying exam cannot be given until the DGS has received approval from the Graduate School.

9. The oral portion of the qualifying exam must be held within two weeks of the date of the end of the written part of the exam.

Department of Anthropology Dissertation Guidelines

Ph.D. candidates in the department of anthropology must complete a dissertation that is based on original research related to their area of specialization that adds to or transforms scholarly knowledge on a subject. Students are required to conduct dissertation research, which may include field, lab, and/or archival work, after Advancement to Candidacy. According to Graduate School policy, they must enroll in 2 credits of ANT 767 every semester until they successfully defend their dissertation and graduate, which they must do within five years of passing their qualifying exams. If students plan to conduct dissertation research outside of the United States, they must also comply with University Administrative Regulation 4.9 and are encouraged to speak with staff in the University's International Office early in the dissertation planning process.

Students' dissertation research plans are approved by their committee through the proposal defense process. Their research (including IRB Approval which is required by law) will be closely supervised by their primary advisor. Upon completing their dissertation research, students are strongly encouraged to meet with their entire committee to present a brief overview of their initial research findings and a preliminary dissertation outline. The department expects each enrolled Ph.D. student, even those who have advanced to candidacy, to organize an annual committee meeting (except for those who are away from campus while conducting dissertation research). Video or teleconferences are acceptable alternatives for students who are not in residence. This is especially important for students writing their dissertation as this process requires close consultation between a student and her/his committee. The meeting provides a valuable opportunity to update the committee on dissertation progress and ensures that the student receives consistent feedback from committee members, allowing him/her to take maximum advantage of the diverse expertise of the faculty.

The dissertation writing process requires multiple rounds of idea exchanges between students and committee members and students should anticipate the need for multiple revisions. Students who are writing their dissertations are encouraged to join writing groups, submit chapter drafts to their advisors according to pre-established schedules, and participate in "dissertation boot camps" and other on-campus activities designed to support dissertation writing. Students are advised to seek opportunities to present their dissertation research during the writing process (at conferences, workshops, and departmental and interdisciplinary brown bags/colloquiums).

Dissertation Format

Departmental dissertation guidelines are designed to be flexible and the final form a dissertation takes is left to the discretion of the committee members. Students should discuss their career goals and publishing plans with committee members to determine how to craft a dissertation that best meets their needs and departmental standards. Dissertations are typically formatted as a book-length manuscript (approximately 150-300 double-spaced pages, excluding figures and bibliographies).

Dissertation Defense Process

To be eligible for the degree, students must complete the Application for Degree on myUK. This must be submitted by the deadline for the semester in which the student intends to graduate. For the exact due date, see the University Calendar or the Graduate School Bulletin. After consulting with the advisor, the student should submit the Notification of Intent to Schedule a Final Doctoral Examination form a **minimum of 8 weeks** prior to the anticipated date of the final examination date. Upon receipt, the Graduate School will audit the student's file to make sure that all requirements to this point have been met and will begin the process of identifying an outside examiner for the defense. *Committees should not finalize a defense date before the outside examiner has been identified and has been consulted for their availability.* The student will be notified by email when your Outside Examiner has been assigned.

The final examination must take place no later than eight days prior to the last day of classes of the semester in which the student expects to graduate. Final examinations may not be scheduled during the period between semesters or between the end of the eight-week summer session and the beginning of the fall semester. Consult the University Calendar for deadlines on the scheduling of final examinations. A Request for Final Doctoral Examination form should be submitted a **minimum of two weeks** prior to the specific date of the defense. At this time the student should deliver a copy of the dissertation to the outside examiner. Dissertations must be received by the committee two weeks prior to the exam according to Graduate School regulations. *To ensure that committee members have sufficient time to review the dissertation in advance of the defense, students are advised to consult each member regarding a preferred distribution date and format (e.g., electronic or hard copy).*

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Dissertation defenses are public. At least one week prior to the scheduled defense, the candidate should distribute a dissertation abstract to all departmental faculty and graduate students and announce the time and place of the defense. At the two-hour long defense, candidates typically make a short (10 minute) presentation of their dissertation findings. Students and those in attendance are then asked to briefly exit the room so that the committee members can consult with one another. Candidates are then asked to respond to questions from the committee members. At the end of the defense, students and those in attendance are again asked to exit the room so that the committee members can determine whether the defense has been successful or not. At the conclusion of the defense, required revisions are detailed and committee members sign the examination card provided by the primary advisor (or agree to sign it once the revisions are submitted).

Ideally all committee members will be physically present for the defense. However, if one member cannot participate in person for a valid reason then she or he may arrange to participate via Skype or video conference. No more than one member may be physically absent from a defense. The committee chair should email the signed examination card to the participant and have him or her sign and return it via email so that it can be submitted to the Graduate School.

After the Final Examination, students have **60 days** to submit the final copy of the dissertation to the Graduate School in pdf format (or less than 60 days if the student wants to graduate that semester and the semester deadline is sooner) and a completed ETD Approval Form [PDF] , signed by the advisor and Director of Graduate Studies. If, due to extenuating circumstances, it appears that a student will be unable to complete the requested revisions (or the committee members are unable to approve the revised dissertation) before the end of this 60-day period then the advisor should consult the DGS as soon as possible so that an extension may be requested.

