

# Anthropology Graduate Student Handbook

## Overview

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. We think that exposure to alternative explanatory paradigms rather than a monolithic theoretical orientation will prove 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 that is team-taught by cultural and biological anthropologists. As a whole, the educational program provides students with 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 full-time coursework, followed by dissertation research and write up.

Students in good standing receive full tuition and stipend support for five 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 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 and enhances the probability of obtaining extra-mural research funding. Doctoral research, dissertation, and 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 Ancient DNA 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.

# Student Timeline

## First Year Students

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**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 [http://anthropology.emory.edu/home/graduate/handbook\\_forms.html](http://anthropology.emory.edu/home/graduate/handbook_forms.html). The report should be submitted as a digital document via email to the Graduate Coordinator.

First Year Students	
All Year:	<ul style="list-style-type: none"><li>• Attend <a href="#">Teaching Roundtables</a> and other departmental events.</li><li>• Applications for travel funding to present conference papers are accepted by Laney Graduate School (LGS) the Graduate Coordinator for submission details.</li></ul>
August	<ul style="list-style-type: none"><li>• Attend JPE training, LGS orientation, and department orientation.</li><li>• Provide Graduate Coordinator with address and local phone number.</li><li>• Meet with Advisor of Record (assigned to all incoming students) to discuss curriculum schedule for the first course requests to the Graduate Coordinator for enrollment.</li></ul>
September	<ul style="list-style-type: none"><li>• Course Registration: drop/add period ends at the end of the second week of classes.</li></ul>
November	<ul style="list-style-type: none"><li>• Spring Course Registration: meet with advisor and email approved course requests to Graduate Coordinator</li><li>• <b>NSF Graduate Research Fellowship Application Deadline</b> – those who have completed no more than 12 before the previous August 1 are eligible to apply. (Application will be posted on the NSF-GRF website after <a href="http://www.nsf.gov">http://www.nsf.gov</a>).</li></ul>
January	<ul style="list-style-type: none"><li>• Course Registration: drop/add period ends at the end of the second week of classes.</li></ul>
February	<ul style="list-style-type: none"><li>• Graduate Recruitment Weekend (usually held the first weekend of the month).</li><li>• Summer Course Registration: student must be registered for 9 credits. Contact Graduate Coordinator to co</li></ul>
March	<ul style="list-style-type: none"><li>• Application to <a href="#">IRB/IACUC</a> due for summer research.</li><li>• Fall Course Registration: meet with advisor and email approved course requests to the Graduate Coordinator</li><li>• Check <a href="#">Laney PDS calendar</a> for summer funding deadlines</li></ul>
April	<ul style="list-style-type: none"><li>• <a href="#">Annual activity and academic report</a> due on the first day of the last week of classes.</li></ul>
May	<ul style="list-style-type: none"><li>• Update mailing address in OPUS and PeopleSoft to ensure accurate delivery of Graduate School Awards cc</li><li>• Provide Graduate Coordinator with summer address and phone number.</li></ul>

## Second Year Students

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**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.

