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OVERVIEW OF THE GRADUATE PROGRAM

Emory’s graduate program in Anthropology balances rigorous courses with a tutorial approach to advanced subjects and is designed to be intense and demanding for both students and faculty. We encourage a diversity of doctoral research agendas across the entire range of cultural and biological anthropology. It is exposure to alternative explanatory paradigms rather than a monolithic theoretical orientation that we think will prove both intellectually important and professionally successful in the anthropology of the future.

The core program is a series of courses and seminars that gives advanced training in cultural and biological anthropology, including a pro-seminar team-taught by cultural and biological anthropologists. As a whole, the educational program provides students with a graduate-level grounding in cultural and biological anthropology that is sophisticated and unique. Specialization within cultural or biological sub-fields is encouraged, as well as combinations and creative dialogues between them. The program requires three years of full-time course work, followed by dissertation research and write up.

Students in good standing receive full tuition and stipend support for four and a half years according to the guidelines discussed below. Students must successfully complete all courses from Year 1 before registering for Year 2. To receive stipend funding, students are required to register for 9 credit hours each semester, and Graduate Residency during the summer.

In their second and third years of study, graduate students intensify their individual research agendas and formulate in-depth research proposals. We give great attention to the research interests and needs of each student. Yearly review by faculty and careful monitoring of students developing research plans are prominent aspects of the program. Public presentation of research proposals for departmental review exposes students to the dynamics of constructive collegial criticism, as well as enhancing the probability of obtaining extra-mural research funding. Doctoral research, dissertation, and the dissertation defense complete the program. We emphasize attentiveness to students’ research and professional goals at each stage of their education, including help in the process of finding postdoctoral funding and employment.

In biological anthropology, students may participate in five fully equipped research laboratories housed within the Anthropology Department: the Laboratory for Comparative Human Biology, the Laboratory for Darwinian Neuroscience, the Human Health Laboratory, the Human Osteology Laboratory, and the Paleolithic Technology Laboratory. The Center for Behavioral Neuroscience, an interuniversity center located on the Emory campus, and the Yerkes Regional Primate Research Center, on the Emory campus and at the field station thirty miles from Emory near Lawrenceville, also provide potential research affiliation for students interested in behavioral biology. The United States Centers for Disease Control (CDC) provide important collaborative opportunities in medical anthropology, and anthropology faculty members also have strong connections with the Rollins School of Public Health.

Resources are equally rich for students interested in cultural anthropology. Within the department students may participate in the Media Publics and Critical Discourse Laboratory. The department has strong affiliations with departments or programs of African Studies, African American Studies, Women’s, Gender and Sexuality Studies, Institute of Liberal Arts, and Psychology. The Emory faculty associated with the University’s Institute of African Studies comprises of one of the largest groups of Africanist faculty in the United States, and Emory also offers one of the few freestanding graduate programs in Women’s, Gender and Sexuality Studies in the country. The Woodruff library includes over two million volumes, major journals, the Human Relations Area Files, CD-ROM databases, a highly efficient inter-library loan system, and online catalogue services. The Carter Center of Emory University, affiliated with the Jimmy Carter Presidential Library, also offers potential research resources. The Learning Commons at Woodruff Library and the Computing Center at Cox Hall provide a wide range of systems, software, and services including electronic library resources and internet access.
## GRADUATE STUDENT CALENDAR

### 1ST YEAR STUDENTS

**Annual academic progress and activity report:** Students are expected to file an annual academic progress and activity report by the first day of the last week of classes of Spring semester of each academic year. The format for this report can be found in the “Forms” section or online at [anthropology.emory.edu/home/graduate/handbook-forms.html](http://anthropology.emory.edu/home/graduate/handbook-forms.html). The report should be submitted electronically in the form of a word document (not PDF) to the Graduate Coordinator.

### 1st Year Students

<table>
<thead>
<tr>
<th>Month</th>
<th>Details</th>
</tr>
</thead>
</table>
| All Year | • Attend Teaching Roundtables and other departmental events.  
• Applications for travel funding to present conference papers are accepted by Laney Graduate School (LGS) on a monthly basis. Check with the Graduate Coordinator for submission details. |
| August  | • Attend JPE training, LGS orientation, and department orientation.  
• Provide Graduate Coordinator with address and local phone number.  
• Meet with Advisor of Record (assigned to all incoming students) to discuss curriculum schedule for the first year and submit approved course requests to the Graduate Coordinator for enrollment. |
| September | • Course Registration: drop/add period ends at the end of the second week of classes.                                                                                                                  |
| November | • Spring Course Registration: meet with advisor and email approved course requests to Graduate Coordinator.  
• **NSF Graduate Research Fellowship Application Deadline** – those who have completed no more than 12 months of graduate work before the previous August 1 are eligible to apply. (Application will be posted on the NSF-GRF website after Labor Day – [http://www.nsf.gov](http://www.nsf.gov).) |
| January | • Course Registration: drop/add period ends at the end of the second week of classes.                                                                                                                  |
| February | • Graduate Recruitment Week-End (usually held the first weekend of the month).  
• Summer Course Registration: student must be registered for 9 credits of Graduate Residency or coursework. Contact Graduate Coordinator to confirm course enrollment. |
| March   | • Application to IRB/IACUC due for summer research. (See page 16 for details.)                                                                                                                        |
| April   | • **APRIL 1** – Applications due for Summer Travel Funds – Pilot Research or Language Laboratory Training.  
• Fall Course Registration: meet with advisor and email approved course requests to the Graduate Coordinator.  
• Annual activity and academic report due on the first day of the last week of classes.                                                                                       |
| May     | • Update mailing address in OPUS and PeopleSoft to ensure accurate delivery of Graduate School Awards correspondence.  
• Provide Graduate Coordinator with summer address and phone number.  
• Check LGS calendar for August dates for TATTO/JPE before making travel plans.                                                                                                  |
### 2nd Year Students

**Annual academic progress and activity report:** Students are expected to file an annual academic progress and activity report by the first day of the last week of classes of Spring semester of each academic year. The format for this report can be found in the “Forms” section or online at [anthropology.emory.edu/home/graduate/handbook-forms.html](http://anthropology.emory.edu/home/graduate/handbook-forms.html). The report should be submitted electronically in the form of a word document (not PDF) to the Graduate Coordinator.

<table>
<thead>
<tr>
<th>2nd Year Students</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall or Spring</strong></td>
</tr>
<tr>
<td>• Attend Teaching Roundtables and other departmental events.</td>
</tr>
<tr>
<td>• Applications for travel funding to present conference papers are accepted by Laney Graduate School (LGS) on a monthly basis. Check with the Graduate Coordinator for submission details.</td>
</tr>
</tbody>
</table>

| **August** |
| • Attend TATTO training course (takes place during the week before classes begin). |
| • Provide Graduate Coordinator with address and local phone number. |

| **September** |
| • Course Registration: drop/add period ends at the end of the second week of classes. |
| • Summer-funded fieldwork report due to Graduate Coordinator. |

| **November** |
| • Spring Course Registration: meet with advisor and email approved course requests to Graduate Coordinator. |
| • **NSF Graduate Research Fellowship Application Deadline** – those who have completed no more than 12 months of graduate work before the previous August 1 are eligible to apply. (Application will be posted on the NSF-GRF website after Labor Day – [http://www.nsf.gov](http://www.nsf.gov).) |

| **Spring Semester** |
| • Constitute **Doctoral Examination Committee** (March 1). |
| • Submit initial draft of research proposal to committee (May 1). |
| • Formulate criteria for **methodology requirement (end of term)**. |

| **January** |
| • Course Registration: drop/add period ends at the end of the second week of classes. |

| **February** |
| • Graduate Recruitment Week-End (usually held first weekend of the month). |
| • Attend cohort meeting regarding **Research Proposal Presentations**. |
| • Summer Course Registration: student must be registered for 9 credits of Graduate Residency or coursework. Contact graduate coordinator to confirm enrollment. |

| **March** |
| • **March 1 – Dissertation Committee** is established and form is submitted to the Graduate Coordinator for DGS and the Graduate School for approval. |
| • Application to IRB/IACUC due for summer research. (See page 16 for details.) |

| **April** |
| • **APRIL 1** – Application due for Summer Travel Funds – Pilot Research /Language /Laboratory Training /Supplemental Funding. |
| • Fall Course Registration: meet with advisor and email approved course requests to Graduate Coordinator. |
| • Annual activity and academic report due by the first day of the last week of classes. |

| **May** |
| • **MAY 1** – Initial draft of research proposal approved by committee. |
| • END OF TERM – **Methodology Requirements/IRB Training** form due to the Graduate Coordinator. |
| • Update mailing address in OPUS and PeopleSoft to ensure accurate delivery of Graduate School Awards correspondence. |
| • Provide Graduate Coordinator with summer address and phone number. |
| • Apply for MA (optional). Submit application to Graduate Coordinator for approval. |
### 3rd Year Students

**Fall or Spring**
- Attend Teaching Roundtables and other departmental events.
- Applications for travel funding to present conference papers are accepted by Laney Graduate School (LGS) on a monthly basis. Check with the Graduate Coordinator for submission details.
- Apply for field research grants; for current deadlines, see LGS website and [http://anthropology.emory.edu/home/graduate/grants.html](http://anthropology.emory.edu/home/graduate/grants.html)

**September**
- Course Registration: drop/add period ends at the end of the second week of classes.
- Provide Graduate Coordinator with address and local phone number.
- Summer-funded fieldwork report is due to Graduate Coordinator.
- Attend cohort meeting regarding **Qualifying Exams** and **Research Proposals**.
- Apply for MA (optional). Submit application to Graduate Coordinator for approval.

**November**
- Spring Course Registration: meet with advisor and email approved course requests to Graduate Coordinator.

**January**
- Course Registration: drop/add period ends at the end of the second week of classes.
- **PhD Qualifying exams administered.**

**February**
- Graduate Recruitment Week-End (usually held second week of the month).
- **PhD Qualifying exams administered.**
- Meet with committee to work on research proposal presentation.
- Schedule Research Proposal Presentation. March and April dates will be announced.
- Summer Course Registration: student must be registered for 9 credits of Graduate Residency or coursework. Contact graduate coordinator to confirm enrollment.

**March**
- Email committee approval for research proposal presentation to Graduate Coordinator at least 10 days before scheduled presentation.
- Email research proposal draft to Graduate Coordinator for distribution to faculty one week before scheduled presentation.
- **Research Proposal Presentations**

**April**
- **Research Proposal Presentations**
- Fall Course Registration: confirm enrollment with Graduate Coordinator.
- Annual activity and academic report due by the first day of the last week of classes.
- Complete methodology requirements, return signed form to Graduate Coordinator.
- Submit Application for PhD Candidacy to Graduate Coordinator for approval and submission to LGS.

**May**
- Update mailing address in OPUS and PeopleSoft to ensure accurate delivery of Graduate School Awards correspondence.
- Complete **Fieldwork Checklist** and submit **Fieldwork Information Packet** to Graduate Coordinator.
- Complete IRB/IACUC Certification and establish yearly renewal (see page 16).
STUDENTS IN THE FIELD

Annual academic progress and activity report: Students are expected to file an annual academic progress and activity report by the first day of the last week of classes of Spring semester of each academic year. The format for this report can be found in the “Forms” section or online at anthropology.emory.edu/home/graduate/handbook-forms.html. The report should be submitted electronically in the form of a word document (not PDF) to the Graduate Coordinator.

<table>
<thead>
<tr>
<th>Students in the Field</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>While in the field</td>
<td>• MAINTAIN CONTACT with advisor and committee. Be sure to report</td>
</tr>
<tr>
<td></td>
<td>location, contact information, and timeline to the Graduate</td>
</tr>
<tr>
<td></td>
<td>Coordinator.</td>
</tr>
<tr>
<td></td>
<td>• Submit field reports to advisor and committee each semester.</td>
</tr>
<tr>
<td></td>
<td>• Renew Human Subjects Review Certification (IRB)/Institutional</td>
</tr>
<tr>
<td></td>
<td>Animal Care and Use Certification (IACUC).</td>
</tr>
<tr>
<td></td>
<td>• Discuss Co-Teach options with advisor prior to returning</td>
</tr>
<tr>
<td></td>
<td>from field.</td>
</tr>
<tr>
<td></td>
<td>• Applications for travel funding to present conference papers</td>
</tr>
<tr>
<td></td>
<td>are accepted by Laney Graduate School (LGS) on a monthly basis.</td>
</tr>
<tr>
<td></td>
<td>Check with the Graduate Coordinator for submission details.</td>
</tr>
<tr>
<td>November</td>
<td>• Spring Course Registration: confirm enrollment with Graduate</td>
</tr>
<tr>
<td></td>
<td>Coordinator.</td>
</tr>
<tr>
<td>February</td>
<td>• Summer Course Registration: student must be registered for</td>
</tr>
<tr>
<td></td>
<td>9 credits of Graduate Residency or coursework. Contact</td>
</tr>
<tr>
<td></td>
<td>graduate coordinator to confirm enrollment.</td>
</tr>
<tr>
<td>April</td>
<td>• Submit Field Report with details of progress and/or concerns</td>
</tr>
<tr>
<td></td>
<td>as well as timeline by April 15.</td>
</tr>
<tr>
<td></td>
<td>• Annual activity and academic report due by April 30.</td>
</tr>
<tr>
<td>Summer/Fall before return</td>
<td>• Request stage 1 of post-field funding in writing 1 month</td>
</tr>
<tr>
<td></td>
<td>prior to start date.</td>
</tr>
</tbody>
</table>
### POST-FIELD STUDENTS

**Annual academic progress and activity report:** Students are expected to file an annual academic progress and activity report by the first day of the last week of classes of Spring semester of each academic year. The format for this report can be found in the “Forms” section or online at [anthropology.emory.edu/home/graduate/handbook-forms.html](http://anthropology.emory.edu/home/graduate/handbook-forms.html). The report should be submitted **electronically in the form of a word document (not PDF)** to the Graduate Coordinator.