Off-campus students can scan the ETD Approval Form after signing it and forward it electronically to the advisor for signature who in turn can pass it to the DGS for signature. It is the student's responsibility to upload this form to UKnowledge (Additional Files) as part of the ETD. The ETD Approval Form may be uploaded when the student first submits the ETD to UKnowledge, or at a later time, and can be viewed in the Supplemental Content area. The ETD Approval Form will not be accessible to the public when the ETD is approved.

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Students are required to submit their thesis for a format check to UKnowledge (click here for ETD Submission Guide). The thesis will be checked to ensure that it meets format requirements of the Graduate School. It is the student's responsibility to ensure that the ETD will display clearly and properly on a monitor when accessed, including working links so the ETD can be readily navigated (whether it is composed of a single or multiple files), that the printed pdf version will be clear and legible (including any figures or images), and that fonts have been properly embedded. The Graduate School also requires copies of any reprint permission letters and any required third-party software licenses.

Final Submission checklist:
- Final submission of electronic dissertation via UKnowledge (see ETD Submission Guide for instructions)
- Confirmation page of the Survey of Earned Doctorates
- ProQuest/UMI Dissertation Agreement form
- ETD Approval Form [PDF] completed and signed
- Reprint permission letters and/or third-party software licenses, if required
- All of the above items must be uploaded as Additional Files (Supplemental Content) to the ETD (see the ETD Submission Guide for instructions)
- Embargoes are now handled as part of the ETD Approval form

If you have any questions about this process, contact the Degree Certification Officer for your program. Please see the following links for more detailed information regarding Graduate School requirements and procedures:

http://www.gradschool.uky.edu/CurrentStudents/electronic_dissertation_defense_process.html

http://www.gradschool.uky.edu/CurrentStudents/electronic_dissertation_instructions.html

The MA/PhD Program

With the approval of the Graduate Committee and the Director of Graduate Studies, students without a Master's Degree may be admitted directly into the PhD program and receive the MA following successful completion of the PhD qualifying exams and completion and submission of the MA En Passant forms. Students must take: (1) ANT 601, ANT 610 and ANT 660 or ANT 610, ANT 650 and ANT 651; (2) a statistics course at the 500+ level; and (3) a minimum of 15 additional credit hours of coursework in anthropology or cognate disciplines as approved by the student's committee. Anthropology faculty members have research experience in the following areas: South and Southeast Asia, North and Sub-Saharan Africa, Middle East and North Africa, Europe, the former Soviet Union, Latin\America, and North America, including the urban and rural U.S. and with specialization in studies of Appalachia. Members of the department participate in interdisciplinary research in the University's College of Agriculture, College of Medicine, College of Education, and School of Public Health. The Department of Behavioral Science includes anthropologists on its faculty, and students with interests in medical anthropology are encouraged to take behavioral science courses

Master of Arts (MA) in Applied Anthropology

Since its inception in the 1960s, the graduate program has been nationally recognized as a leader in applied anthropology. We define applied anthropology as research with practical application and impact but anchored in a rigorous foundation in anthropological theory and method, whether from cultural, biocultural, or medical anthropological, or bioarchaeological, historical archaeological, or archaeological perspectives, for example. With grounding in core anthropological and archaeological theory and method, we train our students to be skilled researchers who can traverse both academic and non-academic settings, bringing to their research a sound intellectual base, and skills for application and practice.

The M.A. degree in Applied Anthropology at UK is designed to train students to apply the theories, methods, and practices of anthropology to solve real world problems, and to prepare students for careers in different domains of application or for further graduate study. The program draws on the department's considerable research strengths in a variety of areas (see website for more information), and puts strong emphasis on training in theory, application, and proficiency in qualitative and quantitative research methods and skills. The M.A. in Applied Anthropology program has three Areas of Concentration – Archaeology, Cultural Anthropology and Medical Anthropology. Students must declare their area of concentration in their program application.

Admissions Requirements

If you are entering the Anthropology M.A. program without previous training in anthropology, you might want to read Perspectives: An Open Invitation to Cultural Anthropology (a free online textbook available at http://perspectives.americananthro.org/) and/or a text recommended by your advisor prior to your first semester.

Degree Requirements

The degree completion requires 30 credits of coursework. The M.A. degree requires a written report based on the practicum. The report is written with the guidance of a committee of three faculty members. The final examination for the Master's Degree is an oral presentation of the practicum project to the department. There is no foreign language requirement for the Master's Degree in applied anthropology.

Appendix A – Concentration Requirements

Archaeology Concentration (MA):

The Archaeology concentration is aimed at preparing students for careers in applied archaeological anthropology, including cultural resource management, museum and heritage studies, and public archaeology.

Students are expected to have archaeological field school training before starting graduate school. UKY offers or recommends an archaeological field school each summer, and students who have not participated in a field school will be encouraged to seek mentored field experience through or beyond the program.

Students interested in careers in Cultural Resource Management will be encouraged to enroll in ANT 545 and electives in Historic Preservation, and program revisions are underway to further accommodate CRM career preparation.