Second Year Students	
Fall or Spring	<ul style="list-style-type: none"> <li>Attend <a href="#">Teaching Roundtables</a> and other departmental events.</li> <li>Applications for travel funding to present conference papers are accepted by Laney Graduate School (LGS) the Graduate Coordinator for submission details.</li> </ul>
August	<ul style="list-style-type: none"> <li>Attend TATTO training course if necessary (takes place during the week before classes begin).</li> <li>Formulate criteria for <a href="#">methodology requirement (week 1)</a>.</li> <li>Provide Graduate Coordinator with address and local phone number.</li> </ul>
September	<ul style="list-style-type: none"> <li>Course Registration: drop/add period ends at the end of the second week of classes.</li> <li>Summer-funded fieldwork report due to Graduate Coordinator.</li> </ul>
November	<ul style="list-style-type: none"> <li>Spring Course Registration: meet with advisor and email approved course requests to Graduate Coordinator.</li> <li><b>NSF Graduate Research Fellowship Application Deadline</b> – those who have completed no more than 12 before the previous August 1 are eligible to apply. (Application will be posted on the NSF-GRF website after <a href="http://www.nsf.gov">http://www.nsf.gov</a>).</li> </ul>
<b>Spring Semester</b>	<ul style="list-style-type: none"> <li>Constitute <a href="#">Doctoral Examination Committee (March 1)</a>.</li> </ul>
January	<ul style="list-style-type: none"> <li>Course Registration: drop/add period ends at the end of the second week of classes.</li> </ul>
February	<ul style="list-style-type: none"> <li>Graduate Recruitment Weekend (usually held first weekend of the month).</li> <li>Attend cohort meeting regarding <a href="#">Qualifying Exams</a> and <a href="#">Research Proposal Presentations</a>.</li> <li>Summer Course Registration: student must be registered for 9 credits. Contact graduate coordinator to co</li> </ul>
March	<ul style="list-style-type: none"> <li><b>March 1</b> – <a href="#">Dissertation Committee</a> is established and form is submitted to the Graduate Coordinator for approval.</li> <li>Application to <a href="#">IRB/IACUC</a> due for summer research. (See page 16 for details.)</li> <li>Fall Course Registration: meet with advisor and email approved course requests to Graduate Coordinator.</li> <li>Check <a href="#">Laney PDS calendar</a> for summer funding deadlines</li> </ul>
April	<ul style="list-style-type: none"> <li><a href="#">Annual activity and academic report</a> due by the first day of the last week of classes.</li> </ul>
May	<ul style="list-style-type: none"> <li>Update mailing address in OPUS and PeopleSoft to ensure accurate delivery of Graduate School Awards cc</li> <li>Provide Graduate Coordinator with summer address and phone number.</li> </ul>

## Third Year Students

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**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.

<b>Third Year Students</b>	
Fall or Spring	<ul style="list-style-type: none"> <li>• Attend Teaching Roundtables and other departmental events.</li> <li>• Applications for travel funding to present conference papers are accepted by Laney Graduate School (LGS) the Graduate Coordinator for submission details.</li> <li>• Apply for field research grants; for current deadlines, see LGS website and <a href="http://anthropology.emory.edu/">http://anthropology.emory.edu/</a></li> </ul>
September	<ul style="list-style-type: none"> <li>• Course Registration: drop/add period ends at the end of the second week of classes.</li> <li>• Provide Graduate Coordinator with address and local phone number.</li> <li>• Summer-funded fieldwork report is due to Graduate Coordinator.</li> <li>• Attend cohort meeting regarding <a href="#">Qualifying Exams</a> and <a href="#">Research Proposals</a>.</li> </ul>
November	<ul style="list-style-type: none"> <li>• Spring Course Registration: meet with advisor and email approved course requests to Graduate Coordinator</li> </ul>
January	<ul style="list-style-type: none"> <li>• Course Registration: drop/add period ends at the end of the second week of classes.</li> <li>• <b>PhD Qualifying exams administered.</b></li> </ul>
February	<ul style="list-style-type: none"> <li>• Graduate Recruitment Weekend (usually held first week of the month).</li> <li>• <b>PhD Qualifying exams administered.</b></li> <li>• <b>Meet with committee to work on research proposal presentation.</b></li> <li>• <b>Schedule Research Proposal Presentation.</b> March and April dates will be announced.</li> <li>• Summer Course Registration: student must be registered for 9 credits. Contact graduate coordinator to co</li> </ul>
March	<ul style="list-style-type: none"> <li>• Email committee approval for research proposal presentation to Graduate Coordinator at least 10 days before</li> <li>• Email research proposal draft to Graduate Coordinator for distribution to faculty one week before schedule</li> <li>• <b>Research Proposal Presentations</b></li> </ul>
April	<ul style="list-style-type: none"> <li>• <b>Research Proposal Presentations</b></li> <li>• Fall Course Registration: confirm enrollment with Graduate Coordinator.</li> <li>• Annual activity and academic report due by the first day of the last week of classes.</li> <li>• Complete methodology requirements, return signed form to Graduate Coordinator.</li> <li>• Submit Application for PhD Candidacy to Graduate Coordinator for approval and to the graduate school via (deadline: September 15, 4th year).</li> <li>• Apply for MA (optional). Submit application to Graduate Coordinator for approval and to the graduate school Form.</li> </ul>
May	<ul style="list-style-type: none"> <li>• Update mailing address in OPUS and PeopleSoft to ensure accurate delivery of Graduate School Awards cc</li> <li>• Complete <a href="#">Fieldwork Checklist</a> to Graduate Coordinator.</li> <li>• Complete IRB/IACUC Certification and establish yearly renewal.</li> </ul>