<table>
<thead>
<tr>
<th>Post-Field Students</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall or Spring</td>
<td>• Fulfill Co-Teaching requirement.</td>
</tr>
<tr>
<td></td>
<td>• Attend departmental events.</td>
</tr>
<tr>
<td></td>
<td>• Request stages 2 &amp; 3 of Post-Field funding in writing 1 month prior to start date.</td>
</tr>
<tr>
<td></td>
<td>• Applications for travel funding to present conference papers are accepted by Laney Graduate School (LGS) on a monthly basis. Check with the Graduate Coordinator for submission details.</td>
</tr>
<tr>
<td>September</td>
<td>• Provide Graduate Coordinator with address and local phone number.</td>
</tr>
<tr>
<td></td>
<td>• Spring Co-teach request due to DGS by mid-September (after consulting with advisor and/or faculty member with whom you wish to teach).</td>
</tr>
<tr>
<td>November</td>
<td>• Spring Course Registration: confirm enrollment with Graduate Coordinator.</td>
</tr>
<tr>
<td></td>
<td>• Discuss Dean’s Teaching Fellowship application with advisor. Consult with Director of Undergraduate Studies for course choices.</td>
</tr>
<tr>
<td>December</td>
<td>• Dean’s Teaching Fellowship (DTF) nomination is due mid-month.</td>
</tr>
<tr>
<td>January</td>
<td>• Course Registration: drop/add period ends at the end of the second week of classes.</td>
</tr>
<tr>
<td>February</td>
<td>• <strong>PhD Degree Applications</strong> due during the first week of February for May graduation.</td>
</tr>
<tr>
<td></td>
<td>• Graduate Recruitment Week-End (usually held second week of the month).</td>
</tr>
<tr>
<td></td>
<td>• Fall Co-teach request due to DGS by mid-February (after consulting with advisor and/or faculty member with whom you wish to teach).</td>
</tr>
<tr>
<td></td>
<td>• Summer Course Registration: student must be registered for 9 credits of Graduate Residency or coursework. Contact graduate coordinator to confirm enrollment.</td>
</tr>
<tr>
<td>April</td>
<td>• For Spring graduates: Dissertations and forms due mid-month.</td>
</tr>
<tr>
<td></td>
<td>• Spring Course Registration: confirm enrollment with Graduate Coordinator.</td>
</tr>
<tr>
<td></td>
<td>• Annual activity and academic report due by the first day of the last week of classes and before annual evaluation meeting.</td>
</tr>
<tr>
<td>May / Summer</td>
<td>• Update mailing address in OPUS and PeopleSoft to ensure accurate delivery of Graduate School Awards correspondence.</td>
</tr>
<tr>
<td></td>
<td>• <strong>PhD Degree Applications</strong> due during the first week of July for August graduation.</td>
</tr>
<tr>
<td></td>
<td>• For Summer graduates: Dissertations and forms due mid-July.</td>
</tr>
</tbody>
</table>

**Post-Field Write-up Stages:** Students must be registered for 9 credits for each semester in our program, including the semester during which they plan to receive their doctoral degree. Students are encouraged to keep their mailing address and contact information up to date, especially if they are no longer residing in Atlanta. Students should also consult the Graduate School website for degree application deadlines, and schedule both their public and committee dissertation defenses accordingly. It is mandatory that student keep filing their annual academic progress and activity report with the Anthropology Program at the end of each school year.
REQUIREMENTS FOR THE PHD PROGRAM

COURSEWORK

Core Courses

Three core courses are required for all graduate students and should be taken within the first two years of study:

ANT 500 Pro-seminar
ANT 501 History of Anthropological Thought
ANT 503 Evolutionary Processes

Additional Courses

Anthropology Electives

Students are required to take THREE anthropology graduate courses (585 or lower) taught by faculty with primary appointments in anthropology, including at least one biological course and one cultural course. Courses taught by biological faculty will count as biological electives, and courses taught by cultural faculty will count as cultural electives.

Beyond the requirement, students are encouraged to take as many anthropological elective courses as are feasible and consistent with their research interests.

Methods Courses

The following methods courses are recommended, but not required. See our sections on “Methodology Requirements” and on “Methods, Ethics and Proposal Resources” below for more information:

ANT 560 Methods and Research Proposal Preparation
ANT 562 Ethnographic Methods and Writing
ANT 575 Biomedical Methods in Anthropology
ILA 782 Proposal Writing and Research Design in the Humanities
Laney Graduate School Grant Writing Program

Research Seminar In Biological Anthropology

Graduate students specializing in Biological Anthropology are required to enroll in a 1-credit research seminar (ANT 555) each semester of their first three years in the program.

Advanced Coursework

Third year students have often completed their required coursework and are eligible for ANT 798 Advanced Research in addition to other coursework of their choice. By the end of the third year, most students will have completed the requirements for admission to PhD candidacy. Students who have not been admitted to doctoral candidacy by the end of their 4th year in the program do not qualify for Graduate School’s merit awards, which include stipends and scholarships, and may be responsible for the full cost of the tuition and other academic fees.

Students conducting research in the field, normally beginning in their fourth year of study, will register for 9 credit hours per semester of ANT 798 Advanced Research to fulfill their enrollment requirement.

Post-field students will register for 9 credit hours of ANT 799 Dissertation Research per semester for the duration of their dissertation write-up.
Students who have exceeded their 8th program year in Advanced Standing no longer qualify for tuition scholarships, and are responsible for the full cost of the tuition and other academic fees (except the enrollment fee).

**Registration**

As of Fall 2013 the regular course load for a full-time student is 9 credit hours (during both Fall and Spring semesters). In most cases, students are enrolled in 9 credit hours of Graduate Residency for the Summer semester. **Students must be registered for 9 credit hours in order to receive a stipend.**

The Graduate Coordinator registers all Anthropology graduate students in OPUS for their coursework each semester. Pre-registration takes place at the following times: November (for Spring semester), February (for Summer semester), and April (for Fall semester). The Graduate Coordinator emails students at these times, with instructions for requesting course enrollment.

**The following requirements pertain to registration for graduate courses:**

1) **Prior to registration, students’ course selections must be approved by their advisors** via an email communication to the graduate program coordinator.

2) **Students are required to take 9 course credits per semester in addition to whatever credits they may receive for JPE or TATTO/TA.**

3) **In fulfilling their required 18 credits per year, first year students must take at least 5 graduate courses (790 or lower) of at least 3 credits each.** In addition to these five regular courses, first year students may complete the first year requirement with a directed reading. A student together with his or her advisor may petition the DGS to use a directed reading to partially satisfy the 5 graduate course requirement only when suitable regular classes are not available.

4) **Second year students will normally take at least 5 graduate courses (790 or lower) of at least 3 credits each.** However, one of those five courses may be deferred to year 3. Directed readings count towards their required 18 annual credits, but do not count as one of their required five graduate courses.

5) **Everyone must complete 6 Anthropology graduate courses in their first three years, including 3 required and 3 anthropology elective courses (ANT 585 and lower).**

6) **Per LGS requirements for PhD Candidacy, 15 of 36 credit hours taken after the first year of study must be regular classroom courses (500-700 level) that are not directed reading courses such as Directed Study (797), Advanced Research (798), or Dissertation Research (799).**

7) **ANT 585 courses taught by faculty with a primary appointment in anthropology count as Anthropology electives. ANT 585 courses taught by biological faculty will count as biological electives, and ANT 585 courses taught by cultural faculty will count as cultural electives.**

8) **Students must obtain supervising faculty approval** for each Directed Study (ANT 797R), Advanced Research (ANT 798R), Dissertation Research (ANT 799R), and Co-Teaching enrollment. Please email approval to the Graduate Coordinator.

9) **Students must obtain permission from the instructor or department representative for courses outside the Anthropology Department.** If the Anthropology Graduate Coordinator is to enroll the student in the outside course, the student must provide an email from the instructor or department representative for the outside course.
Registration is always required for the duration of doctoral work, unless a leave of absence has been approved by the Dean of the Graduate School. You should contact the Graduate Coordinator to confirm registration each semester.

For information on tuition and registration fees, please refer to the Graduate Student Academic Funding section of this handbook, and to the Laney Graduate School of Arts and Sciences Handbook.

**Grade Requirements**

Students must have a **B+ average** in their graduate courses at the end of their first and second year in order to be eligible for continuation.

At completion of each core and anthropology elective course, the professor provides each student with a **written evaluation** of the student’s performance. These written course evaluations form a record for the student and anthropology faculty. Copies are kept in the student’s permanent file. Evaluations are designed to give constructive feedback to the student as well as faculty; they are a special kind of document different from a confidential letter of recommendation.

Any student with an **incomplete** in a course that remains unresolved at the end of a Spring semester must submit a written statement to the Director of Graduate Studies prior to the annual faculty review of students explaining the incomplete and providing an anticipated schedule for its completion. First year students with any outstanding incompletes may not register for the Fall semester of their second year. Any student with an incomplete is ineligible to receive funding for summer research, language/laboratory training, or travel.

**Residency Requirement**

Students must be in residence at Emory while completing their coursework and other program core requirements, and until they have been admitted to doctoral candidacy. There are no exceptions to this requirement regardless of the student’s standing (Full or Advanced) at the time of admission into the program.

In addition, students must be in residence at Emory when receiving a stipend from Emory, including departmental post-field funding. Please see “Post-Field Stipend Funding” in the “Funding” section, for more information regarding the post-field residency requirement.

**Tracking Coursework**

Students should track their coursework on the Course of Study Form (see “Forms” section of Handbook) to ensure that they fulfill all Graduate School and Anthropology Department coursework requirements.

All students are expected to file an annual academic progress and activity report by the first day of the last week of classes of the Spring semester of each academic year. The format for this report can be found in the “Forms” section of the graduate handbook.

**Additional Training**

Occasionally a student’s research project will require extra training outside of what may be accomplished in three years. Each student is eligible to apply for such training with the understanding that these requests will be granted only under **exceptional** circumstances. The student is expected to apply to all available extra-departmental funding for additional training. Departmental funding for additional pre-fieldwork training is extremely limited and contingent upon availability of discretionary funds in a given year.
Requests for additional pre-fieldwork training must be made to the Graduate Concerns Committee no later than the first meeting of the committee during the second semester of the student’s second year (January). The student should obtain a departmental funding application form from the Graduate Coordinator. The application must include adequate justification for extra training in relation to a particular research program and be approved by the student’s primary advisor and the Director of Graduate Studies.

**TATTO – TEACHING ASSISTANT AND TEACHER TRAINING OPPORTUNITY**

Serving as a teaching assistant and as a co-teacher provides invaluable experience and is important as a professional credential. Most of our graduate students find these rewarding and important experiences. During the four semesters of training, students take a normal course load and receive a regular graduate stipend while TAing.

Students may only teach during the Fall and Spring semesters when fulfilling any of the TATTO teaching requirements.

The Emory Graduate School requires all graduate students to complete a teacher training sequence, which includes the following for Anthropology Ph.D. students:

- Attend Emory’s TATTO training program in August, one week before the Fall registration date. Please consult the calendar in the Graduate School’s handbook for the exact program dates (2nd year);
- Attend eight Anthropology Teaching Roundtable sessions over the first three years of graduate study;
- Serve as a Teaching Assistant during Year 2, normally for ANT 101, 150, 201, or 202;
- Serve as Teaching Associate for two courses during Years 2-5;
- Serve as a Teaching Apprentice (Co-Teacher) during thesis research and write-up years for a course of their preference, which they either co-teach with a faculty member or solely teach under the supervision of a faculty member.

**Teaching Assistantships**

Graduate students in anthropology will be assigned to serve as TAs for an introductory level course (ANT 101, 150, 201, or 202), in the Fall or Spring semester of their second year. Requests regarding assignments should be made in writing to the Director of Graduate Studies by February of the first year. Preferences for given section times should be submitted to the course instructor and discussed prior to the end of the previous semester.

The TA acts as a secondary instructor to whom undergraduates have easier access, providing additional opportunities for students to discuss course material or to express concerns about the course. A TA is expected to attend all class meetings, hold regular office hours (at least two hours per week), and assist in the design and grading of exams and writing assignments. Other contributions may include holding regular discussion sections, presenting one or more class lectures or discussion sessions, answering questions on Blackboard or other class website, coordinating reserve readings or electronic reserves, and scheduling and conducting review sessions before exams.

The TA and professor should meet in the semester before the class to review the course goals and plans for the TA’s participation. During the course of the semester, the professor should meet with the TA weekly to assess TA performance and discuss course logistics. At the end of the semester, the faculty member writes a summary letter to the Director of Graduate Studies evaluating the TA’s performance. It is the responsibility of the TA to make sure the faculty instructor writes this letter and signs off that the TAship was successfully completed.

**Teaching Associateships**

During the second to fifth years, graduate students are required to collaborate more fully with a faculty member in teaching two undergraduate courses. In addition to the duties of a teaching assistant, the teaching associate will...
be responsible for presenting a substantial proportion of class lectures or discussions and will take a leading role in designing exams or assignments, visual aids, and handouts. These contributions will be carried out under the direct supervision of the faculty member, who will evaluate and mentor the TA’s performance as described above.

Students may request to TA a particular course, but departmental needs take precedence over individual preferences. Assignments will be made by the Director of Graduate Studies in consultation with the Curriculum Committee. At the end of the semester, the faculty member writes a summary letter to the Director of Graduate Studies evaluating the TA’s performance.

**Teaching Apprenticeship (Co-Teach)**

The final phase of TATTO training, affording a more independent teaching experience, generally occurs during dissertation write-up, following fieldwork when the student is in residence. The Teaching Apprentice may co-teach a course with a faculty member, sharing equally in the design, teaching, and evaluation phases of the course, or solely teach a course under the general supervision of a faculty member. In the latter case, the faculty supervisor will not receive credit for teaching the supervised course but will attend class meetings throughout the semester to evaluate and advise on classroom performance and course substance and structure.

Details of the apprenticeship are somewhat variable and should be agreed upon by the participating faculty member and the student. In general, the student will work with the advisor or another committee member. Requests should be given to the Director of Graduate Studies and individual faculty instructor by mid-February for a Fall course, and mid-September for a Spring course. The Teaching Apprenticeships, like the Teaching Assistantships, are considered part of normal professional training and are covered by our regular graduate stipend.