Plan of Study:

Course	When taken	Cr Hrs
ANT 525 APPLIED ANTHROPOLOGY	1st semester	3
ANT 650 THEORY IN ARCHAEOLOGY	1st/2nd semester	3
ANT 651 ARCHAEOLOGICAL DATA ANALYSIS	2nd semester	3
3 courses in Archaeology (1 can be allied profession)	1st – 3rd semester	9

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2 courses as approved by advisor/committee (may include ANT 790)	1st – 3rd semester	6
ANT 760 - 6 credit hours practicum in applied anthropology	1st – 3rd semester	6
Total		30

Cultural Anthropology Concentration (MA):

The Cultural Anthropology concentration is designed to prepare students for careers in various domains of application, including economic development, rural and urban development, business anthropology, public anthropology, human services, education, consulting and research, program monitoring and evaluation, and work with corporations, governmental and non-governmental organizations.

Plan of Study:

Course	When taken	Cr Hrs
ANT 525 APPLIED ANTHROPOLOGY	1st semester	3
ANT 610 HISTORY OF THEORY IN ANTHROPOLOGY	1st/2nd semester	3
ANT 660 ETHNOGRAPHIC RESEARCH	2nd semester	3
3 courses in Cultural Anthropology (1 can be allied profession)	1st – 3rd semester	9
2 courses as approved by advisor/committee (may include ANT 790)	1st – 3rd semester	6
ANT 760 - 6 credit hours practicum in applied anthropology	1st – 3rd semester	6
Total		30

Medical Anthropology Concentration (MA):

The Medical Anthropology concentration is based on fundamental concerns with the study of social forces and health inequalities, and various programmatic endeavors and community-based responses to them. Participants in the program will receive training in ethnographic methods, community-based participatory research and/or program evaluation along with instruction in anthropological perspectives on health and the intersection of anthropology with public health.

Plan of Study:

Course	When taken	Cr Hrs
ANT 525 APPLIED ANTHROPOLOGY	1st semester	3
ANT 610 HISTORY OF THEORY IN ANTHROPOLOGY	1st/2nd semester	3
ANT 660 ETHNOGRAPHIC RESEARCH	2nd semester	3
3 courses in Medical Anthropology (1 can be allied profession)	1st – 3rd semester	9
2 courses as approved by advisor/committee (may include ANT 790)	1st – 3rd semester	6
ANT 760 – 6 credit hours practicum in applied anthropology	1st – 3rd semester	6
Total		30

Practicum:

All M.A. students must enroll in 6 credit hours of ANT 760 (Practicum in Applied Anthropology). The practicum is expected to be the equivalent of a full-time effort for at least one academic semester.

Departmental Presentation:

All M.A. students are required to write a report and to deliver a presentation to the department as a condition of graduation. This presentation and submission of the report constitutes the MA Final Exam.

Sample timeline for the PhD in Anthropology

Year 1 - Fall and Spring Semesters
- Complete 18 hours of coursework
- Form PhD advisory committee no later than the end of the Spring semester

Year 1 – Summer
- Exploratory study on possible dissertation topics
- Initiation of foreign language studies (if needed)
- Investigate potential internships and training opportunities

Year 2 – Fall and Spring Semesters
- Complete 18 hours of coursework
- Apply for Susan-Abbott Jamieson Pre-Dissertation Research Award early Spring semester
- Investigate potential internships and training opportunities
- Enroll in ANT 662 in Spring semester

Year 2 – Summer
- Conduct preliminary dissertation research
- Continue language training (if needed)

Year 3 – Fall and Spring Semesters
- Complete remaining coursework (including Preparing Future Faculty and Professional Development courses offered by Graduate School)
- Defend dissertation proposal.
- Prepare bibliographies for PhD qualifying exams in fall semester
- Submit grant proposals to funding agencies with fall and spring deadlines
- Take PhD qualifying exams by the end of spring semester

Year 3 – Summer
- Continue submitting grant proposals to funding agencies with fall deadlines
- Initiate dissertation fieldwork/research

Year 4
- Continue dissertation fieldwork/research
- Conduct dissertation fieldwork

Year 5
- Dissertation data analysis
- Dissertation write-up

Year 6
- Defend dissertation by end of spring semester
- Pursue opportunities for publication

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Appendix B – Student Research Support

Appendix B-1: Research Support Beyond the Department

Students are required to apply for extramural funding from sources outside of the University of Kentucky to help support their dissertation research. International students should investigate Fulbright funding (annual deadline in September) from their home country. The National Science Foundation (August 15 and January 15 deadlines for cultural anthropology, rolling deadline for archaeology), SSRC (deadline normally at the beginning of November), The Wenner-Gren Foundation (deadlines May 1 and November 1), among many others, offer PhD student funding opportunities and we encourage students to explore these early in their graduate training. Please consult The Graduate School's website for additional sources of funding and this list.

Appendix B-2: Departmental Awards, Travel Support, and Research Support

Support is available to degree-seeking graduate students for assistance with expenses relating to research and conference travel. In addition, the department presents two annual awards that recognize excellence in teaching and excellence in research.

Grants for Travel to Conferences

The Anthropology department has competitive grants for travel to present at professional conferences and for travel related to thesis or dissertation research. Students apply directly for most of these awards and a few require nomination by faculty. The Graduate Student Congress also has travel and research for graduate students.

Susan Abbott-Jamieson Pre-Dissertation Research Fund Award

In 2001, a generous gift from UK alumna Ashley Judd was used to create and endow the Susan Abbott-Jamieson Award. Named for anthropology Professor Emerita Abbott-Jamieson, who taught Judd in cultural anthropology courses, the fund provides dissertation research grants to doctoral students. The gift is eligible for matching funds from the state's Research Challenge Trust Fund.