## 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](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.

Students in the Field	
While in the field	<ul style="list-style-type: none"> <li>• <b>MAINTAIN CONTACT</b> with advisor and committee. Be sure to report changes to location, contact informal Graduate Coordinator.</li> <li>• <b>Submit field reports to advisor and committee each semester.</b></li> <li>• <b>Renew Human Subjects Review Certification (IRB)/Institutional Animal Care and Use Certification (IACUC)</b></li> <li>• Discuss <a href="#">Co-Teach options</a> with advisor prior to returning from field.</li> <li>• Applications for travel funding to present conference papers are accepted by Laney Graduate School (LGS) the Graduate Coordinator for submission details.</li> </ul>
November	<ul style="list-style-type: none"> <li>• Spring Course Registration: confirm enrollment with Graduate Coordinator.</li> </ul>
February	<ul style="list-style-type: none"> <li>• Summer Course Registration: student must be registered for 9 credits. Contact graduate coordinator to confirm.</li> </ul>
April	<ul style="list-style-type: none"> <li>• Submit Field Report with details of progress and/or concerns as well as timeline by April 15.</li> <li>• <a href="#">Annual activity and academic report</a> due by April 30.</li> </ul>
Summer before return	<ul style="list-style-type: none"> <li>• <del>Request stage 1 of post-field requirements in writing.</del></li> <li>• Contact Program Coordinator to arrange for funding upon return. (review <a href="#">LGS funding</a> policies)</li> </ul>

## 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.

Post-Field Students	
Fall or Spring	<ul style="list-style-type: none"> <li>• Fulfill <a href="#">Co-Teach</a> requirement.</li> <li>• Attend departmental events.</li> <li>• <del>Request stage 2 of Post-Field funding in writing 1 month prior to start date.</del></li> <li>• Applications for travel funding to present conference papers are accepted by Laney Graduate School (LGS) the Graduate Coordinator for submission details.</li> </ul>
September	<ul style="list-style-type: none"> <li>• Provide Graduate Coordinator with address and local phone number.</li> <li>• Spring Co-teach request due to DGS by mid-September (after consulting with advisor and/or faculty member).</li> </ul>
November	<ul style="list-style-type: none"> <li>• Spring Course Registration: confirm enrollment with Graduate Coordinator.</li> <li>• Discuss Dean's Teaching Fellowship and other dissertation completion fellowships with advisor. Consult with Studies for course choices for the DTF.</li> </ul>
December	<ul style="list-style-type: none"> <li>• <a href="#">Completion fellowships</a> due mid-month.</li> </ul>
January	<ul style="list-style-type: none"> <li>• Course Registration: drop/add period ends at the end of the second week of classes.</li> </ul>
February	<ul style="list-style-type: none"> <li>• <a href="#">PhD Degree Applications</a> due during the first week of February for May graduation.</li> <li>• Graduate Recruitment Weekend (usually held first week of the month).</li> <li>• Fall <a href="#">Co-teach</a> request due to DGS by mid-February (after consulting with advisor and/or faculty member).</li> <li>• Summer Course Registration: student must be registered for 9 credits. Contact graduate coordinator to confirm.</li> </ul>
April	<ul style="list-style-type: none"> <li>• <b>For Spring graduates:</b> Dissertations and forms due mid-month.</li> </ul>

	<ul style="list-style-type: none"> <li>• Spring Course Registration: confirm enrollment with Graduate Coordinator.</li> <li>• Annual activity and academic report due by the first day of the last week of classes and before annual evaluation.</li> </ul>
May / Summer	<ul style="list-style-type: none"> <li>• Update mailing address in OPUS and PeopleSoft to ensure accurate delivery of Graduate School Awards and other mail.</li> <li>• <b>PhD Degree Applications</b> due during the first week of July for August graduation.</li> <li>• <b>For Summer graduates:</b> Dissertations and forms due mid-July.</li> </ul>

**Post-Field Write-up Stages:** Students must be registered for 9 credits for each semester, 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.