Students may only fulfill their Co-Teaching requirements at Emory during the Fall or Spring semesters.

The graduate school requires a summary letter reviewing each of the student’s TA experience for the student’s teaching portfolio. It is the responsibility of the TA to make sure the faculty instructor supplies this letter and signs off that the TAship was successfully completed.

For additional teaching opportunities, refer to Departmental Supplemental Funding / Supplemental Teaching Opportunities section.

**METHODOLOGY REQUIREMENTS**

During the second semester of the second year, criteria are established for satisfying a methodology requirement tailored to the individual student’s research needs. The methodology requirement is designed by the student in close consultation with her/his advisor; it may stipulate language training, statistics, laboratory techniques, field methods according to the student’s chosen area of interest, and/or a course identified as a methods class or workshop (see below: “Methods, Ethics and Proposal Resources”). In addition, all students are required to have training in ethical conduct of research, including IRB or IACUC certification (see below: “IRB AND IACUC”).

Criteria for fulfilling the methodology requirement must be clearly stated in writing using the “Methodology Requirements / IRB Training” form found at the end of this Handbook (see “Forms” section). These requirements must be reviewed by the student’s committee, and the approved form must be on file with the department at the end of the second year. By the end of the third year, the advisor should certify the full completion of the methodology requirements by signing off on the form on file.

The same “Methodology Requirements / IRB Training” form is also used to document IRB training.
Methods, Ethics And Proposal Writing Resources
Students are urged to use departmental and university resources to formulate and meet their methodology criteria and requirements. The partial list below delineates some of the courses and workshops available to the students.

(1) Courses with primary focus on methods and proposal writing: ANT 560 Methods and Research Proposal Preparation, ANT 562 Ethnographic Methods and Writing, ANT 575 Biomedical Methods in Anthropology, ANT 585 Field and Analytical Methods in Anthropology, BIOS 500 and BIOS 501 Statistical Methods, BSHE 538 Qualitative Research Methods
(2) Courses with a strong focus on methods: ANT 511 Language, Discourse, and Culture, ANT 512 Special Topics in Discourse and Communication, ANT 585/EDS 774 Research Seminar: Linguistic Anthropology of Education
(3) Grant writing seminars and workshops such as ILA 782 Proposal Writing and Research Design in the Humanities, GSAS or CSPS sponsored grant writing workshops for students in the Humanities and Social Sciences, or NSF-sponsored methods training
(4) IRB or IACUC training and workshops (go to http://www.irb.emory.edu/ or http://www.iacuc.emory.edu/ for more information)
(5) Courses with primary focus on research ethics, such as IBS 606: “Values in Science”

Jones Program in Ethics – Program for Scholarly Integrity (JPE)
The Department of Anthropology offers graduate students six hours per academic year in department-based training on scholarly ethics. The LGS requirement is that each graduate student will participate in at least six hours of department-based ethics training over the course of their graduate training. Every student must complete the department portion of their requirement through activities performed in at least two years of their graduate program. Students are encouraged to continue beyond the minimum requirements to exceed the six hour minimum of department training. Ethics training is incorporated into the Anthropology Department’s regular schedule of activities for graduate students as follows:

A. PRO-SEMINAR: Ethics-based discussions will be incorporated as a regular part of the Anthropology Pro-Seminar resulting in 2 hours of ethics-training credit. Students will participate in ethics discussions with a wide range of faculty in the Pro-seminar since each class period is led by a different faculty member. The scholarly integrity issues covered in the Pro-Seminar will deal with issues of importance to any anthropologist: Human Subjects; Data Management, with an emphasis on sampling representativeness and the importance of clearing outlining how representative study respondents are of the wide population; and Public Scholarship, including “scholarly inquiry vs. application for human benefit”, “ethics of comparative research”, “ethics of funding sources” and “ethical claims in anthropological discourse and debate”.

B. TEACHING ROUNDTABLE: An ethics-related presentation by department faculty or outside guest speaker will be incorporated into the Department Teaching Round-Table series every other year. This will include an hour-long presentation on teaching-related ethical issues followed by an hour of discussion. Two-hours of Credit toward satisfying the Scholarly Integrity requirements will be given for attendance and participation.

C. HUMAN SUBJECTS/IRB WORKSHOP: In years when part B is not being offered, the department will host a two hour IRB workshop. Two hours of credit toward satisfying the Scholarly Integrity requirements will be given for participation any one of these workshops. Examples of ethics topics for sub-discipline training include:

- Obtaining consent in other cultures
- Data security/confidentiality/ownership, including the question of anonymity, starting from the site location on to individual-level concerns related to HIPAA
- The fair use of other people's data
- Ethical dilemmas in providing information and findings to the community where it was collected, where the issue of maintaining individual anonymity can become particularly challenging.
• "Going native" in the field
• Power relations between researchers and those being studied
• Paying for data: the ethics of reciprocity

D. DISCUSSION OF AUTHORSHIP ISSUES FOR BIOLOGICAL ANTHROPOLOGISTS: The Research Seminar In Biological Anthropology will include discussion of issues of authorship that routinely arise in biological anthropology. These include questions such as: who should be an author on a paper, how author order should be determined, and what are rights and responsibilities of authors.

IRB and IACUC
All research involving living human subjects that you intend to present and/or publish, as well as all research with animals, must be approved by the university before any study begins.

For research with animals: Institutional Animal Care and Use Committee/IACUC: http://www.iacuc.emory.edu/

For research with human participants: Institutional Review Board/IRB: http://www.irb.emory.edu/.

All IRB protocols are to be submitted electronically via e-IRB. The IRB has two divisions – the Biomedical IRB for invasive protocols and the Sociobehavioral IRB for non-invasive studies that may include low levels of blood draw.

• Discuss your project plans and application with your advisor well in advance of your projected start date.
• Schedule time to meet with the IRB help-desk staff if necessary to determine the appropriate level of IRB oversight.
• Submit your application online via the IRB website (eresearch.emory.edu/emory), and supply copies of your application to the Graduate Coordinator.

If applying during the academic year, plan for the approval process to take, at minimum, two months from your submission date to the IRB. If applying in June or after, approval can take longer. To assure approval for a June project start date, your IRB application should be submitted in March.

Moreover, researchers submitting for human subjects approval must, in addition to the IRB application, pass the CITI IRB Certification Test before their project can be approved: https://www.citiprogram.org/default.asp.

DOCTORAL EXAMINATION AND DISSERTATION COMMITTEE

During the second semester of their second year, students, in consultation with their advisor, constitute their dissertation committee. The committee will help guide the student through their research proposal, qualifying exam, public proposal presentation, grant submissions, the writing of the dissertation, and other milestones along the way. The composition of the dissertation committee should reflect the nature of students’ proposed dissertation research along with the expertise of faculty in the Department. The committee may or may not include the original advisor assigned by the department upon arrival into the program.

By March 1\textsuperscript{st} of the second year, a student should complete a Dissertation Committee Form, which must be signed by all relevant parties and submitted to the Graduate Program Coordinator. The Dissertation Committee form may be downloaded on-line (http://www.gs.emory.edu/academics/policies/candidacy.html). If this form has not been signed by all relevant parties by the end of the 2\textsuperscript{nd} year, the student will not have met this requirement and will jeopardize his/her standing in the program.
**Constitution of Committee**

- The doctoral committee comprises at least three members, two of whom must be regular faculty (full voting members) in the Department of Anthropology at Emory.
- Students have the right to request any adjunct faculty member of the department to serve on the committee (e.g., as a third or fourth member).
- **Three** members of the committee must be Emory Graduate Faculty.
- If the doctoral research involves a regional culture area as a relevant part of the project, the student must include at least one relevant area specialist from Emory or from another university on the committee.
- Topical area specialists from Emory or another university may be included if needed.
- The CV of members from outside of Emory must be submitted to Laney Graduate School so that the outside faculty member can be approved as an Emory Adjunct Faculty member.

The Laney Graduate School of Arts and Sciences requires that dissertation committees be formally approved by the Director of the Graduate Studies and the Dean of the Graduate School. A Dissertation Committee form is included in the Graduate School of Arts and Sciences Handbook and may be downloaded online. This form, signed by all committee members, must be provided to the Graduate Coordinator for DGS approval and submission to LGS.

**Reconstitution of Committee**

When a student wishes to alter the structure of his/her committee, this will be equivalent to a reconstitution of the committee.

- The student must communicate the composition of the reconstituted committee to all members, previous and new, and obtain the consent of all members.
- LGS now requires that reconstituted dissertation committees be formally approved by the Director of Graduate Studies and the Dean of the Graduate School. The Change of Dissertation Committee form may be downloaded on-line ([http://www.gs.emory.edu/academics/policies/candidacy.html](http://www.gs.emory.edu/academics/policies/candidacy.html)).
- This form, signed by all committee members, must be provided to the Graduate Coordinator for DGS approval and submission to LGS.

If, as the dissertation topic develops, a faculty member feels that her/his expertise is no longer relevant to the research trajectory, s/he may resign from the committee following discussion with other committee members and the Director of Graduate Studies. These changes will be submitted to the Dean of the Graduate School for approval.

If appeal or mediation is necessary concerning the actions of a doctoral committee, the student or faculty member concerned should bring the matter to the attention of the Director of Graduate Studies. If the student or faculty member is dissatisfied with the decision and/or the attempts at mediation by the Director of Graduate Studies, s/he may appeal the Director of Graduate Studies’ decision or actions, raising the issue with either the Graduate Concerns Committee or the Chair of the department. If the issue pertains to the role of the Director of Graduate Studies on a doctoral committee, then the matter should be brought to the attention of the Chair of the department. See the “Student Concerns” section below for more information.

**Doctoral Dissertation Committee Meetings**

Students are expected to work closely with their committee Chair at all stages. It is the responsibility of the Chair of the committee to remind students of these guidelines, to see that students observe them, and to keep all committee members as well as the DGS and Department Chair apprised of developments bearing on the composition of the committee and students progress toward completion of the dissertation.

It is highly advisable and strongly recommended that the student **periodically meet collectively with all members of his/her doctoral committee**. The student should remind the committee chair that the meeting should take
place and help him/her schedule it so all members can attend. Doctoral committee meetings should take place at
the following times:

1. **When the committee is first constituted** (second semester of the second year).
   This meeting is an occasion for the student to discuss her/his anticipated plans for the doctoral research and
for formulating and writing a research proposal. This is an informational and statement-of-intent first meeting
of the committee. Preparation for the comprehensive exam will be discussed during the early part of the
semester.

2. **In the semester prior to taking qualifying exam** (fall of third year).
   This meeting will review the student’s choice of topics and bibliography for the qualifying exam. The
committee will meet again or consult to develop the exam questions in the following semester.

3. **Oral qualifying exam** (spring of third year)
   After the written portion of the student’s qualifying examination for doctoral candidacy, the committee will
meet, ask additional questions, and discuss the results with the student. In all cases, a written statement of
the committee’s collective evaluation of the exam designating high pass, pass, or fail must be submitted in
writing to the student and to the Director of Graduate Studies by the chair of the committee.

4. **After the student’s doctoral research funding proposal has been circulated**, but before it is publicly
   presented (fall or spring of third year).

   This meeting is an opportunity for the committee to make suggestions to the student about the proposal
before it is publicly presented and critiqued. This allows opportunity for the student to make changes before
the final product is submitted to funding agencies.

5. **After the research proposal is publicly presented to the department**.
   This meeting will frequently occur immediately after the proposal preparation, e.g., committee members stay
after the defense to discuss the presentation and help clarify what changes should be made to finalize the
proposal.

6. **Before the student leaves for the field**.
   This meeting is important so that all committee members know the anticipated scope, purpose, and schedule
of fieldwork. Each member, with the student, should be clear about his/her support of the project. Any grant
management or other details that involve more persons than the advisor can also be clarified at this time. The
department Graduate Coordinator should be included or informed so that the proper schedule of registration
can be administratively maintained during the student’s absence.

7. **Upon the student’s return from the field** to begin writing up the doctoral dissertation.
   At this meeting, a student’s initial prospectus and writing/work schedule can be discussed and expectations of
various committee members made clear to one another as well as to the student.

8. **Periodically during the period of dissertation write-up**, and at least twice annually until the dissertation is
   completed. It is important that committee members be apprised of the progress of the dissertation and
communicate their support and/or concerns about the project on a regular basis. In addition, after a major
portion of the dissertation has been submitted for review, the faculty members of the committee should meet
without the student present. The committee should then meet with the student to communicate their
feedback so the dissertation can be satisfactorily finalized and criteria for acceptable revision communicated.

9. **Initial dissertation defense by the student**.
   The actual defense of the dissertation occurs in a meeting with faculty members of the doctoral committee
only. The summary presentation of the dissertation to the department as a whole is a separate event; it is an
occasion for questioning and discussion but is not a forum for formalized evaluation.
QUALIFYING EXAMINATIONS

Each student chooses specialty areas upon which s/he completes a written and oral examination. Normally, these areas will be identified in spring semester of the second year and exams completed in spring semester of the third year.

COMMITTEE

The student’s examination committee will be chosen in consultation with the advisor to reflect the specialty areas of interest. Usually it will include the same members as the student’s dissertation committee and will consist of at least two members from within the department, but may have more members, including faculty from outside the department. In cases where it is desirable or required to have an extra-university faculty member as a candidacy examiner, advance arrangements must be made.

In the semester prior to taking their qualifying exam, students will work with their advisors and other members of their committees to develop a bibliography. The faculty strongly encourages students to begin the discussion of their exams in the spring semester of their second year. Development of an appropriate bibliography demonstrates competence in the specialty and will vary in length by topic. The bibliography must be approved by the advisor and other members of the examination committee.

For students whose focus is largely or primarily within cultural anthropology, it is expected that ethnographic area concerns will figure significantly in the exam. Such students should have on their committees at least one member whose expertise includes the ethnographic area of their proposed research. When such expertise is not found within the Anthropology Department, outside committee members should be sought from other departments at Emory or from other universities. Outside examiners may participate remotely or in person. The chair of the examination committee is responsible for securing a CV from any outside examiner and submitting it to the Graduate School so that the outside faculty member can be approved as an Adjunct Faculty Member at Emory.