The Susan Abbott-Jamieson Award provides support to graduate students in one or more of the following activities:

1. To investigate the potential of field sites for dissertation research.

2. To explore the potential of archival and other databases and/or archaeological collections for dissertation research.

3. To visit research institutes, government organizations, and researchers who might, later, assist in obtaining necessary research clearances and/or facilitate dissertation research.

4. To engage in necessary summer language training required for dissertation research. This is a highly competitive award. To prepare the strongest application possible, students should work closely with their advisors on all materials well before the deadline. The number of awards and funding amount varies based on the number of applications. In general, the maximum award is $1000 for domestic travel and $2000 for international travel. Applications for Summer funding are due in February each year. Please see the website for updated deadlines, eligibility, application, and reporting guidelines for more information.

The Adelski Endowed Fellowship Fund in Anthropology

The Adelski Endowed Fellowship Fund in Anthropology supports PhD students who have submitted external dissertation funding proposals and passed their qualifying exams. The award provides $3000 in "bridge" funding to enable students to begin their dissertation fieldwork immediate y. The funds can only be us ed for approved dissertation fieldwork expenses (e.g., travel expenses, food, and housing) and the money must be spent in full by the end of the current fiscal year (June 30). Applications are due in February each year. Please click here for more information.

The Odear Award for Graduate Student Research in Latin America

The Odear Award supports graduate students conducting preliminary dissertation research, dissertation research, or MA research in Latin America. Applications are due in February each year. Please click here for more information.

The Donald P. Cliggett International Travel Research Fund

The Donald P. Cliggett International Travel Research Fund supports international research of graduate and undergraduate students in Sub-Saharan Africa, North Africa and the Middle East, Asia, and Europe. Applications are due in February each year. Please click here for more information.

Margaret Lantis Award for Excellence in Original Research by a Graduate Student

This award recognizes accomplishment for original research. Students are nominated for this award by a member of the faculty bas ed on a published article or report, a paper presented at a professional meeting, or a paper of publishable quality submitted for a class by the student. Criteria for conferring the award include originality of the research design, effectiveness with which the research has been executed, originality and logic of interpretation, and/or substantive contribution of the research to the study, application, or practice of anthropology. Faculty nominations for this award are solicited during spring semester each year.

William Y. Adams Award for Excellence in Teaching by a Graduate Student

This award recognizes exceptional teaching. A faculty member or any person familiar with the student's teaching effectiveness may nominate students for this award. Qualification for the award should be supported by student course evaluations, faculty assessment of the nominee's teaching, or other evidence of superior teaching. Criteria for conferring the award include evidence of particularly effective teaching and/ or originality

of teaching methods. Faculty nominations for this award are solicited during spring semester each year.

Appendix B-3: Graduate Student External Funding Sources AY 2022-2023

A. General Fellowship Support

1.   Ford Foundation Predoctoral, Dissertation, and Postdoctoral Fellowships
Eligibility: U.S. citizen or national, superior academic achievement, career committed to teaching and research at university level.
Deadline: **December 6, 2023**
More Information:
http://sites.nationalacademies.org/pga/fordfellowships/pga_171939
Notes: Consult the web site for eligibility requirements, fact sheets, and how to apply for each of the fellowship programs.

2.   National Science Foundation Graduate Research Fellowship Program
Eligibility: May apply prior to entering graduate school, during first year of graduate school, or prior to completing Fall term of second year.
Deadline: **October 25, 2023**
More Information: https://www.nsfgrfp.org/
Notes: Three years of support, $34,000 annual stipend, $12,000 cost-of-education allowance to the institution.

3.   Wenner-Gren Foundation Wadsworth International Fellowships
Eligibility: Available only to students from countries where anthropology is underrepresented and where there are limited resources to send students overseas for training.
Deadline: **March 1, 2023**
More Information:
http://www.wennergren.org/programs/wadsworth-international-fellowships
Notes: Provides support for students undertaking study leading to a Ph.D. or equivalent doctoral degree at universities where they can receive international-level training in anthropology. Annual fellowship is $17,500 and can be used towards travel, living expenses, tuition, student fees, and other relevant student expenditures. Renewable up to two additional years. A separate application can be made for an additional year of funding to support dissertation write-up.

B. Dissertation Fieldwork Support

1. **Social Science Research Council International Dissertation Research Fellowship** <u>Eligibility:</u> Post qualifying exams. Graduate students in the humanities and humanistic social sciences regardless of citizenship.

    <u>Deadline:</u> **November 7, 2023**

<u>More Information</u>: http://www.ssrc.org/fellowships/idrf-fellowship/

<u>Notes</u>: Fellowship amounts vary depending on the research plan, with a per-fellowship average of $20,000. Must complete all PhD requirements except on-site research by the time the fellowship begins.

2. **National Science Foundation Dissertation Research Improvement Grants**
Directorate for Social, Behavioral and Economic Sciences <u>Eligibility:</u> Post qualifying exams

<u>Deadlines</u>:

Archaeology	**Accepted anytime**
Cultural Anthropology	**January 15, 2023**
	August 15, 2023
Biological Anthropology.	**January 22, 2023**
	July 22, 2023

<u>More Information</u>:
http://www.nsf.gov/funding/pgm_list.jsp?org=SBE
<u>Notes</u>: Maximum award $20,000 in direct costs.