## Required Coursework

### Requirements:

- Students are required to take **nine (9) course credits** per semester in addition to any credits received for teaching (TATTO) or ethics training (JPE). Because students are on 12 month stipend, summer enrollment is required, usually in the form 798R (Advanced Research) credit hours rather than coursework.
- Students must complete **six (6) Anthropology graduate courses in their first three years**, including 3 core courses and 3 anthropology elective courses.
- Graduate students in the Biological Anthropology subplan are required to enroll in **ANT 555R Research Seminar In Biological Anthropology**, a 1-credit research seminar each semester of their first three years in the program.
- In fulfilling their required 18 credits per year, **first year students must take at least five (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 (ANT797). A student together with his or her advisor may petition the DGS to use a directed reading to partially satisfy the five (5) graduate course requirement only when suitable regular classes are not available.
- **Second year students will normally take at least five (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 required 18 annual credits, but do not count as one of their required five graduate courses.
- 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).

### 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

### 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.

### **Additional Courses**

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
- 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 555R) each semester of their first three years in the program.

### **Advanced Coursework - Years 3+**

**Third year students** have often completed their required coursework and are eligible for ANT 798R, 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 must be admitted to doctoral candidacy by September 15 of their fourth year in the program. Students who do not meet this deadline will be placed on academic probation, will not be eligible for PDS funds, and may forfeit financial support. These sanctions will be lifted when the student enters candidacy**

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

- Required coursework;
- Doctoral candidacy qualifying examinations;
- Presentation of dissertation research proposal;
- Methodology requirements;
- LGS TATTO and JPE requirements (TATT 600, TATT 605, and JPE 600);
- All course incompletes resolved.

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

**Post-field students** will register for 9 credit hours of ANT 799R, Dissertation Research, per semester for the duration of their dissertation write-up.

Students who have exceeded their eighth program year 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**

The regular course load for a full-time student is 9 credit hours per semester, including Fall, Spring, and summer semesters). In most cases, students are enrolled in 9 credit hours of 798R or 799R for the Summer semester. **Students must be registered for 9 credit hours in order to receive a**

## stipend.

Advanced students, please note: 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.

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:

- Prior to registration, first, second, and third year students' course selections **must be approved by their advisors** via an email communication to the graduate program coordinator.
- Students are required to take **9 course credits** per semester in addition to any credits received for teaching (TATTO) or ethics training (JPE).
- 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.
- **Students must obtain supervising faculty approval** for each Directed Study (ANT 797R) and Teaching Associateship (TATT 610) enrollment. Please email approval to the Graduate Coordinator.
- **Students must obtain permission from the instructor or department representative 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.
- 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.
- **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.
- Everyone must complete 6 Anthropology graduate courses in their first three years, including 3 required and 3 anthropology elective courses (ANT 585 and lower).
- 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).

## Tracking Coursework

Students should use the [Tracking template](#) to record their coursework 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.

## 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

## Grade Requirements

Students must maintain a **2.7 GPA** 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.

## Seminar participation

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

## 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 PDS funding** for summer research, language/laboratory training, or conference attendance. 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.

## 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. In addition, students must be in residence at Emory when receiving a stipend.

## Annual 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 2.7 GPA in their graduate-level courses, may be recommended for dismissal from the graduate program.

# Methods

NK Norgard, Kay  
Coord, Academic Degree Prog

## 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 plan 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. In addition, all students are required to have training in ethical conduct of research, including IRB or IACUC certification.

- Criteria for fulfilling the methodology requirement must be clearly stated in writing using the [Methodology Requirements/IRB Training](#) form.
- Requirements **must be reviewed** by the student's committee.
- The approved form **must be on file** with the department at **the end of the second year**. Please submit to the Graduate Program Coordinator.
- **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.

## 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.

- 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
- 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
- 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
- IRB or IACUC training and workshops (go to <http://www.irb.emory.edu/> or <http://www.iacuc.emory.edu/> for more information)
- Courses with primary focus on research ethics, such as IBS 606: "Values in Science"

# Dissertation Committee



Norgard, Kay  
Coord, Academic Degree Prog

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.