BIBLIOGRAPHY

Typically a student's bibliography will be sub-divided into several themes or subsections, which may focus on theory, region, and method. The qualifying exam questions will reflect these thematic areas. The student will work with their committee to select both the contents and the number of themes or sub-sections.

• Subsections should begin with a short narrative introducing the section.
• The bibliographic contents for each thematic area should contain no less than 40 scholarly items.
• Subject areas should not be overly narrow nor should they overlap substantively; the content within each subject area should effectively "map out the boundaries of a field".

EXAM

It is the student’s responsibility to schedule the qualifying examination with all committee members. Students may not schedule their exam if they have any incompletes in any of their courses.

• Exams are normally taken in the spring semester of the third year prior to spring break. Exams may not be taken over breaks or during summer sessions. They must begin and end on days when the department office is open and staffed, since they are administered by the Graduate Coordinator or Academic Department Administrator.
• Exams are take-home, and open-book.
• Knowledge of the thematic areas will be assessed in six essay questions, each of which will be answered in a minimum of 10 double-spaced pages. Students will be able to choose their six questions from a total of ten questions. All students are encouraged to discuss with their committee possible questions in advance of the exam.
• The exams will be completed in either **two sessions of 72 hours each** or **three sessions of 48 hours each** and there will be a maximum of two weeks between exams. The student in consultation with the advisor will decide on the format of the exam.
• **The advisor is responsible for** requesting examination questions from committee members, coordinating evaluations of the exam, and communicating in writing the committee’s conclusion to the student and to the Director of Graduate Studies.

**ORAL EXAMINATION**
Upon evaluating the student’s written exam, the committee and the student will meet for the oral portion of the exam, in which the committee will ask additional questions. This should occur **no later than three weeks** after the completion of the written portion of the exam. Afterwards, the committee chair will notify the student of the results and a written statement of the committee’s collective evaluation of the exams, designating high pass, pass, or fail, must be **submitted in writing** to the student and to the Director of Graduate Studies by the chair of the committee.

**EXAM RESULTS**
Exams are graded high pass, pass, or fail, defined as follows:

- **High pass** = Student’s work showed clear evidence of mastery of material and originality, innovation, and creativity.
- **Pass** = Student’s work showed evidence of mastery of material.
- **Fail** = Student’s work did not show clear evidence of mastery of material.

Students who fail the written examination will be unable to continue work toward the Ph.D. Such students, however, have the option to petition their committee to retake their exam. Such a request must be received in writing by the committee chair within a month from the date of the original examination.

**LEAVING THE PHD PROGRAM BEFORE DEGREE COMPLETION**
Under extraordinary circumstances, students admitted to the doctoral program may leave the program before completing the requirements of the PhD. In this rare event a student may earn a Masters degree by demonstrating that they satisfactorily completed all required coursework. In addition, they must fulfill the requirements of the Masters degree of the Laney Graduate School. The requirements are listed in the LGS Handbook on pages 6-7: [http://www.gs.emory.edu/uploads/Academic%20Affairs/LGS%20Handbook_2014-15_Revised.pdf](http://www.gs.emory.edu/uploads/Academic%20Affairs/LGS%20Handbook_2014-15_Revised.pdf).

**DISSERTATION RESEARCH PROPOSAL**
The department places high priority on refining students’ doctoral research proposals, both to further students’ education and to maximize the chances that they can obtain extramural funding for doctoral fieldwork. The student will meet periodically with his/her individual graduate advisor (or other committee members) in formulating their research design.

**PROPOSAL DEVELOPMENT AND DEFENSE**
- A meeting with the Director of Graduate Studies and the students will take place during the Spring semester of their 2nd year and during the Fall Semester of their 3rd year to discuss and set reminders for the steps leading to the proposal development and presentation.
- Students are advised to develop the basic framework of their research proposal during the second semester of their second year of coursework, and are required to attend departmental grant and funding workshops. Successful past proposals are kept on a Blackboard conference for students to browse. Contact the Graduate Coordinator for more information regarding access.
- Students generally revise research proposals over the summer of their second year.
• During early spring of the third year (1st week of January), students are to circulate a written proposal to their committee (and other relevant faculty) to solicit advice and feedback.
• Students present their proposal formally to the department in spring (March/April).
• Proposals are finalized to meet appropriate funding deadlines.

PROCEDURES
A student should publically present his or her doctoral research proposal before the department during the spring semester of the third year. Students cannot fail a proposal defense; however, defenses are occasions at which a student’s ability to articulate and defend a research program is actively probed by the department at large.

• In December the Director of Graduate Studies will set aside dates on which proposals will be heard.
• Within 10 days of the scheduled defense, students need to get written approval from all committee members that the proposal is ready for a public defense. If written approval is not obtained, the public defense must be rescheduled.
• Students must provide a copy of their research proposal to the Graduate Coordinator for distribution to all anthropology faculty at least one week in advance of the defense.
• Proposal defenses will not take place without this planning.

If a substantial or significant change in focus should occur during the course of developing their research, students are strongly encouraged to represent their research proposals in front of the convened department for additional comments and feedback.

PROPOSAL FORMAT
The proposal should follow the basic format of a National Science Foundation (NSF) Doctoral Dissertation Research Improvement Grant Proposal (DDRIG). The proposal should be 10 to 15 pages in length and should address:

• Project’s objectives, importance and expected contribution to the field;
• Project’s background and significance as well as a “big picture” view;
• Study design and methods, including plan of work, locale(s), procedures and analysis;
• Qualifications of the investigator;
• Preliminary data, if available;
• Broader impacts;
• Project’s timeline and measure of progress;
• Project summary;
• References cited.

The oral presentation should be no more than 15 minutes so that 35-40 minutes are available for questions and comments from the audience. Presenters will be cut off after 15 minutes and thus should prepare accordingly.

FIELDWORK
Before departing for doctoral fieldwork or beginning the systematic collection of dissertation data in laboratory or other locations, students must complete the Graduate Fieldwork Checklist and submit the Fieldwork Information Packet to the Graduate Coordinator. Both are located in the FORMS section of the handbook.

Students should make special arrangements to insure annual renewal of their Human Subjects Research or Institutional Animal Care and Use Committee Approval with the while in the field. Students should communicate with the Graduate Coordinator via email to confirm registration each semester if the student will be receiving funding from the University or a granting agency while in the field.
• Students are expected to stay in **regular contact** with their doctoral committee and especially with their doctoral advisor during the period of fieldwork and dissertation write-up.
• The advisor should be informed of the schedule of fieldwork and write-up, including regular communication concerning progress and any changes of plan as they emerge.
• **A field report** should be submitted to the advisor and committee at the end of each semester spent in the field. In spring semester, the report should also be submitted to the Graduate Coordinator as part of the Annual Academic Progress and Activities Report.
• **Changes of location and contact information** as well as new address and phone number upon returning to the U.S. should be communicated to the Graduate Coordinator.
• The schedule for stipend during post-fieldwork write-up and associated residence plans should be clearly established and communicated while the fieldwork is drawing to a close.
• **A written request to initiate post-field funding** must be received by the Graduate Coordinator at least **30 days prior** to the semester for which funding is expected to begin.

**COMPLETION OF DISSERTATION AND DOCTORAL DISSERTATION DEFENSE**

The department provides funds for three semesters (18 months) of dissertation write up. In order to qualify for these funds, the student must have begun collection of the main body of dissertation data by mid-January of the fifth chronological year in the graduate program. Students may still complete their degree even if they forfeit post-field funding, as long as they comply with Emory Graduate School’s time limits for degree completion. The Graduate School requires that all requirements for the Ph.D., including submission of the dissertation, be completed within eight years of admission to Advanced Standing. (See Graduate School Handbook.)

The doctoral dissertation defense and presentation consists of two parts:

1. a public presentation of the dissertation research;
2. an oral defense of the dissertation in front of the student’s doctoral dissertation committee. The oral defense cannot take place until the public presentation has been completed.

**IMPORTANT NOTE:** Emory faculty members hold 9-month appointments. Therefore **no part of the dissertation process** (including review, presentation, and defense) may be scheduled during the summer (May 15-Sept. 1).

Working closely with her/his committee chair, a student ready to present their dissertation must provide all committee members a complete, polished draft of the dissertation at least **4-6 weeks prior** to the time they expect feedback. The committee Chair will then discuss the issues with other members of the committee. It is the responsibility/prerogative of the committee Chair, not the student, to schedule the public defense with the Graduate Coordinator. Students must be registered in the semester in which they defend their dissertation and receive their degree. Graduate Residence satisfies this requirement.

**DISSERTATION PRESENTATION**

• **The public presentation** may not take place later than April 15 for graduation in Spring or Summer semesters.
• **A 1-2 page abstract of the dissertation must be circulated** to all anthropology faculty and graduate students, **two weeks before the presentation**.
• The presentation is a talk **at least 30 minutes but not more than 45 minutes** open to all anthropology faculty and students, followed by a scheduled time of **at least 45 minutes for questions and candidate response**. The event provides an important opportunity for the candidate to present his/her work in a format similar to a “job talk” presentation.
• The faculty as a whole does not vote on the acceptability of candidate’s presentation and responses, but the results of the presentation may be taken into account by the committee in their later deliberations concerning the acceptability of the dissertation. Faculty at large may approach or write letters to the doctoral committee to express their views.

DISSECTATION DEFENSE

• Defense must take place within one month following the public presentation of the dissertation (unless a waiver due to extreme circumstances is granted by the Director of Graduate Studies).
• All Ph.D. candidates must be physically present to present their oral defense in front of the doctoral committee.
• Final copies of all chapters, notes, references, and other materials to be contained in the dissertation must be provided in their entirety to dissertation committee members no later than three weeks prior to the oral defense.
• The oral defense is attended only by the members of the student’s committee (except by special arrangement and the permission of both the student and his/her advisor).
• At least three Emory graduate faculty must be present, including two regular Anthropology faculty; no exceptions to this policy can be entertained. In the rare instance that a regular faculty member on the student’s committee can not be present, the absent committee member must designate a substitute who is also a regular member of the Anthropology Department to replace him/her for the purposes of the defense. Prior to the defense, the absent member must supply (a) comments on the written version of the thesis and (b) questions that will be asked at the defense on his/her behalf by the replacement.
• In order for the oral dissertation defense to be considered acceptable, two regular department members (including at least one who has previously been on the committee) must sign that the defense was passed successfully. In addition, all committee members must individually sign that the written dissertation is acceptable.

After the defense, the written dissertation and its oral defense will each be evaluated pass, conditional pass, or fail. A “pass” rating will mean that changes recommended by the faculty would be made at the student’s discretion. A conditional “pass” will require that certain changes in the dissertation be made and approved by the student’s committee before the degree can be granted. Students whose dissertations are rated “fail” will be informed by the committee whether a subsequent re-submission will be entertained. Each member of the committee will sign off that the thesis is acceptable before recommendation for granting the Ph.D. degree can be made.

Upon successful completion of the dissertation defense (or completion of approved changes after a conditional pass), students must file a degree application and complete a Report of Completion of Requirements for Doctoral Degree form and submit appropriate copies with the Graduate School and the department by the deadline listed in the Graduate School bulletin.
STUDENT EVALUATION

DEFINITION OF GRADES

A  Excellent; approaches professional quality in intellectual creativity and/or sophistication; reflects superior analytic and critical skills as well as strong mastery of the materials of the course

A-  Very good work; demonstrates competence in the course materials plus some level of analytic synthesis and/or intellectual creativity

B+  Good work; either demonstrates solid competence in the materials of the course, but does not show strong analytical/critical skill application or intellectual creativity; or demonstrates some analytical skill or intellectual creativity, but insufficient mastery of course materials

B  Acceptable graduate work but below departmental expectations; should be considered a warning

B-  Unacceptable graduate work

SEMINAR PARTICIPATION

Graduate Students are expected to attend departmental colloquia, teaching roundtables (at least 8 during the first three years of study), and grant proposal presentations. These offer occasions for learning and professional skill development that complement course work.

ANNUAL ACADEMIC PROGRESS AND ACTIVITY REPORT

In order to keep track of students’ academic and intellectual progress, as well as scholarly achievements, students are expected to file an annual academic progress and activity report by the first day of the last week of classes of the Spring semester of each academic year. This document is central to the yearly review, which takes place at the end of the Spring semester.

The format for this report can be found in the “Forms” section of the graduate handbook. Students should only complete the sections for which they are reporting progress or activities, and should follow the numbering convention as indicated in the report format. The report should be submitted electronically to the Graduate Coordinator. These documents are kept in the graduate students files, and focus on three separate areas:

1. Academic Progress and Program Milestones;
2. Grants, Scholarships and Fellowships;
3. Scholarly Activities and Awards.

The annual academic progress and activity report is part of students’ ongoing professional training. The second and third part of the report follow a format similar to the one used in faculty annual activity report to their departments. Publication listings should follow the AAA bibliographical style available at http://aaanet.org/publications/guidelines.cfm.

The Director of Graduate Studies and advisor should be notified promptly upon receipt of fellowships or dissertation research funding from granting agencies. To chart the success of the graduate program as a whole, as an aid to other students, it is important that copies of all research grant proposals and budgets be kept in the graduate files. Please give the Graduate Coordinator a copy of each proposal.
COURSE INCOMPLETES

Any student with an incomplete in a core course that remains unresolved at the end of a Spring semester must submit a written statement to the Director of Graduate Studies prior to the annual faculty review of students explaining the incomplete and providing an anticipated schedule for its completion. Any student with an incomplete is ineligible to receive funding for summer research, language/laboratory training, or travel. First year students with outstanding incompletes must complete coursework by August 15 to maintain registration for the Fall semester of their second year.

In addition, any student who has two unresolved incompletes or any grade of "F" in graduate course work may not register for further course work until a signed change-of-grade form has been received by the Director of Graduate Studies and the Graduate Coordinator. In cases of major illness or medical emergency, students may petition the Graduate Concerns Committee to waive this policy.