3. **Inter-American Foundation Grassroots Development Fellowship Program**
<u>Eligibility:</u> Post qualifying exams. Research must relate to grassroots development issues in independent Latin American and Caribbean countries (except Cuba). Speaking and reading proficiency in language appropriate to the research.
<u>Deadline:</u> **Check website for updated due dates**
<u>More Information</u>:
https://www.iie.org/Programs/IAF-Grassroots-Development-Fellowship-Program <u>Notes</u>: Research allowance up to $3000, a $1500 monthly stipend, round trip transportation to the research site, health insurance.

4. **Lambda Alpha Graduate Overseas Research Grant**
<u>Eligibility:</u> Post qualifying exams, membership in Lambda Alpha
<u>Deadline:</u> **March 15, 2023** (presumed, not yet released)
<u>More Information</u> (try this):
http://cms.bsu.edu/Academics/CollegesandDepartments/Anthropology/LambdaAlpha.aspx (National office web site no longer available.)
<u>Notes</u>: One $2000 award per subfield (archaeology, biological, cultural).

5.   Sigma Xi Grants-in-Aid of Research Program

Eligibility: Pre or post qualifying exams, membership in Sigma Xi not required, but 75% of funds reserved for dues paying student members.

Deadlines: **October 15, 2023**
                              March 15, 2023

More Information: https://www.sigmaxi.org/programs/grants-in-aid Notes: All areas of the sciences and engineering. Maximum award $1000.

6.   Wenner-Gren Foundation Dissertation Fieldwork Grants

Eligibility: Post qualifying exams

Deadlines: **November 1, 2023**
                   May 1, 2023

More Information: http://www.wennergren.org/programs/dissertation-fieldwork-grants Notes: All fields of anthropology. Maximum award $20,000.

7.   Fulbright-Hays Doctoral Dissertation Research Abroad Fellowships

Eligibility: Citizen, national, or permanent resident of the U.S. Foreign language and area studies. Possess adequate skills in the languages necessary to carry out the research.

Deadlines: **Not yet posted but probably July 2023**

More Information: http://www2.ed.gov/programs/iegpsddrap/index.html

Notes: Fellowship amounts vary based on expenses. Average award is approximately $35,000. Research period 6 to 12 months in duration. Projects deepen research knowledge on and help the nation develop capability in areas of the world not generally included in U.S. curricula. Projects focusing on Western Europe are not supported.

8.   Fulbright U.S. Student Research Awards

Eligibility: Applicants for study/research awards design their own projects and will typically work with advisers at foreign universities or other institutes of higher education. The study/research awards are available in approximately 140 countries. Program requirements vary by country, so the applicant's first step is to familiarize themselves with the program summary for the host country.

Deadlines: October 9, 2023

More Information: https://us.fulbrightonline.org/about/types-of-awards/study-research

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C. Dissertation Writing Support

1. **Woodrow Wilson Charlotte W. Newcombe Doctoral Dissertation Fellowships**
   Eligibility: Ph.D. candidates in the final year of dissertation writing may apply.
   Deadlines: November 15, 2023
   More Information: Woodrow.org/newcombe Notes: Fellowships of $25,000 for 12 months.

2. **American Council of Learned Societies**
   Mellon/ACLS Dissertation Completion Fellowships
   Eligibility: Completed all requirements except the dissertation, be no more than 6 years in the degree program, must obtain the fellowship no later than 7th year.
   Deadline: **October 24, 2023**
   More Information: http://www.acls.org/programs/dcf/
   Notes: Doctoral students in the last year of dissertation writing. Fellowship stipend of $30,000, plus funds for research costs of up to $3,000 and for university fees of up to $5,000.

3. **American Association of University Women Dissertation Fellowships**
   Eligibility: Available to women who will complete their dissertation writing between April 1 and June 30, 2020.
   Deadline: **November 1, 2023**
   More Information:
   http://www.aauw.org/what-we-do/educational-funding-and-awards/american-fellowships/
   Notes: Open to applicants in all fields of study. Scholars researching gender issues are especially encouraged to apply. Stipend of $20,000. Applicants must have completed all course work, passed all preliminary examinations, and received approval for their research proposals or plans by **November 1, 2023**.

International Travel Regulations:

Per AR 4.9 Graduate students are required to register with the IHSS or the Education Abroad office when traveling overseas on any university related business (preliminary dissertation research, conference attendance, dissertation research etc.). If you are registered for ANT 767 while conducting dissertation research overseas, you will need to register with the Education Abroad office. Please remember that U.K. officially bans research in countries with U.S. State Department warnings. This ban is generally waived for graduate students after a formal review by the Education Abroad Advisory Committee. Please see the Graduate School's website for more information. You can also find out more here. The Anthropology department's current guidelines for graduate student travel funding can be found here.

Appendix C – Graduate Funding

Graduate Funding Policy

The Department of Anthropology views graduate assistantships as an integral part of graduate students' education but maintains a position that student employment should in no way slow the student's progress toward timely completion of the Ph.D. degree. Therefore, we expect all funded PhD students to maintain timely progress towards degree completion. The department does not currently offer funding to M.A. students. The department offers several additional sources of graduate student funding for research and travel (e.g., Adelski, Cliggett, Abbott-Jameson, O'Dear, Legacy, etc.). More information about these awards can be found on the Student Support page of the department's website.