By **March 1<sup>st</sup>** 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. If this form has not been signed by all relevant parties by the end of the 2<sup>nd</sup> year, the student will not have met this requirement and will jeopardize his/her standing in the program.

Once the student has completed the qualifying exams and presented the proposal and is ready to move into candidacy (usually the end of the third year), he or she will upload the committee form to the LGS system (see link above), along with candidacy and MA (optional) paperwork.

## 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.
- The committee may or may not include the original advisor assigned by the department upon arrival into the program.
- 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.
- Members from outside of Emory must be approved by Laney Graduate School as an Emory Adjunct Faculty member. Check with Graduate Coordinator for details regarding this process.

## Reconstitution of Committee

When a student wishes to alter the structure of his/her committee:

- The student must communicate the composition of the reconstituted committee to all members, previous and new, and obtain the consent of all members.
- A Change of Dissertation Committee 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 DGS. These changes will be submitted to the Dean of the Graduate School for approval.

## Doctoral Dissertation Committee Meetings

It is strongly recommended that the student periodically **meet collectively with all members** of his/her doctoral committee. The student should work with the committee chair to schedule meetings 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)** – For the student to discuss her/his anticipated plans for the doctoral research and for formulating and writing a research proposal.
2. **In the semester prior to taking qualifying exam (fall of third year)** – To 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.
4. **Between the circulation and public presentation of the student's doctoral research funding proposal (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** – To discuss the anticipated scope, purpose, and schedule of fieldwork. Each member, with the student, should be clear about his/her support of the project.
7. **Upon the student's return from the field** – To discuss a student's initial prospectus and writing/work schedule. Expectations of various committee members should be made clear to one another as well as to the student.
8. **Periodically during dissertation write-up (at least twice annually until completion)** – For the student to report progress of the dissertation and for the committee to communicate their support and/or concerns about the project on a regular basis. Once a major portion of the dissertation has been submitted for review, 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. **Dissertation defense by the student** – The actual defense of the dissertation occurs in a meeting with faculty members of the doctoral committee only, typically after the public presentation of the dissertation to the department.

## Appeal/Mediation Process

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 DGS.
- If the student or faculty member is dissatisfied with the decision and/or the attempts at mediation by the DGS, s/he may appeal the DGS's decision/actions to either the Graduate Concerns Committee or the Department Chair.
- If the issue pertains to the role of the DGS on a committee, then the matter should be brought to the attention of the Department Chair.

See [Student Concerns](#) for more information.

# Candidacy

Students must file an application for candidacy with the Laney Graduate School. This certifies that all requirements for the PhD, except for the dissertation and its defense, have been completed. Ordinarily, this application is submitted at end of the third year following the completion of qualifying exams and proposal presentation **Students who have not been admitted to doctoral candidacy by September 15 of their fourth year in the program will be placed on probation**, no longer qualify for PDS funds, and possible stipend suspension. 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;
- Methodology requirements;
- LGS TATTO and JPE requirements (TATT 600, TATT 605, and JPE 600);
- Doctoral candidacy qualifying examinations;
- Presentation of dissertation research proposal;
- All course incompletes resolved.

To be eligible for candidacy, students must have earned at least 54 credit hours at the 500 level or above.

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-progress/candidacy.html>.

# Qualifying Exams

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 RESPONSIBILITIES

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. See [Dissertation Committee](#) section for more details.

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.

Outside examiners may participate remotely or in person.

## BIBLIOGRAPHY

**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.

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".

Current graduate students may access previous [bibliographies OneDrive](#).(Emory netID login required).

## 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.

## WRITTEN EXAMINATION

- 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 committee 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/Graduate Coordinator.
- 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.

## 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. Students should plan for a 2-hour exam period.

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. ([Form](#))

## 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.

A student who fails qualifying exams a second time has the options of leaving the program with a Master's 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.

# 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 second year and during the Fall Semester of their third 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 an Emory Box file for students to browse. Contact the Graduate Coordinator for more information about access.
- Students generally revise research proposals over the summer of their second year.
- During early spring of the third year (first 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 publicly 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.