Students who fail to register cannot receive stipend funding. For instance, a student who has two incompletes or a grade of F at the end of fall semester will not (until these problems are resolved) be able to pre-register the following March to take courses in the fall of the subsequent academic year. If the problem remains unresolved, the student will not be able to register at the beginning of the subsequent fall semester and will at that time lose his/her stipend for that semester.

YEARLY REVIEW

At the end of every year, the entire anthropology faculty reviews the progress of each student, using the core-course evaluations and other course grades as well as the Annual Academic Progress and Activity Report. Graduate students must submit an updated Annual Academic Progress and Activity Report to the Graduate Coordinator each year at the end of Spring semester prior to this review. Plans for the summer session should also be included in this report. Any pending or outstanding course incompletes must be listed on this form; this is a serious matter. Students completing their first year must successfully resolve any and all course incompletes before being allowed to register for fall semester of their second year. First year students who have not successfully completed their academic agenda, maintaining at least a B+ average in their graduate-level courses, may be recommended for dismissal from the graduate program. Students who have successfully completed one full year of course work and who are approved for continuation will automatically be promoted to what is called “Advanced Standing” by Emory’s Graduate School.

Grade point average is not only the criteria by which students will be evaluated. The level of difficulty sometimes varies across courses, and in any case, the process of becoming a creative scholar also requires qualities such as commitment and integrity. At any point in a students’ tenure in the program, if their academic work and professional development is judged insufficient or problematic and the faculty is concerned that a student will not complete the program satisfactorily, the student will be placed on departmental probation. This may result, for example, when students fail to respond satisfactorily to requests by their committee, if students do not complete research goals such as submitting grant proposals, or consistently fail to demonstrate progress towards their dissertation research. Notification of a probationary status and specific faculty concerns will be communicated to the student in writing. If after three semesters the student has not responded satisfactorily to the probation concerns, the issue will be reviewed collectively by the graduate faculty and, based on a majority vote, the student will be recommended to the Graduate School for dismissal.
DEGREE APPLICATION

MASTER’S DEGREE

The Master’s degree in Anthropology is an interim degree and is earned on the basis of candidacy, which occurs with the satisfactory completion of the candidacy requirements at the end of the third year. The MA degree will not be awarded retroactively after a student has completed the doctoral program.

Students should allow time for application to be approved by the Director of Graduate Studies and the student’s Advisor and Committee. Students must fill out and submit a signed Report of Completion of Requirements for Master’s Degree as well as Degree Application form and a set of unofficial transcripts. Forms are available online at http://www.gs.emory.edu/academics/policies/completion.html.

A copy of the completed application package with the advisor and Director of Graduate Studies signatures of approval should be submitted to the Graduate Coordinator. Applications and deadline dates can be obtained on the Graduate School website.

DOCTORAL CANDIDACY

Students must file an application for candidacy with the Laney Graduate School. This certifies that all requirements for the Ph.D., except for the dissertation and dissertation defense, have been completed. Ordinarily, this application is submitted at end of the third year following completion of qualifying exams and must be done at least one semester before application for the Ph.D. degree. Students who have not been admitted to doctoral candidacy by the end of their 4th year in the program do not qualify for Graduate School’s merit awards, which include stipends and scholarships, and may be responsible for the full cost of the tuition and other academic fees. The application form is available on the LGS website; it should be submitted to the Graduate Coordinator for department approval and submission to the graduate school.

To be eligible to apply for doctoral candidacy, students must have successfully completed the following:

- Required coursework;
- Passage of doctoral candidacy qualifying examination;
- Presentation of dissertation research proposal;
- Methodology requirements;
- LGS TATTO teaching requirements (completion of TATT 600, 1 Teaching Assistantship, and 1 Teaching Associateship);
- All course incompletes resolved.

Anthropology requirements for Ph.D. candidacy include the equivalent of three full years of course work with required coursework completed, equivalent to 54 credit hours. Upon full completion of one successful year of course work and annual review, anthropology graduate students are automatically admitted to what the Graduate School terms “Advanced Standing.”

To apply for doctoral candidacy, the Graduate School requires 36 hours of residence credit in Advanced Standing. Of the courses taken in Advanced Standing, at least five (15 credit hours) must be regular classroom courses that are not directed reading courses such as Directed Study (797R), Advanced Research (798R), or Doctoral Dissertation Research (799R). See Graduate School Handbook for details and refer to the Course of Study forms at the end of this Handbook.
Students apply by submitting an **Application for Candidacy** form to the Graduate School. Students should allow time for application to be approved by Director of Graduate Studies and Advisor. Application to Candidacy forms can be found in the Graduate School Handbook, or by visiting the following website: [http://www.gs.emory.edu/academics/policies/candidacy.html](http://www.gs.emory.edu/academics/policies/candidacy.html).

**APPLYING FOR DOCTORAL DEGREE**

Students must be registered in the semester in which they receive their degree. Graduate Residence satisfies this requirement.

Students must make a formal application for a degree to be awarded in a particular semester (Spring, Summer, or Fall). The Graduate School office provides an application packet with all information and forms needed for the degree application process online. Students should return all forms to the Graduate School by the deadline. The deadline usually falls near the beginning of the semester (deadlines can be found on the Graduate School’s website, degree completion page).

Students are responsible for ensuring deadlines are met. Applications for degree received after the deadlines are subject to a processing fee. Applications for degree are valid only for the semester in which they are filed.

Students must complete **Report of Completion of Requirements for Doctoral Degree**, which certifies that they have met all requirements for the degree; it must be submitted to the Graduate School before or with the dissertation. These forms are online at [http://www.gs.emory.edu/academics/policies/completion.html](http://www.gs.emory.edu/academics/policies/completion.html). Deadlines for receipt of this form in the Graduate School office are in the academic calendar. Candidates should resolve all “incomplete” grades, administrative F’s, and “in progress” grades by the time that the clearance form has been submitted. If this has not been done, these grades will remain on the transcripts as F’s.

Dissertations are filed electronically with the Graduate School and the Library and are available through an on-line repository pending release from the student. Full information of this process is outlined in a PDF available at [http://www.gs.emory.edu/academics/policies/completion.html](http://www.gs.emory.edu/academics/policies/completion.html). Students need only to submit one printed copy of their dissertation with their application for the Doctoral Degree. When returned to the Program, this printed copy will be bound and added to the conference room’s shelves. Upon request, the program will provide 24lb acid-free paper to print this copy.

Dissertation committee members may request individual copies of the dissertation. The students are responsible to provide these copies at their own cost.
STUDENT CONCERNS

GRADUATE CONCERNS COMMITTEE/GRADUATE REPRESENTATIVES

Each fall semester faculty members are appointed to the Graduate Concerns Committee to make policy and procedure decisions concerning the Graduate Program. Major policy decisions are subject to approval by the entire Anthropology faculty.

Three graduate student representatives will be elected each fall to be included as voting members of the Graduate Concerns Committee in all policy matters and decisions except those pertaining to the evaluation or funding of individual graduate students.

LEAVES OF ABSENCE

A leave of absence is not designed as a period to complete graduate program course work or degree requirements; it is a “time-out” from the graduate program. In order for a student to apply for a leave of absence, s/he must be in good standing. Graduate School policy stipulates that a student may not apply for a leave of absence if s/he has any outstanding incomplete grades in coursework.

A leave of absence is granted for a student to pursue activities or deal with life circumstances that take him or her fully outside graduate study and research. Caring for young children, long-term illness, family crisis, or a unique professional training opportunity all qualify as legitimate reasons to request a leave of absence.

Official leaves of absence must be requested in writing by the student, and must be approved by the Director of Graduate Studies and the Graduate School. According to Graduate School policy, a student in good standing may be granted 2 one-year leaves of absence upon recommendation of the student’s department. If the leave is approved, the student will receive written confirmation from the Director of Graduate Studies regarding the specific time period of the leave. Please refer to the Graduate School Handbook (Standards of Academic Performance and Conduct section) for more information.

STUDENT GRIEVANCES

Graduate Students who have a grievance based on a decision by the Director of Graduate Studies (DGS) and/or the Graduate Concerns Committee (GCC) can seek regress through an appeal process.

APPEAL PROCESS

Graduate students who wish to appeal a decision made by the Director of Graduate Studies can initially ask relief from the Graduate Concerns Committee (GCC). If the relief is not available, then the student can initiate the Appeal Process. If the problem is a result of an action of the GCC, the student can immediately initiate the Appeal Process.

The Appeal Process is initiated with a letter of intent to the Chair of the Department. If the Chair of the Department is involved with the particular case, then the letter of intent should go to the committee. The Chair may determine if there is a way to mediate the problem. If the Chair cannot resolve the issue within seven days, the student can send the formal appeal to the Graduate Student Appeal Committee (GSAC). The letter should detail the issue to be resolved with appropriate documents.
THE GRADUATE STUDENT APPEAL COMMITTEE

The GSAC will be composed of three members of the faculty elected by the full faculty at the beginning of the academic year. If a member of this committee is a party to the case under appeal, that faculty member will be replaced on the committee for the duration of this appeal. The replacement will be a faculty member selected by the student and the Chair of the Department. The student can request a meeting with the committee to discuss the case after the decision has been made.

NOTIFICATION OF ACTION

The GSAC will notify the student, the Director of Graduate Studies and the Chair within a month after receipt of the appeal. The student can request a meeting with the committee to discuss the case after a decision has been made.
GRADUATE STUDENT ACADEMIC FUNDING

TUITION AND FEES

Tuition is paid automatically for all students receiving regular stipends by the Graduate School. **Athletic facilities, computer, mental health, and activity fees are not paid by the Graduate School nor by the program, and are the responsibility of the student.** Tuition and fees are assessed for each semester of enrollment (Fall, Spring AND Summer). Please note that the amount for the various academic fees not covered by the tuition scholarship may vary from year to year.

In addition, our program pays tuition for students while they are conducting fieldwork, conducting their primary doctoral data collection, and, in the event that they have elected not to begin their fourth year stipend “write-up” funding during this initial period of their return, for up to one semester following their return to the U.S. For students who have not yet left for the field and have completed their three years of stipend funding, registration will be paid during the fourth year providing the student has submitted funding proposals during Year 3, are in residence in Atlanta, and are using Year 4 to either resubmit unfunded proposals or pursue other teaching or research plans. While in the field, students must remain registered if they receive grant awards or receive loans. Students should request a waiver of Athletic/Activity fees while in the field. The computer fees cannot be waived.

Students who do not meet these criteria must pay their own registration fees and other required fees if they wish to maintain continuous registration. Students who are in formal “leave of absence” status are taking a recognized “time out” from their graduate studies and do not register.

Students who have not been admitted in candidacy by the end of their 4th year in the program are ineligible for Graduate School Merit Awards and may be responsible to pay for their own tuition and other required fees.

Students, who exceed the time to degree completion limit (i.e. 8 years in Advanced Standing) and have received a departmental extension, are responsible to pay for their own tuition and other required fees.

STIPEND

Anthropology graduate students in good academic standing are supported by the anthropology graduate program with tuition and a 12-month living stipend for three years of regular course work and 18 months of post-field stipend (for dissertation write-up) following the successful completion of doctoral research data collection (i.e., fieldwork). The total funding is 4.5 years.

Graduate students who receive multi-year extra-university fellowships for on-campus graduate coursework and training (e.g., NSF pre-doctoral fellowships) are eligible for 5 years of total funding from all sources. This funding can include either (a) three years of coursework and two years of thesis write-up or (b) four years of coursework and one year of write-up. The latter arrangement requires special approval. During periods of departmentally-funded write-up, all students receive funding at the regular department stipend level. Please note that extra-mural multi-year funding replaces existing departmental funding, and does not extend, “bank” or postpone departmental funding. This does not apply to grant support received during fieldwork when students are not on stipend.

Anthropology students receive their stipend on a 12-month basis. Stipends generally begin on September 1st and end on August 31st. Students should keep in mind that they must be registered for 9 credit hours each semester for which they receive a stipend (Fall, Spring and Summer).
Students who have not been admitted in candidacy by the end of their 4th year in the program are not eligible for Graduate School Merit Awards including stipends and tuition scholarships.

**HEALTH INSURANCE**

The Graduate School requires all students to certify that they have health insurance coverage in order to register. Students must either enroll in Emory’s approved insurance plan or successfully waive coverage by completing the on-line waiver on OPUS (www.opus.emory.edu).

While a student is on stipend, the Graduate School provides a health insurance subsidy that covers 100% of the cost of Emory’s student health insurance.

The Emory Health Insurance provides Medical Evacuation and Repatriation Benefits, and Worldwide Emergency Travel Assistance Services for international travel. Visit www.internationalsos.com for more information. Students planning on purchasing additional travel insurance for pilot study or fieldwork should consult the Emory Health Insurance brochure to see if additional coverage is warranted.

For more information go to: http://www.emory.edu/UHS.

**ACCESSING HUMAN RESOURCES AND PERSONAL INFORMATION**

Students receiving a stipend may view and update their personal information, benefits, tax withholding forms and paychecks on line at https://psofthr.cc.emory.edu/psp/hrprod/?cmd=login. Students can also access and update their personal information, opt in or out of health insurance, review grades, course schedule, unofficial transcripts and student account information by logging on to OPUS at https://www.opus.emory.edu.

When updating their personal information, students should check both OPUS and the PeopleSoft (if they are on payroll). The data between these two systems are not necessarily synchronized. Please make sure that your mailing address is always up to date. The Graduate School sends out important information (including Merit Awards communications) to the mailing address on file on OPUS. The University Controller’s office also mails tax documents using the PeopleSoft mailing address of record.

**FIELDWORK SUPPORT**

Outside funding is a major dimension of individual and collective success in the graduate program. Students are typically dependent on extra-university funding for their doctoral fieldwork, and the department is highly committed to helping them obtain this support.

Occasionally, students are unable to obtain outside funding for fieldwork. They are then eligible to request supplemental funding from the anthropology graduate program. Supplemental Funding requests are submitted to the Director of Graduate Studies and must include the complete application packet, as well as one copy of at least three research proposals that have been submitted to granting agencies, but that have generated inadequate or no research funds.