Guidelines and rules for Ph.D. funding are below. Students are encouraged to speak with the DGS or their advisor about any questions they have regarding funding policies and/or eligibility.

- Ph.D. students who are making timely progress towards degree are funded for their first three years in the program. After completing their dissertation research, they will receive one or more additional years of funding to support data analysis and dissertation writing.

- Students in their first three years of coursework and students writing their dissertations will receive priority in funding decisions. We are sometimes able to offer PhD students additional funding. There is some flexibility in when students may use this funding (i.e., prior to dissertation fieldwork or after). Requests for additional funding will be met as needed and when possible.

- We encourage Ph.D. students to apply for funding from sources outside of the department. These outside positions do not count towards the four years of departmental funding eligibility unless they are funding lines specifically linked to an Anthropology faculty member's administrative or scholarly work (e.g., journal editing, director of LACLAS, research grant, etc.)

- Funding decisions are made on an annual basis and funding in one year does not guarantee funding in the next year. Students with outstanding incomplete grades will not be eligible for funding, except in exceptional cases (e.g., severe illness, death in family, etc.). In line with the Graduate School's and College of Arts and Sciences' policies, PhD students on academic probation will not be funded, or may have their funding rescinded (in the case of falling into

academic probation during the spring semester).

- Periodically, the faculty may amend the departmental graduate student funding guidelines. Ph.D. students will be subject to the funding guidelines in place when they first joined the department unless the changes would benefit their funding status.

Revised and approved:
February 2008
March 25, 2016
September 28, 2018
April 19, 2019

Appendix D -TEACHING ASSISTANT STATEMENT of POLICIES and PROCEDURES

TA/RA Coordinator: Heather Worne, 204 Lafferty Hall, hworne0@uky.edu

1) <u>Office Staff</u>: The Anthropology Senior Department Manager is Cathy Bowers (Lafferty 211B). The Department Manager carries numerous responsibilities and is not responsible for TA-related work issues. Please do not seek assistance from the Department Manager until you have consulted with the Primary Instructor of the course you are assigned to, the TA Coordinator, a fellow TA, your Faculty Mentor (Type 1 TAs only), the DGS, or relevant UKY resources regarding policies and procedures. TAs serving as Primary Instructors should consult Catherine Brereton's Handy Tips for Primary Instructors:
https://anthropology.as.uky.edu/sites/default/files/TA%20Primary%20Instructor%20Information%20March%202018.pdf

2) <u>Contracts and Responsibilities</u>:

    i)   Graduate School Contract Dates: 8/15/22-5/15/23 (or the two weeks after the last day of classes for the semester in which you hold a TA position, as per the UKY Academic Calendar).

    ii)   Workload: TAs and RAs are first and foremost full-time graduate students. You will be assigned responsibilities requiring no more than 50 percent of your time/not more than an average of 20 hours per week, with an understanding that you might work less or more than this average some weeks due to grading, etc. TA responsibilities include class preparation, classroom and laboratory teaching, grading assignments, email correspondence, Primary Instructor, and student meetings, etc. (Please consult the "Policies Relative to Teaching and Research Assistants", Univ. Administrative Regulation [AR] 5.2, link below). If at any point you find that you are working significantly more than stipulated in the aforementioned regulation, please talk with your Primary Instructor and/or the TA Coordinator ASAP so that we can resolve the situation and ensure that your employment situation is equitable and efficient. I recommend that you keep a weekly log of the hours you spend working on various tasks.

    iii)   Please inform your Primary Instructor of any days/times during the week when you are not available for any TA-related matters because of your own schedule related to graduate seminars, proposals, Qualifying Exams, etc. (i.e., a day of the week when you are not in lecture, recitation, or office hours, and that you reserve for working only on matters related to your status as a graduate student).

    iv)   The role of TAs will vary in terms of pedagogy and producing course content. If you have any concerns about your position, especially as you develop expertise about what is and is not working during recitations, be sure to contact your Primary Instructor and/or the TA Coordinator ASAP.

3) <u>Copying and printing</u>: Please consult with the Primary Instructor and/or Cathy Bowers for details on how to duplicate *any course-related materials,* including student papers or other

assignments, especially in large quantities. *The Primary Instructor is required to provide you with their faculty code for the copy machine in Lafferty 211 or any departmental printers.* It is not appropriate for Primary Instructors to expect or ask TAs to print any course-related materials on campus printers (including in the Graduate Student Computer Lounge) or use their personal printers unless a TA agrees to do so. Be sure to make explicit arrangements with your Primary Instructor at the start of each semester, keeping documentation thereof.

4)   Make-up Exams and Video Viewing: It is your responsibility to schedule makeup exams, video screenings, etc. with students and the Primary Instructor. You should establish a policy for this with the Primary Instructor at the beginning of the semester. Please do not ask the Department Manager for assistance with these tasks.