# Field Research

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 to the Graduate Coordinator. 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 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 for 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.

# Dissertation | Completion & Defense

The department provides funds for two years (24 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. Under Construction.

The Graduate School requires that all requirements for the PhD, including submission of the dissertation, be completed within **six years**. If a student has not completed the degree at the end of the seventh year, the program may grant a one-year extension. The program must submit notice of the extension to the Dean, no later than August 1 of the seventh year (before the eighth year). If a student has not completed the degree by the end of the eighth year, the student may continue work for at most one additional academic year and only with approval from the Dean. To obtain approval, the program must submit a request to the Dean no later than August 1 of the eighth year (before the ninth year). See the [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 nine-month appointments. Therefore **no part of the dissertation process** (including review, presentation, and defense) **may be scheduled during the summer** (May 15 to September 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 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.

## 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 **at least 30 minutes but not more than 45 minutes**, followed by **at least 45 minutes for questions and candidate response**. The event is open to all faculty and students and provides an important opportunity for the candidate to present his/her work in a format similar to a "job talk".
- 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.

## DISSERTATION 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 PhD candidates must be **physically present** for 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 dissertation and (b) questions that will be asked at the defense on his/her behalf by the replacement.
- In order for the 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 dissertation is acceptable before recommendation for granting the Ph.D. degree can be made.

In the semester that the student plans to complete, must file a **degree application**. Upon successful completion of the dissertation defense (or completion of approved changes after a conditional pass), students 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 set by the Graduate School.

# Degree Applications

## Master's Degree

The Master's degree in Anthropology is earned on the basis of satisfactorily completing the degree requirement at the end of the second 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 PhD, except for the dissertation and its defense, have been completed. Ordinarily, this application is submitted at end of the third year following the completion of qualifying exams and proposal presentation **Students who have not been admitted to doctoral candidacy by September 15 of their fourth year in the program** no longer qualify for tuition scholarships, and are responsible for the full cost of the tuition and other academic fees (except the enrollment fee). 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;
- Doctoral candidacy qualifying examinations;
- Presentation of dissertation research proposal;
- Methodology requirements;
- LGS TATTO and JPE requirements (TATT 600, TATT 605, and JPE 600);
- All course incompletes resolved.

To be eligible for candidacy, students must have earned at least 54 credit hours at the 500 level or above.

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>.

## Applying for Doctoral Degree

Students must be registered in the semester in which they receive their degree.

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](#). 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 this document](#). Students need only to submit one printed copy of their dissertation to the Anthropology department for the departmental library. 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.

# JPE | IRB | IACUC

## Jones Program in Ethics (JPE)

### Laney Graduate School Component:

- JPE 600 – 1 day course in August prior to 1st year
- JPE 610 – minimum of 4 workshops (offered throughout the year by LGS)

## Anthropology Component

- ANT 500 Proseminar – ethics based discussions as part of course
- Teaching Roundtable – ethics related session held every other year
- IRB/IUCAC Workshop – ethics of working with human/animal subjects held every other year
- For Bio Anthro Students – ANT 555 Research Seminar - ethics based discussions as part of course

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 clearly 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 scholars intend to present and/or publish and 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](http://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>.

# TATTO

## Teaching Assistant and Teacher Training Opportunity (TATTO)

TATTO ensures that each student's education as a scholar is balanced with thoughtful and thorough preparation in the art of teaching. With the help of TATTO, Emory graduates enter professional life, whether or not that includes classroom teaching, with the skills of competent and confident educators.

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. It is generally held the week before classes start (August before the 2nd year for all students entering 2017 and prior; 1st year for all students entering 2018 and after);
- Attend eight Anthropology Teaching Roundtable sessions over the first three years of graduate study;
- Serve as a Teaching Assistant for three courses during Years 1-3, normally for ANT 101, 150, 201, or 202 first, then two other courses;
- Serve as a Teaching Associate ("Co-Teach") during dissertation 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.

During the four semesters of training, students take a normal course load and receive a regular graduate stipend while TA'ing.

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

## Teaching Assistantship

Graduate students in anthropology will be assigned to serve as TAs for an introductory level course (ANT 101, 150, 201, or 202), in the Spring semester of their first year or the Fall or Spring of their second year. They then will serve as a TA for two other courses, dependent on the needs of the department.