While in the field, students must remain registered if they receive grant awards or need to defer loans; athletic/activity fees can be waived upon request from the graduate school, computer fees cannot be waived.
POST-FIELD STIPEND FUNDING

Pending satisfactory progress, the Anthropology Program provides graduate students with 18 months of post-field dissertation write-up stipend at the regular department stipend level. Funds are awarded in three (3) monitored stages, during the semesters immediately following fieldwork. At least one (1) month prior to the desired start (continuation) date, a Post-field Funding form and required documentation, with advisor or committee approval as required, should be submitted to the Graduate Coordinator for approval by the Director of Graduate Studies. Start dates are flexible depending on the student’s return from the field.

Typical cycles:
Stage 1 request submitted by August 1 for September start-up
Stage 2 request submitted by February 1 for continuation in March
Stage 3 request submitted by August 1 for continuation in September
Funding ends February 28 (29) or upon graduation.

Stage 1 request submitted by December 1 for January start-up
Stage 2 request submitted by June 1 for continuation in July
Stage 3 request submitted by December 1 for continuation in January
Funding ends June 31 or upon graduation.

The student must be in residence at Emory after having successfully completed doctoral field research or extra data collection. Under extreme circumstances the student may petition the Director of Graduate Studies for an exception to the residency requirement. If an exemption is approved, the student is required to be in residence at Emory for at least 10 days of the “exempted” semester when classes are in session. During this period, the student will: (a) present the findings and plans for her/his research to the department at large, and (b) meet with her/his advisor and all committee members.

When students successfully petition to waive the residency requirement, they are not exempt from TATTO teaching requirements. As a reminder, the Co-Teaching requirement may only be fulfilled at Emory during the Fall or Spring semester.

Guidelines for requesting the three stages of post-field funding are as follows:

Stage 1
Materials listed below must be attached and submitted to the Director of Graduate Studies and the Graduate Program Coordinator at least one (1) month before beginning Stage 1:
   a) A brief outline or prospectus of dissertation
   b) A written request to begin Stage 1 post-field funding addressed to the Graduate Coordinator

Stage 2
Materials listed below must be attached and submitted to the Director of Graduate Studies and the Graduate Program Coordinator at least one (1) month before beginning Stage 2:
   a) One chapter of dissertation/body of data analysis
   b) A tentative plan of completion, worked out in consultation with the committee chair and approved by members of the dissertation committee

Stage 3
Materials listed below must be attached and submitted to the Director of Graduate Studies and the Graduate Program Coordinator at least one (1) month before beginning Stage 3:
   a) Proof of substantial progress beyond the chapter submitted for Stage 2
   b) An email written by the committee chair and circulated to the committee stating that the student is on track for the projected completion date
No stipend extension applications or requests are permitted except for those stated above. The Director of Graduate Studies does not assume responsibility for hiatus between periods of write-up funding. Students who wish continuous post-field funding must plan their schedules and funding submission requests in accordance to deadlines. For the second and third stages the student must plan for review of materials by their advisor and dissertation committee before the necessary materials need to be submitted for approval.

When a student is not yet ready to make a next-stage write-up request, or when the request is turned down, she/he is fully eligible to reapply to the Director of Graduate Studies for funding in a subsequent review cycle.

**LIMITS ON POST-FIELD FUNDING**

Normally, students begin doctoral research funded by extra-mural sources in their fourth chronological year of the anthropology graduate program. Given the delays that may result from submission of grants, obtaining research visas, and other unanticipated factors, the department does not require (though it strongly encourages) the beginning of doctoral research data collection during the student’s fourth chronological year. **However, students who have not embarked on the collection of their main body of doctoral dissertation data by mid-January of their fifth chronological year in the graduate program forfeit their right to claim post-field funding at a later time.** This forfeiture does not restrict such students from completing their degree requirements, including write-up, while supported by other funding sources (provided they meet Emory Graduate School time limitations for completion of the thesis).

Petitions requesting short-term extension of this deadline may be submitted when a student has made personal and financial arrangements for fieldwork and a research visa is anticipated shortly but has not yet been received. However, students who anticipate working in countries where research visas are difficult to obtain or are easily delayed should submit visa applications in the middle of their third year if at all possible. This allows two years to obtain the visa before the above timing restriction goes into effect. A student requesting an extension must provide documentation showing why this period of time was insufficient to obtain a visa, and must demonstrate that a short extension of a clearly stated duration is sufficient for obtaining the visa. Open-ended extensions cannot be granted.

For cultural anthropology students, the beginning of doctoral dissertation data collection is typically considered to correspond with their departure for long-term doctoral fieldwork (e.g., as opposed to pilot studies or brief visits). For biological anthropology students, or for those with bio-cultural thesis projects, this period is marked by the systematic collection of those data sets (at whatever location or laboratory is appropriate), which are designed to provide the **core substance** for the student’s doctoral dissertation.
PROFESSIONAL DEVELOPMENT SUPPORT (PDS) FUNDING

Students must be in good academic standing with no incompletes in order to qualify for departmental supplemental funding. Because our program disburses its own supplemental funding, Anthropology students currently are not eligible to apply for research and training funds from the Laney Graduate School Professional Development Support (PDS) program. However, funding for travel to professional meetings is provided directly via the LGS program (see below for more information).

APPLICATION PROCESS

Eligible students should submit to the Graduate Coordinator by April 1:

- Funding Application form signed by their advisor;
- 1-2 page plan for the research/training project;
- Budget;
- Plan for IRB for Human Subjects Research approval, if applicable.

The student’s advisor must certify on the form that he or she has (a) read the proposal (b) met with the student (c) is assured that the student has no incompletes and is in good academic standing, and (d) has approved the proposal. Upon receipt of the proposals from the Graduate Coordinator, the Director of Graduate Studies will review the application and may raise questions for the student or advisor. The Director of Graduate Studies must approve all summer research funding plans.

If the student has an incomplete in a course at the end of a semester for which supplemental funding has been awarded, this funding will be automatically withdrawn and will revert to the program budget. If the award has already been paid out, the graduate program has the authority to reduce the student’s stipend to pay back the program for funds allocated for incomplete course work for that semester. It is the responsibility of the student to alert the Director of Graduate Studies well in advance if extreme circumstances apply. A student who loses supplemental or summer funding due to a course incomplete may reapply for funding again at the next appropriate deadline; a copy of the Grade Change Report form should be on file with the department.

Summer Dissertation Research Pilot Study

Students in good academic standing with no incompletes are eligible for a one-time summer grant of up to $2,500 to set up the dissertation field project. Funds are typically used for travel to a proposed site. Funds are usually requested the second semester of either the first or second year.

Upon return from funded summer research (within 10 days of return to program), students are required to submit a short (2-3 page) written report to their Advisor, the Director of Graduate Studies, and the Graduate Coordinator. This report should explain:

1) How funds were expended (including receipts for purchases beyond normal per diem expenses);
2) Itinerary;
3) Description of activities;
4) Actual or potential research significance of the activities.

The report is intended to verify the use of funds and provides an opportunity for the recipient to assess the significance of the pilot study. Students can assess limitations or failures as well as accomplishments of the pilot study.
**Laboratory/Language Training**
Students in good academic standing with no incompletes can request $1,500 during their graduate careers for laboratory training/or language training.

**Specialized Training**
Students in good academic standing with no incompletes may apply for up to $1,500 in funds for specialized training needs not met at Emory. This may include training enhancements such as travel to specialized conferences or extramural courses. *Applications for specialized training funding may be submitted throughout the year.*

**Supplemental Funding**
Supplemental Funding is *not guaranteed*. Requests can be made in the departmental funding categories (Summer Pilot Research, Language Training, and Travel to Conferences) or for other unmet needs. The approval of supplemental funding requests depends on the availability of departmental funds in a given year, on departmental funding priorities, and on individual student needs. No requests may be made to reimburse previously incurred expenses.

Submit to the Graduate Coordinator:
- Funding Application form signed by the advisor;
- Budget and justification;
- Schedule for use of funds/itinerary;
- Description of research plan (if appropriate for specific funding request);
- Brief statement of financial need.

Unless exceptional justification is made, requests for supplemental funds will not be approved if sources of institutional funding are available or could have been used to defray the expenses listed in the request. Outside research funding includes the yearly research allotment given to NSF, Javits fellows, etc., or any other research grant or external fellowship funding.

Supplemental funds granted by the department that duplicate or overlap with funds subsequently obtained for similar purposes from outside sources will revert to the anthropology graduate program. Any questions of timing or potential for overlapping funding should be explicitly noted in the student’s statement of financial need submitted with the request. If funding approval from an outside source is received subsequent to the approval of departmental supplemental funding, this must be communicated immediately in writing to the Director of Graduate Studies and the student’s advisor. The Director of Graduate Studies reserves the right to reconsider prior funding approvals in light of changed circumstances.

**LANEY GRADUATE SCHOOL PROFESSIONAL DEVELOPMENT SUPPORT (PDS) FUNDS**

**Travel to Professional Meetings**
The Department of Anthropology is now participating in the Laney Graduate School Professional Development Funding (PDF) program for travel to conferences/professional meetings. Full information and access to the online application can be found at [http://www.gs.emory.edu/professional_development/pds_funds/index.html](http://www.gs.emory.edu/professional_development/pds_funds/index.html).

Students in good academic standing are eligible to apply for travel funds to attend conferences at which they are presenting papers. There are both *annual limits* and a *cumulative career limit*:

- Career: $2500
- Annual: Pre-ABD – $650 for domestic/$1000 for international travel; ABD – $1000 per year.
LGS application deadlines are **the 15th of the month**, September through June. **Applications must go through the normal department channels prior to submission to LGS.**

Students should submit to the Graduate Coordinator **by the 10th of the month**:

- Funding Application form signed by the advisor;
- PDS signature page signed by student and advisor (see LGS website for form);
- title and abstract of the paper
- statement regarding whether the paper is invited, under review, or accepted;
- itemized budget with supporting documentation (see LGS PDS matrix for acceptable expenses).

Upon approval by the DGS, the Graduate Coordinator will clear the request for online submission by the student. Notification of award is normally within two weeks. Final funding is contingent upon assurance that the paper has been accepted for presentation.

Fund disbursement is handled within the department by the Graduate Coordinator:

- Meet with Graduate Coordinator to purchase airfare;
- Submit original receipts, boarding passes, and conference program within **ten days** of completion of trip;
- Submit **PDS Conference Report** to Graduate Coordinator.

Future LGS PDS funding is contingent upon report submission.

**EXPENDITURES AND REIMBURSEMENT PROCEDURES**

Major travel arrangements, particularly international airfare tickets, **must** be made via the Anthropology Graduate Coordinator and **airfare must** be purchased through approved Emory Travel vendors.

After travel purchases are completed, the funding balance for research and training is generally awarded as a one-time stipend payment. **Receipts for expenses beyond normal per diem are required** on return from the field.

Major or capital equipment purchases are defined as those costing $1,499 or more. These must be purchased through the University system on a Purchase Order. See the Graduate Coordinator for details. Items costing **under** $1,500 can be purchased directly by the student. Original receipts must be submitted for reporting purposes.

**EXCEPTION:** Emory College requires that **all computer equipment and software purchases go through the IT department**. Please submit requests for such purchases to the Graduate Coordinator well in advance as this process can take some time.

In cases where it is not feasible to obtain official receipts (e.g., payment for items or services rendered in the field for which no receipt is given) the researcher should keep a personal receipt book and fill in appropriate information, including the signature of the person receiving the funds. It is important that field expenses be documented for reporting purposes.

Any request for payment for subscriptions and registrations must be approved and processed by the program. For conference registrations, please provide all the information necessary to register to the Graduate Coordinator, so that the Coordinator can pay for the associated fees using the program’s purchasing card. If paid by student, reimbursement cannot be paid until after conference attendance.

Reimbursements for travel expenses (including expenses while in the field) must be made within ten (10) days of returning to the continental U.S. Original receipts or itemized documentation along with a spreadsheet listing expenses for reimbursement must be provided, including boarding passes for airplane tickets and hotel folios for lodging.
GRADUATE STUDENT COUNCIL TRAVEL FUNDING

Conference travel funding of up to $250 is also available from the Graduate Student Council (forms in Room 502E DUC or online at https://blogs.emory.edu/graduatescouncil/gsc-travel-grants/). Once/year; twice/career.

SUPPLEMENTAL TEACHING OPPORTUNITIES

In some years the department awards funding for teaching additional courses beyond the TATTO requirement. Awards are based on qualification and need, and decided by the Director of Graduate Studies, the Director of Undergraduate Studies, and the Department Chair.

OTHER GRANT OPPORTUNITIES

There are several grant opportunities offered within Emory University. Detailed information on these programs and others can be found on the LGS website at http://www.gs.emory.edu/sites/grantwriting/gwresources.
NON-DEPARTMENTAL SUPPLEMENTAL FUNDING

FIFTH YEAR TEACHING FELLOWSHIP

During their fourth year of funding, students are eligible to be nominated for the Dean’s Teaching Fellowship (DTF) sponsored by the Graduate School. All nominations are made by the department. To be eligible, the nominee must be a fifth-year student (at the time of the fellowship) who has completed the Graduate School Summer TATTO course, teaching assistantship and teaching associateship, and has been admitted to Ph.D. candidacy. With the DTF, students have the opportunity to teach courses of their preference. Students are encouraged to apply, as this can provide a fifth year of funding as well as valuable experience. Preparation and consultation with advisors should begin in late November. Students should obtain a letter of nomination from their primary advisor and submit to the Graduate Coordinator no later than December 1. The student’s advisor must be able certify that the nominee will complete their degree by the end of the fellowship year. The deadline for departments to submit nominees to the Graduate School is mid-December. If a student is awarded this fellowship, then the proposed course presented with the application must be taught ONLY in the Spring semester of the following year (i.e. awarded DTF in Spring 2013, course will be taught Spring 2014) due to the constraints of advance curriculum planning and scheduling. The courses proposed must be from the existing undergraduate catalog. Please consult the Director of Undergraduate Studies and the Director of Graduate Studies prior to designing the DTF proposed courses.

Because this fellowship is a Dissertation Fellowship, students who have been awarded a DTF are no longer eligible for any funding from Emory after the fellowship has ended. This fellowship replaces any remaining post-field funding available to the student, and the DTF cannot be combined with Woodruff or any other supplemental funding.