5)   Student Privacy and FERPA: The University, College of A&S, Graduate School, and Anthropology Department take student privacy and the protection of education records very seriously. *It is your responsibility as a Primary Instructor or TA to ensure that you understand and comply with all aspects of the Family Educational Rights and Privacy Act (FERPA).* Please review FERPA regulations (link provided below) and come to me with any questions at any time. Avoid discussing grades or student work in detail via email (including with UKY staff in Athletics or other departments where students have signed a disclosure waiver). Do not leave students' assignments (graded or not) outside of your office, or post students' grades using first or last names or Student ID#s as an identifying marker. If you receive a request for information about students' performance in class (for example from someone in Athletics who is monitoring student academic status, or other similar university staff) be sure to clarify that the student has signed the necessary waiver of disclosure before you share any specific information. If students sign a disclosure waiver with one unit on campus you can only share information with them, not any other University units or individuals, until you obtain proof of specific signed waivers. This absolutely includes any family members, friends, or other faculty. If you are a TA for a Primary Instructor always forward requests for information on student grades or overall performance to the Primary Instructor. If you have any questions about complying with FERPA (including the use of shared TA offices in relation to student assignments) please consult me before responding or providing information about students' in-class work, assignments, attendance, etc. You must also ensure that students have privacy during office hours. However, do not close your office door. Instead, make sure that no one is hovering outside your doorway and/or leave the door at least halfway open.

6)   TA Evaluation, and Department Training and Mentoring:
   i)   Evaluation
   (a)   Your advisor is responsible for filling out the Graduate School's in-class observation form and returning it to you by the mid-term of the semester. Please contact your advisor at the start of the semester to schedule the date of the observation. If your advisor is on academic leave or sabbatical, it is their job to inform the TA Coordinator so that they or another member of the Graduate Studies Committee (GSC) can conduct the observation in their absence. You should have a follow-up meeting with your advisor or the person who conducts the observation and comment on the form. Subsequently, please sign and turn it into the TA Coordinator. You, your advisor, and the TA coordinator need to sign the form. **NOTE:** The Primary Instructor of your course does not need to sign in any capacity unless they happen to be your advisor and/or the TA Coordinator. **The TA**

Coordinator always signs as "Supervisor."

ii)   In-Service Teaching Workshop Attendance and Participation
(a)   All TAs are required to attend and actively contribute to/participate in three workshops related to teaching each semester including the two departmental TA in-service workshops and then a third workshop offered by a teaching-related center or program on campus (i.e., CELT, PresentationU! Preparing Future Faculty, others as applicable (departmental workshops not focused on teaching do not fulfill this requirement). The TA/RA coordinator will email all TAs an attendance sheet which they will have signed by the coordinators of this third extra-departmental workshop. This attendance sheet should be submitted by email or hard copy to the TA/RA Coordinator as soon as it is completed. If the TA Coordinator does not receive this information s/he will not know that you have attended and will note this in your end-of- semester evaluation. The departmental and Graduate School TA orientations do not fulfill the teaching workshop requirement.

(b)   Because the purpose of these workshops is to provide TAs with assistance and an opportunity for consultation with their peers, the TA Coordinator will usually open each workshop with a brief set of comments and/or questions, but they will not be leading the entire workshop. Instead, the TA Coordinator will field questions and facilitate *our group discussions.* The TA Coordinator will note attendance and the distinction between attending and actively contributing to/participating in the workshops in the end-of-semester evaluations. This information will also be factored into UKY TA Teaching Award nominations

(c)   The dates and topics of the Spring 2023 departmental workshops are TBA.

Working with the TA Coordinator: I am here to serve as your mediator, liaison, and confidante regarding teaching policies and procedures. You have several other resources within the department, namely the Primary Instructor for the course (if that is not you), other faculty who have taught the same course, and your advisor. In addition to the primary course instructor, I encourage you to speak with your advisors for advice and assistance for matters regarding a specific course. If you are a Type I TA either your advisor or (if they are on leave or sabbatical) a member of the Graduate Studies Committee (GSC) will be assigned to you as a teaching mentor. If you are having difficulties (with students, the Primary Instructor, or myself as TA Coordinator) the earlier we address them, the better. **When you contact me by email, please be sure to leave out specific information regarding students, including their name, etc.**

7)   The Syllabus is a Contract: http://www.uky.edu/Ombud/ForFaculty_CourseSyllabus.php
      It is your responsibility to familiarize yourself with all University Senate and
      Ombudsman policies regarding course syllabi.

8)   Student, Faculty, and TA Classroom Decorum:
      Regardless of whether you are a Primary Instructor or an assistant to one, it is your
      responsibility to set the tone for respectful and civil discussion in ways that encourage
      and teach students to express their diverse opinions without judgments or offending

others. The range of challenges in doing so is vast and beyond the scope of our conversation here today. If you have any concerns about how students are treating one another and/or treating you in the classroom or office hours, and you are unsure how to address the situation, please contact the Primary Instructor and/or the TA Coordinator ASAP (again, avoid including student-specific details in email correspondence). You should also familiarize yourself with anti-discrimination laws relevant to education, including University and Departmental Diversity statements, and Title IX of the Education Amendments of 1972 (links below).

9) Academic Integrity:

    i)   All University instructors are required to follow university policy regarding academic offenses. **Should you encounter an academic offense or suspected offense, be sure to talk with me or the Primary Instructor (if that person is not you) immediately prior to grading the assignment, prior to contacting the student, and prior to posting a grade.** The Department Chair will be responsible for determining whether there is sufficient evidence to pursue the case, contacting the student, and proceeding according to university policy from there. If you are the Primary Instructor, contact the TA Coordinator immediately prior to grading the assignment, contacting the student, or posting a grade and we will consult with the Chair, as per University policy. Some indicators of plagiarism include differences in sentence structure and writing style within the same assignment (or between assignments), different font styles and colors, ambiguity or inconsistency between sources cited and those in the bibliography, etc. You should also be aware of websites that provide students with pre-written essays for a fee. These include Adventures in Cheating, Essay World, Free Essay Network, and Top 100 Essay Sites.