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.

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 Associateship (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 Associate 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 Associateship, 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-Teach" requirements at Emory during the Fall or Spring semesters.

## Teaching Roundtables

Teaching Roundtables are the program component of the Laney Graduate School TATTO requirements. They take the form of roundtable sessions exploring issues specific to the teaching of anthropology and may include presentations by faculty or guest speakers, panel discussions, break-out working groups, and other activities designed to provide pedagogical instruction and encourage active engagement of participants.

Four Teaching Roundtables are scheduled each year, typically two per semester. This schedule includes special sessions on ethical issues in the teaching of anthropology and on working with human subjects (IRB training), which are taught in alternating years.

All students are required to attend **eight** sessions over the first three years of study, including the ethics and IRB sessions. Students are highly encouraged to continue participation after the requirements are met in order to share experiences that they have gained as they've completed teaching assignments.

# Student Concerns

Reporting Resource

Guidance for the [Reporting Process for Discrimination, Harassment, or Other Concerns in the Department of Anthropology](#).

## 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.

Two graduate student representatives (one pre-field, one post-field) 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 unique professional training opportunity (MPH year, internship) 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 two 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. If the appeal is denied, students can take their grievance to the Laney Graduate School. Please see the [LGS Grievance Policy in the Graduate School Handbook, Section 3.4.](#)

### **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.

### **DGS Petition**

Students may petition the Director of Graduate Studies for exception to requirements in special circumstances. It is expected that the student has exhausted all other opportunities to meet the requirement in question and defend their reasoning for exception.

# 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 eight during the first three years of study), and 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

If a student has an incomplete in a core course that remains unresolved at the end of a Spring semester, he or she must submit a written statement to the Director of Graduate Studies prior to the annual review. The statement should explain the incomplete and provide an anticipated schedule

for its completion. A student with an incomplete is ineligible to receive funding for summer research, language or laboratory training, or conference 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 coursework 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. 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 or maintained at least a B+ average in their graduate-level courses may be recommended for dismissal from the graduate program.

**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 student's tenure in the program, if his or her 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, if the student fails to respond satisfactorily to requests by their committee, if the student does not complete research goals (such as submitting grant proposals), or if the student consistently fails to demonstrate progress towards their dissertation research. Notification of 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.

# Committees

## Current Appointments

**Chair:** Craig Hadley

**Director Undergraduate Studies:** Kristin Phillips

**Director Graduate Studies:** Dietrich Stout

**Director Undergraduate Research:** Debra Vidali

## Department Committees

### Executive Committee

The purpose of the executive committee is to provide a department leadership forum for initial discussion of department issues to help establish agendas for departmental meetings.

### Curriculum Committee

Oversee course offerings for undergraduate and graduate programs. Set up worksheets (courses to be taught, faculty availability) for twice-annual faculty meetings to set course offerings. Consider proposals for new courses. Evaluate program and course efficacy as basis for program planning and revision.

### Undergraduate Concerns Committee

Consult on day-to-day operations of undergraduate instruction and research with the Director of Undergraduate Studies and Undergraduate Program Coordinator. Consider petitions and problems with larger policy or programmatic implications. Assist and advise curriculum committee in evaluation of course offerings and overall program functioning. Act as ombudsmen in Honors defenses and assign final level of honors.

### [Graduate Concerns Committee](#)

Consult on day-to-day operations of graduate instruction and research with the Director of Graduate Studies and Graduate Program Coordinator. Consider graduate petitions and problems with larger policy, programmatic, procedural, or funding implications. Assist and advise curriculum committee in evaluation of course offerings and overall program functioning.

### [Speakers and Symposia Committee](#)

Oversee logistics for symposia and consider arrangements and proposals for speakers scheduled for the current academic year. Consider proposals for co-sponsorship. Formulate plan for speakers and symposia for next year.

### Graduate Admissions Committee

Review graduate admission applications. Forward long short list to faculty for consideration and selection of short list by date in Spring semester (January).