EMPLOYMENT

Graduate School policy restricts employment of graduate students who are receiving stipends. Even when the student is employed and paid directly by Emory University for 10 hours or less per week, the student must seek permission from both the Director of Graduate Studies and the Dean of the Graduate School. All other employment, including that paid for by individual faculty members, outside businesses, or external teaching institutions and universities, requires a waiver from the Graduate School. Please address any request for such a waiver in writing to the Director of Graduate Studies. The Director of Graduate Studies forwards the request to the Graduate Dean with his/her recommendation after consultation with the department’s Graduate Concerns Committee. The purpose of this policy is to make sure that student’s training and progress in the Graduate School are not compromised by employment obligations.

International students should check with both the Director of Graduate Studies and the International Students and Scholars Program (ISSP) before applying and accepting employment. International students must be and must remain in good academic standing to be allowed to receive additional employment. They must maintain their good academic standing with no incompletes while employed, and will be ask to relinquish their employment if placed under academic probation or after receiving a poor annual evaluation.

EXTRA-MURAL GRANTS

Students are strongly encouraged to apply for outside fellowships (e.g. NSF, SSRC, Wenner-Gren, etc. – see Appendix 2 for a list of typical funding sources) for their period of course work, research, and/or post-field write-up. Such grants often afford a higher stipend level and extra research funds.
Office of Sponsored Programs And Office of Grants and Contracts

Management of fellowship and grant funds is variable:

- Usually (but not always), funding sources that emphasize stipend payment, including most fellowships, are administered directly to the recipient or via the Graduate School, i.e. Fulbright Fellowships.
- Funding that emphasizes itemized research cost payment (which includes most grants) is usually administered by Grants and Contracts via the department accountant, i.e. NSF-DDRIG.
- A few agencies may allow the applicant a choice to have the funds either received directly or administered by the University.

Funding administered through Emory Grants and Contracts needs to be approved by OSP (Office of Sponsored Programs) before the application is submitted. Students work directly with the Department Accountant to submit applications into the online system. The Graduate Coordinator should be notified of grant application submissions.

If there are any questions about this, the department Accountant can assist.

Notice of Award

Copies of the fellowship, grant, or other extra-mural award notices must be supplied to each of the following:

- Faculty Advisor;
- Director of Graduate Studies;
- Graduate Coordinator;
- Financial Aid Coordinator in Laney Graduate School.

The parameters of the award must be recorded on the student's Annual Academic Progress and Activity Report submitted at the end of each academic year. The main contact person for most fellowships is the Assistant Dean for Graduate Affairs in the Graduate School. The Anthropology department staff will assist with obtaining allocated funds.

Non-Emory Research Grants

Research grants originating outside Emory but administered by the University system are approved by the Office of Sponsored Programs (OSP) and managed by the Office of Grants & Contracts (OGCA). The department Accountant or Graduate Coordinator acts as liaison and can provide information and assistance when needed. In rare cases outside granting agencies will submit payment directly to the student.

Under certain circumstances, OSP will provide an account number for expenses after notification has been received, but before funding has arrived.

It is mandatory that original receipts be presented for payment.

Students who receive grants for research with human subjects must file an electronic request for Human Subjects Research Approval and have it approved by the University committee. Human subjects’ approval needs to be renewed annually, even when in the field, every year until the research is completed. Renewals state changes in research techniques concerning human subject consent or verify that no such changes have taken place/are needed. Students should discuss these renewals with their advisor and the Graduate Coordinator before leaving for the field.
Expenditures and Reimbursement Procedures

Stipend payments from extra-mural sources are often paid directly to the recipient. Small research fund allotments associated with major fellowships (such as NSF and Javits) are often administered by the Graduate School or department. These arrangements should be made with the Graduate School and coordinated with the Anthropology Graduate Coordinator and/or Department Accountant. Original receipts should be kept for research expense reimbursement.

Major travel arrangements, particularly international airfare tickets, must be made via the Anthropology Graduate Coordinator and/or Department Accountant.

Major or capital equipment purchases are defined as those costing $1,499 or more. These must be purchased through the University system on a Purchase Order. See the department Accountant for details.

Items costing under $1,500 can be purchased directly by the student, charged to the account or personal charge. Original receipts must be submitted for reimbursement. Receipts must be submitted within ten (10) days of expenditure, unless other arrangements have been made in advance. A listing of expenses and receipts should be submitted to the department Graduate Coordinator and/or Department Accountant.

However, please note that computers are an exception to this policy. Emory College requires that all computer equipment and software purchases go through the IT department. Please submit requests for such purchases to the Graduate Coordinator well in advance as this process can take some time.

In cases where it is not feasible to obtain official receipts (e.g., payment for items or services rendered in the field for which no receipt is given) the researcher should keep a personal receipt book and fill in appropriate information, including the signature of the person receiving the funds. It is important that field expenses be documented for reimbursement.

Any request for payment for subscriptions, registrations and professional memberships for less than $ 1,500.00 must be approved and processed by the program. For conference registrations and professional memberships, please provide all the information necessary to register to the Graduate Coordinator, so that the Coordinator can pay for the associated fees using the program’s purchasing card.

Reimbursements for travel expenses (including expenses while in the field) must be made within ten (10) days of returning to the continental U.S. Original receipts or itemized documentation must be provided, including boarding passes for airplane tickets.
DEPARTMENT ADMINISTRATIVE SERVICES

BUILDING ACCESS

The Anthropology Building is open from 6:00 a.m.-9:00 p.m. Monday through Friday, and 7:00 a.m.-11:00 p.m. Saturday and Sunday (hours subject to change). Access to the Anthropology Building is available after hours with an Emory ID Card. Contact the Academic Department Administrator to request activation. Keys for the TA Room, 115 Anthropology, are available from the Graduate Coordinator. Reissue for lost keys is $25. Students are required to return keys before leaving for the field and upon graduation.

COMPUTER USE

Computers for Graduate students use are located in the TA Room, 115 Anthropology. Students are requested to limit access time to two hours.

- No data or text files should be saved on individual computer hard drives.
- There should be no tampering, reconfiguring, etc. with the hard drive or system configuration.
- Personal software is incompatible to the network and should not be loaded onto the networked computers under any circumstances.

The computer lab at Cox Hall is open 24 hours for student use. The Learning Commons at Emory University’s Woodruff Library also has a computer lab with advanced imaging and scanning software and hardware.

PHONE/FAX POLICIES

Graduate students may not use department phones or FAX for long distance purposes. For faxes or mailings to faculty who are on leave, requests can be made through the Graduate Coordinator.

PHOTOCOPYING POLICIES

A copier is located in the TA Room, 115 Anthropology. Students receive a copy code to make copies on this machine. This copier serves as the network printer for the TA Room computer workstations, and can also be used to scan documents in PDF, JPEG or TIFF electronic formats. The copier’s printer and scanner functions are free of charge. Copy Request Forms, available in the office, can be filled out to request student worker copying assistance for course materials.

POSTAGE/OFFICE SUPPLIES

The department does not supply postage or supplies for student mailings. For supplies related to TA responsibilities, please see the Graduate Coordinator.

TEACHING ASSISTANT/GRAD WORKROOM

Room 115 in the Anthropology Building is public space for graduate student use. It is not private office space. Between semesters, after the last class, the room is cleaned. Please remove personal items.
# FACULTY

Full biographical and contact information is available at

[http://anthropology.emory.edu/home/people/faculty/index.html](http://anthropology.emory.edu/home/people/faculty/index.html)

## ANTHROPOLOGY FACULTY

<table>
<thead>
<tr>
<th>Peggy Barlett</th>
<th>Chikako Ozawa-De Silva</th>
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<tr>
<td>Peter Brown</td>
<td>Robert Paul</td>
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<td>Jenny Chio</td>
<td>Michael Peletz</td>
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<td>Anna Grimshaw</td>
<td>Kristin Phillips</td>
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<td>Craig Hadley</td>
<td>James Rilling</td>
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<tr>
<td>Paul Hooper</td>
<td>Bradd Shore</td>
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<tr>
<td>Bruce Knauf</td>
<td>Dietrich Stout</td>
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<tr>
<td>Melvin Konner</td>
<td>Liv Nilsson Stutz</td>
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<tr>
<td>Michelle Lampl</td>
<td>Jessica Thompson</td>
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<tr>
<td>Peter Little</td>
<td>Debra Vidali</td>
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<tr>
<td>Jennifer Mascaro</td>
<td>Carol Worthman</td>
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<td>David Nugent</td>
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## ADJUNCT FACULTY

<table>
<thead>
<tr>
<th>Daniel R. Gross</th>
<th>Michelle Parsons</th>
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<tbody>
<tr>
<td>Robert Hahn</td>
<td>Carla Roncoli</td>
</tr>
<tr>
<td>Kathryn Kozaitis</td>
<td>Bethany Turner</td>
</tr>
<tr>
<td>Leandris Liburd</td>
<td>Jon Zibbell</td>
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<tr>
<td>George Luber</td>
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</tbody>
</table>

## ASSOCIATED FACULTY

| Alicia Ory DeNicola           | Marjorie Pak                           |
| Joyce Flueckiger              | Gyanendra Pandey                       |
| Jennifer Foster               | Robert Paul                            |
| Carla Freeman                 | Todd Preuss                            |
| Thomas Gillespie              | Cassandra Quave                        |
| Sarah Gouzoules               | Mark Risjord                           |
| Anna Grimshaw                 | Don Seeman                             |
| James Hoesterey               | Lynn Sibley                            |
| Lori Jahnke                   | Alan Sokoloff                          |
| Kristin Mann                  | Claire Sterk                           |
| Reynaldo Martorell            | Aaron Stutz                            |
| Robert McCauley               | Susan Tamasi                           |
APPENDIX 1 - FORMS

Academic Tracking Forms:

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Graduate Fieldwork Checklist ...................................................................... 53
Graduate Fieldwork Information Form ......................................................... 54
Core Course Requirements (9 credits)

Students must take all of the following 3 courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Name of Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANT 500</td>
<td>Pro-Seminar</td>
</tr>
<tr>
<td>ANT 501</td>
<td>History of Anthrop. Thought</td>
</tr>
<tr>
<td>ANT 503</td>
<td>Evolutionary Processes</td>
</tr>
</tbody>
</table>

Elective Course Requirements (9 credits)*

Choose 3 anthropology graduate courses (585 or lower) taught by faculty with primary appointment in anthropology. *At least one elective must be taught by a biological faculty member and at least one elective must be taught by a cultural faculty member.

<table>
<thead>
<tr>
<th>Course</th>
<th>Name of course</th>
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<tbody>
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<td>B</td>
<td></td>
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<tr>
<td>C</td>
<td></td>
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</tbody>
</table>

Additional Information

Students specializing in Biological and Physical Anthropology are required to enroll in ANT 555 Research Seminar in Biological Anthropology (1-credit) each semester of their first three years in the program.

Recommended, but not required:
- ANT 560 Methods and Research Proposal Preparation
- ANT 562 Ethnographic Methods and Writing
- ANT 575 Biomedical Methods in Anthropology
- ILA 782 Proposal Writing and Research Design in the Humanities
- Laney Graduate School Proposal Writing Program
Annual Academic Progress and Activity Report for (ACADEMIC YEAR)

LAST NAME, FIRST NAME (Years in the Program)

Note: In your annual report, only use the sections for which you have information to report. Please include the section number and title with your final report. For “Grants, Fellowship and Scholarships”, please make sure to include all the information requested.

1. ACADEMIC PROGRESS:

1.1 Program Milestones: from the following choices, list the program milestones achieved during the course of the current academic year: advanced standing reached, dissertation committee established (list names), methodology criteria established, IRB training, dissertation proposal defense, written and oral qualifying examinations, methodology criteria completed, admission to candidacy, public dissertation defense, committee dissertation defense, conferral of MA or PhD degrees. Please provide dates or other relevant information.

1.2 TATTO and Teaching: indicate which TATTO requirements you have fulfilled this year including the course for which you were an assistant or that you co-taught (course number, section, instructor, semester and year).

1.3 Courses Completed: Include course titles and grades.

1.4 Course Incompletes: list current, expected course incompletes, or incompletes resolved this year (course number, section, instructor, semester and year).

1.5 Self-Evaluation: Provide an evaluation of or a context to your academic progress (optional).

2. ACTIVITY REPORT:

2.1 GRANTS, FELLOWSHIPS AND SCHOLARSHIPS:

2.1.1 Emory Grants/Scholarships Applied (during current academic year): List source, period covered and approximate amount.

2.1.2 Emory Grants/Scholarships Received (during current academic year): List source, period covered and approximate amount.

2.1.3 Emory Grants/Scholarships Current: List granting institution/source, period covered, current year of grant (first, second, etc.), and approximate amount.

2.1.4 External Grants/Scholarships Applied (during current academic year): List granting institution/source, period covered and approximate amount.

2.1.5 External Grants/Scholarships Received (during current academic year): List granting institution/source, period covered, and approximate amount.

2.1.6 External Grants/Scholarships Current: List granting institution/source, period covered, current year of grant (first, second, etc.), and approximate amount.

2.2 SCHOLARSHIP:

2.2.1 Publications: Indicate if publication is a peer-reviewed journal, a book chapter, proceedings, or report. Include scientific papers, translations, book reviews. Use the AAA bibliographical style (http://www.aaanet.org/pubs/style_guide.pdf). Indicate whether in print or published.

2.2.2 Presentations: Conference papers, abstracts, posters. Indicate the type of presentation, the title of the presentation, the name of the conference, the venue, and date of the presentation.

2.2.3 Other Accomplishments: awards, conference organization, workshops, seminars.
Name: ________________________________     EmpID: ________________________________

List your research methodology requirements in any of the following areas: language training, laboratory techniques, field methods, statistics, and methods coursework. For each requirement, stipulate means and criteria for requirement fulfillment. Form must be submitted by the end of second year.

Methodology requirements approved by: ___________________________ (Advisor) on __________________________

Advisor’s Signature: __________________________

Student’s Signature: __________________________

Methodology requirements completed: ___________________________ (Advisor) on __________________________

Advisor’s Signature: __________________________

IRB Training: ____________________________________________ (Semester: _____________)
Report of Completion of Doctoral Candidacy Specialty Exam

Graduate students must submit this form to the Anthropology Graduate Program when completing qualifying exams.