Appendix E – Departmental Forms and Requests

LEAVE OF ABSENCE REQUEST

A one semester leave of absence request by a graduate student must first be made to the student's advisor prior to the beginning of the semester in question. The student and the advisor will draft a written request to the Anthropology Faculty outlining the reasons for the requested leave, the work to be accomplished (if any) during the leave, and the semester for which the leave is being requested. Written requests will be submitted to the DGS by the advisor and the student jointly and will then be considered formally by the entire Faculty. In a catastrophic situation, such as a sudden grave illness or a severe injury, consideration of a one semester leave of absence can handled by the DGS without consulting the faculty as a whole.

In accordance with Graduate School regulations, no more than two consecutive and four total semesters in leave of absence status may be requested. International students considering a leave of absence are strongly encouraged to discuss their plans with the International Student & Scholar Services Office prior to making a formal request.

In addition to this form, please have your advisor submit a signed statement of support to the DGS via e-mail.

DATE:

STUDENT NAME:

ADVISOR:

REQUESTED STARTING SEMESTER OF LEAVE OF ABSENCE:

Please include a brief statement outlining the reasons for the requested leave:

What work will be accomplished (if any) during the leave:

see blue.
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Appendix F – Important University Policies & Websites

UKY Academic Offence Policy for faculty:
http://www.uky.edu/Ombud/ForFaculty_AcademicOffenses.php

UKY Academic Offense Policy information for students:
http://www.uky.edu/Ombud/ForStudents_AcademicIntegrity.php

UKY Office of Academic Ombud Services provides a PDF titled "Plagiarism: What is it"? I suggest that you make this link available on syllabi, assignment handouts, and Canvas. If you are not the Primary Instructor talk with students about using class time in the first week and when discussing the first assignment to show them the document and discuss its primary points. http://www.uky.edu/Ombud/Plagiarism.pdf
- i) The first day of class (Insights from those with prior teaching experiences regarding successful icebreakers, tips for quickly learning students' names, etc.) and other helpful hints and concerns
- ii) Discussion of TA in-service workshop topics

UKY Graduate School Information on Teaching and Research Assistantships
http://gradschool.uky.edu/assistantships

UKY Policies Relative to Teaching and Research Assistants:
http://www.uky.edu/regs/files/ar/ar5-2.pdf

UKY Center for the Enhancement of learning and Teaching (CELT)
http://www.uky.edu/celt/ (be sure to join the listserv for workshop and other resource/event announcements)

UKY Learning Management Systems http://www.uky.edu/canvas/

UKY Academic Communication Tool (ACT) Alert Management System (formerly Early Alert System) http://www.uky.edu/studentacademicsupport/ACT-alert

UKY Academic Calendars http://www.uky.edu/registrar/content/academic-calendar

UKY Anthropology Department Statement on Diversity:
https://anthropology.as.uky.edu/diversity-0

UKY Office of Institutional Equity and Equal Opportunity (OIEEO)
http://www.uky.edu/EVPFA/EEO/index.html

UKY OIEEO Explanation of Relevant Terms and Laws:
http://www.uky.edu/EVPFA/EEO/terms_laws.html

UKY Disability Resource Center (DRC):
http://www.uky.edu/StudentAffairs/DisabilityResourceCenter/

UKY Office of Institutional Diversity: http://www.uky.edu/diversity/

UKY Martin Luther King Center: http://www.uky.edu/mlkc/

UKY Office of LGBTQ Resources: http://www.uky.edu/lgbtq/

UKY Violence Intervention and Prevention Center (VIP):
http://www.uky.edu/StudentAffairs/VIPCenter/

UKY Center for English as a Second Language (ESL): https://esl.as.uky.edu/

UKY Counseling Services: http://www.uky.edu/StudentAffairs/Counseling/

UKY Office of Academic Ombud Services: http://www.uky.edu/Ombud/

UKY on FERPA and Student Privacy: http://www.uky.edu/registrar/FERPA-privacy

Title IX and (Sex) Discrimination (See also the UKY OIEEO Website)
http://www2.ed.gov/about/offices/list/ocr/docs/tix_dis.html

US DOE on FERPA
http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html

The Study (UKY's hub at Transformative Learning for help with writing, studying for and taking exams, taking notes in class, etc. They have lots of great resources, including 1-page handouts, for students and faculty.
They will also come give presentations to your class) https://www.uky.edu/thestudy/

UKY Student and Academic Support http://www.uky.edu/studentacademicsupport/

UKY A & S Advising http://www.as.uky.edu/advising

UKY Graduate School http://www.gradschool.uky.edu

UKY Graduate School 20-Minute Mentor Commons: http://gradschool.uky.edu/20-minute-mentor-commons

UKY Institutional Research & Advanced Analytics: http://www.uky.edu/iraa/

Faculty Support for TCE Process: http://www.uky.edu/eval/facultystaff-support

Student Support for TCE Process: http://www.uky.edu/eval/student-support

The Graduate School also provides an excellent list of internal and external websites related to teaching, including some of those listed above:
http://gradschool.uky.edu/teaching-assistant-resources

see blue.
in everything we do.