Name: ____________________ Date ________________

<table>
<thead>
<tr>
<th>Area/Topic</th>
<th>Completion Date</th>
<th>Exam Grade</th>
<th>High Pass</th>
<th>Pass</th>
<th>Fail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oral Examination</td>
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By signing below, each member of the examination committee indicates that the student has completed and passed the written specialty exams and oral defense. If a grade of "fail" is assigned for any of the exams, the areas of deficiency should be listed below.

Examination Committee: We certify that the exams have been completed and graded as indicated above.

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Dept/Institution</th>
<th>Signature</th>
<th>Date</th>
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<tbody>
<tr>
<td>Chair</td>
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<tr>
<td>Member</td>
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Comments:
Emory University - Department of Anthropology

Department Research, Training, and Travel Funding Application

Name___________________________________________________  Date____________________

Advisor___________________________________________________  Cohort____________________

Please check the box below for the type of funding and attach the required materials.
Submit to the Graduate Program Coordinator, who will attach any prior funding history and submit to your advisor 
and the Director of Graduate Studies for review and approval.

• Students must be in good academic standing with no incompletes in order to qualify.
• See handbook for further clarification on funding and reimbursement policy.
• The director of graduate studies reserves the right to reconsider prior funding approvals in light of changed 
circumstances.

☐ LANGUAGE / LABORATORY (UP TO $1,500 FOR GRADUATE CAREER)
  • Description of language/laboratory training program and use of funds
  • Potential significance towards dissertation research
  • Dates of study/lab training

☐ SUMMER PILOT RESEARCH PROJECT (ONE TIME, UP TO $2,500 FOR GRADUATE CAREER)
  • Budget showing how funds are to be expended
  • Description of activities and potential research significance
  • Proposed itinerary
  • Report on funded summer research due within 10 days after return to continental U.S.

☐ SPECIALIZED TRAINING (PRE-FIELD ONLY, FOR TRAINING NEEDS NOT MET AT EROMY - UP TO $1,500 FOR GRADUATE CAREER)
  • Description of training – specialized conference, extramural courses, etc.
  • Explanation of significance towards Ph.D.
  • Budget showing how funds are to be expended

☐ SUPPLEMENTAL (ONE TIME, UP TO $1,500 FOR GRADUATE CAREER, AT DGS DISCRETION)
  • Description of project and research plan, itinerary, and explanation of significance towards Ph.D.
  • Budget justification with a brief statement of financial need
  • Unless exceptional justification is made, requests will not be approved if other sources of funds are available or 
could have been used to defray the expenses listed in the request.

☐ TRAVEL TO PROFESSIONAL MEETINGS (UP TO $1,500 FOR GRADUATE CAREER - $750 PRE-FIELD/$750 POST-FIELD)
  Conference Name and Location: _______________________________________________
  Conference Dates: _________________________________
  • Budget showing how funds are to be expended and travel itinerary
  • Abstract of paper being presented (Submit copy of program schedule on return)

Total Amount of Request: _________________________________

Approved by: ___________________________________________  _______________________
Signature, Advisor  Date

Approved by: ___________________________________________  _______________________
Signature, Director of Graduate Studies  Date
PDS Conference Participation Signature Page

When you submit your online application, this page should be the first page of Upload 1: Coversheet.

- Please type in the fields below.
- Once you have entered the information, print the form to get the required signatures.
- Scan and upload the completed and signed coversheet to the online PDS application system.

Date: ____

Student
Name: ___
Emory Email: ___
Program: ___
Student / Empl ID: ___

Conference
Type of participation (if applicable): Presenter ☐ Panelist ☐ Networking ☐ Job Interview ☐
Conference Name: ____
Dates: ____ to ____
Conference location (City, State, Country): ___

Good Standing
I certify that I am not on probation and am in good standing with my program and with the Laney Graduate School.

Student Signature: ________________________________________________________________

Faculty Advisor and Director of Graduate Studies Approval

Participating in this conference will enhance the student’s professional standing and will not unduly slow down his or her progress towards completing degree requirements.

Faculty Advisor Name: ____
Signature: ________________________________________________________________

(Required for Anthropology)
DGS Name: ____
Signature: ________________________________________________________________

It is the student’s responsibility to retrieve signatures from their DGS and Faculty Advisor. If your DGS or Faculty Advisor are unavailable please contact your program administrator.

How the funds work…

Conference Participation awards are processed by your program on a reimbursement basis. You will be reimbursed for eligible expenses up to the amount awarded and within university rules and policies after all of the following things take place:

1. spend the money,
2. receive an award letter from the Laney Graduate School, and
3. complete and submit a PDS conference report to your program administrator with your original receipts and award letter attached. The report must be signed by your program administrator before submitting it to the Laney Graduate School.

For specific details about reimbursement procedures, contact your Graduate Program Administrator. The Report form is available on the Laney Graduate School PDS web page. When you submit the report to the LGS, you will not need to submit copies of the receipts with it.
Conference Participation Report

SUBMIT TO YOUR PROGRAM

Date: ____

Student
Full Name: ____ Emory Email: ____
Program: ____ Empl/Student ID: ____

Did you receive a GSC travel grant for this conference? Yes ☐ No ☐
If yes: Please attach a copy of your GSC award letter to this report and submit this entire packet along with your original receipts to your program administrator. The GSC smartkey number can be found in the award letter sent from GSC. Once your travel expense report is complete you will need to send a copy of your travel expense report to the GSC office for final approval and to ensure your payment goes through in a timely manner.

Conference
Conference Name: ____
Dates: ____ to ____ Location (City, State, Country): ____

Award
Amount Awarded: ____
Amount Reimbursed: ____
Date Reimbursed: ____

The annual limit is as follows: students in pre-candidacy status are eligible to receive a maximum of $650 in the academic year for domestic travel. Students in candidacy are eligible to receive a maximum of $1000 in the academic year for domestic travel. All students are eligible to receive a maximum of $1000 for a conference that requires international travel.

If the amount awarded is greater than the amount reimbursed, your eligibility for future awards will increase by the difference between the two amounts.

If the student declines the award, complete and submit this report. Students should list the amount awarded (stated in the award letter) and the amount reimbursed as “$0” if they are declining the award. Student signature is required. If the student has received the payment they will be required to make a check payable to Emory University and should walk it over to James Hughes in the LGS office.

I attest that the conference participation support award was spent in accordance with the purpose for which it was awarded.
Signature: ____________________________________________

Confirmation of Reimbursement – completed by Program Administrator
Confirmation is managed in the CollegeNET Admit system. In the relevant application record:

1. Edit the Amount Awarded field, if needed (i.e., if the amount reimbursed differs from the amount awarded).
2. Enter “Yes” in the Report Submitted field.
3. You might upload a scanned copy of this form as a file attachment, if that is a convenient place for you to keep the record.

Your completion of steps 1 (if needed) and 2 serves as your confirmation that the student was reimbursed in the amount indicated.
Emory University - Department of Anthropology
Post-Field Funding Tracking/Request Form

Name ___________________________________ ID# ____________________

CHECK APPROPRIATE STAGE AND OBTAIN DGS SIGNATURE BEFORE SUBMITTING TO GRADUATE PROGRAM COORDINATOR.

☐ STAGE 1  Request Date: __________________________

Materials listed below must be attached and submitted to the Director of Graduate Studies 30 days before beginning stage 1:
1. A brief outline or prospectus of dissertation
2. A written request to begin Stage 1 addressed to the Graduate Program Coordinator

________________________________________  __________________________________
DGS Name (Please Print)                      DGS Signature

For office use only:

Stage 1 to be paid from ___________ through ___________ $ ___________  ___________

________________________________________  __________________________________
Beginning Date                               Ending Date  Amount  Staff Signature

☐ STAGE 2  Request Date: __________________________

Materials listed below must be attached and submitted to the Director of Graduate Studies 30 days before beginning stage 2:
1. One chapter of dissertation/body of data analysis
2. A tentative plan of completion, worked out in consultation with the committee chair and approved by members of the dissertation committee

________________________________________  __________________________________
DGS Name (Please Print)                      DGS Signature

For office use only:

Stage 2 to be paid from ___________ through ___________ $ ___________  ___________

________________________________________  __________________________________
Beginning Date                               Ending Date  Amount  Staff Signature

☐ STAGE 3  Request Date: __________________________

Materials listed below must be attached and submitted to the Director of Graduate Studies 30 days before beginning stage 3:
1. Proof of substantial progress beyond the chapter submitted for Stage 2
2. An email written by the committee chair and circulated to the committee stating that the student is on track for the projected completion date

________________________________________  __________________________________
DGS Name (Please Print)                      DGS Signature

For office use only:

Stage 3 to be paid from ___________ through ___________ $ ___________  ___________

________________________________________  __________________________________
Beginning Date                               Ending Date  Amount  Staff Signature

PLEASE NOTE: The 6-month period of each stage is ideally scheduled September-February / March-August to align with the financial year calendar but can be adjusted to accommodate student’s fieldwork schedule. Students are responsible for submitting materials by deadlines. If materials are not submitted on time, funding may be terminated.
Name: ________________________________________________________________

ID# __________________________

Cohort: _________________________

Field Location: ________________________________________________________

Field address: __________________________________________________________

Field phone: ____________________________________________________________

Best email: _____________________________________________________________

Emergency Contact: ____________________________________________________

Email: _________________________________________________________________

Phone: _________________________________________________________________

Anticipated Departure Date: ________________________________

Anticipated Return Date: ________________________________

Funding Request Submission Date: ________________________________

Funds Requested: Lab/Language Training  Pilot Study  Specialized Training (circle one)

Amount Requested: ________________________________

Funding Request Submission Date: ________________________________

Funds Requested: Lab/Language Training  Pilot Study  Specialized Training (circle one)

Amount Requested: ________________________________

For office use only:

Approval date: _________________________________________________________

Report received: ________________________________________________________
Preparing for Fieldwork:

______ Provide the following information to Graduate Coordinator:

1. Anticipated dates of fieldwork
2. Field address, phone, email
3. Address and phone of emergency contact in U.S.
4. Information on all funding granted for field work, including amounts, dates, etc.
5. Copies of grant proposals
6. Provisions for continuation of registration and payment of fees.
7. Updated copy of IRB Human Subjects Research Approval form; one for each 12 month period in the field
8. Anticipated return date

______ Meet with Committee members to inform them of fieldwork plans.

______ Return building keys and access card to Graduate Program Coordinator.

______ Submit change of address to Graduate School and Registrar/Bursar’s Office for payment of fees and completion of registration.

______ Make sure Graduate Coordinator has a copy of your passport.

______ Fill out tax forms (W-4, G-4, I-9) needed to begin post-field funding stipend upon return.

______ Request letter of research intent and security, if needed, from Graduate Coordinator two weeks prior to departure.

Returning from Fieldwork:

______ Request, in writing, Stage 1 Post-Field Funding 30 days prior to requested start date.

______ Provide Graduate Coordinator U.S. address, phone, etc.

______ Submit receipts for expenses within 10 days of return from fieldwork. See Graduate Program Coordinator.
EMORY UNIVERSITY
DEPARTMENT OF ANTHROPOLOGY

Graduate Fieldwork Information

Name: ____________________________________________________________
ID# _____________________________________________________________
Cohort: __________________________________________________________

Field Location: ___________________________________________________
Field address: _____________________________________________________

Field phone: _____________________________________________________
Best email: ________________________________________________________

Emergency Contact: _____________________________________________
Email: ___________________________________________________________
Phone: ___________________________________________________________

Anticipated Dates of Fieldwork: _________________________________
Anticipated Return Date: ________________________________

Funding Source: _________________________________________________
Amount: _________________________________________________________
Dates: ___________________________________________________________

Funding Source: _________________________________________________
Amount: _________________________________________________________
Dates: ___________________________________________________________

Pending Funding: ________________________________________________
Notification Date: ________________________________________________

Please attach: copies of grant proposals, IRB Approval form, Compass Access form, copy of passport
APPENDIX 2 - GRANTS

Fulbright
Campus Deadline: late August annually
Application Deadline: October annually

Fulbright-Hays - Doctoral Dissertation Research Abroad
Application Deadline: June
Website: http://www2.ed.gov/programs/iegpsddrap/index.html

IREX Individual Advanced Research Opportunities (IARO)
Research in Eastern Europe and Eurasia
Application Deadline: early December (see website for details)
Website: http://www.irex.org/project/individual-advanced-research-opportunities-iaro

Leakey Foundation - Research Grants
Application Deadlines: January 5th and July 15th
Website: http://www.leakeyfoundation.org/application-guidelines

NIH
NRSA (Institutional National Research Service Awards)
Application Deadlines: January 25, May 25, September 25 (vary per Institute or Center, see website for details)
Website: http://grants.nih.gov/grants/funding/submissionschedule.htm

NSEP Boren Fellowship
International study fellowship
Application Deadline: Late January (see website for details)
Website: http://www.borenawards.org/boren_fellowship

Doctoral Dissertation Research Improvement Grants - Cultural Anthropology
Application Deadlines: January 15 and August 15 annually

Doctoral Dissertation Research Improvement Grants - Biological Anthropology
Application Deadlines: July and March annually (see website for details)

Doctoral Dissertation Research Improvement Grants Archaeology
Application Deadlines: proposals accepted anytime

East Asia and Pacific Summer Institutes for U.S. Graduate Students
Application Deadline: mid-November (see website for details)

Graduate Research Fellowship Program
Application Deadline: early November (see website for date)

Social Sciences Research Council
Variety of research and dissertation funding
Application Deadlines: mostly Fall, see website for details
Website: http://www.ssrc.org/fellowships/all/

Wenner-Gren Foundation
Dissertation Fieldwork Grants
Application Deadlines: May 1 and November 1 annually
Website: http://www.wennergren.org/programs/dissertation-fieldwork-grants

Post-Ph.D. Research Grants
Application Deadlines: May 1 and November 1 annually
Website: http://www.wennergren.org/programs/post-phd-research-grants