### [Teaching Roundtable Committee](#)

This is a requirement and integral component of the TATTO program. Plan, schedule and chair the mandated four teaching roundtables per year. Work with staff person on logistics.

### **Awards Committee**

Apply guidelines for evaluation of submissions for Shostak prize. In Spring, read submissions for this prize (advisement from undergraduate honors advisors) and select winner. Run selection process and select Outstanding Junior and Senior majors. Solicit and review nominations for the Stokol Scholarship for outstanding undergraduate research. Put forward appropriate majors for College-wide awards.

### **Graduate Student Appeals Committee**

This committee is mandated by the University to consider graduate procedural appeals or grievances and is convened only on a case-demand basis.

### **Space Committee**

Evaluate and determine space needs including faculty and staff offices and meeting room requirements, based on department growth. Secure additional space as needed and assign space in a fair and reasonable manner; suggest revised bases on which to allocate space. Review displays, walls, cabinets, and implements changes as needed. Work with Academic Department Administrator regarding technical, telecom, and furniture needs and availability.

- Chair + ADA

# Graduate Concerns Committee

**The Graduate Concerns Committee** is composed of three faculty members, including the Director of Graduate Studies, who is committee chair, and two graduate student members. When possible, there will be representatives from each sub-discipline (biological and cultural). The Graduate Program Coordinator is a non-voting member of the committee. The committee meets once or twice a year.

The primary responsibility of the committee is to consult on day-to-day operations of graduate instruction and research with the Director of Graduate Studies and Graduate Program Coordinator, and to address any concerns raised by graduate students. It considers problems with larger policy, programmatic, procedural, or funding implications, advises the curriculum committee in evaluation of course offerings, and offers recommendations regarding overall functions of the graduate program. In these matters, all have equal voting rights.

**The Speakers and Symposia Committee** is composed of two faculty members (one of whom is committee chair) and two graduate student members. All have equal voting rights. There will normally be one faculty member and one graduate student from each sub-discipline (biological and cultural). The department administrator is a non-voting member of the committee. The primary responsibility of the committee is to design a slate of speakers and symposia for coming academic year. It also oversees arrangements for speakers and symposia scheduled for the current academic year. The budget for the committee is set by the Chair of the Department in consultation with the department administrator.

Typically, the committee chair will schedule a meeting at the beginning of fall semester to discuss speakers for the spring of the current year and fall of the following year. Faculty and graduate students are asked to propose speakers for the committee's consideration. In years without a faculty search, speakers are chosen for spring and fall semesters with selections coming from both faculty and student proposals. In years with a faculty search, speakers are typically scheduled for fall only and are based on student recommendations. Additional meetings may be held during the year, as needed, but much of the work of the committee is conducted by email.

The department is committed to using the department colloquium series and Armelagos Biocultural Lecture Series to feature BIPOC (Black, Indigenous and People of Color) scholars on a regular basis, and at least once per year. The committee should plan events featuring external speakers and speakers from within the Emory community. In the past, internal speakers have included department members as well as affiliated scholars from other departments or programs whose work is related to anthropology. The committee may also plan panel discussions, conferences, or symposia as well as consider proposals from faculty or graduate students.

Duties of committee members include: soliciting speaker suggestions from the department, participating in committee discussions and votes, inviting speakers to campus, applying for Hightower Funds to support honoraria and/or soliciting co-sponsorships, working with the department administrator to coordinate events, and introducing and/or hosting speakers during visits.

# Teaching Roundtable Committee

**The Teaching Roundtable Committee** is composed of two faculty members (one of whom is committee chair) and two graduate student members. All have equal voting rights. When possible, there will be representatives from each sub-discipline (biological and cultural). The department administrator is a non-voting member of the committee.

This committee oversees the departmental components of [TATTO](#) and [JPE](#) requirements to provide pedagogical training specific to the field of Anthropology. It plans, schedules, and coordinates the mandated four teaching roundtables per year, based on the teaching plan of the three-year rotation of topics. Annually, three sessions focus on teaching and one session on ethical concerns for teaching and research.

Duties of committee members include: organizing the topics for four sessions each year, soliciting panelists or speakers for each session, and working with the GPC to coordinate events.



# 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 PhD 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 January 15. The student's advisor must be able to 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 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 asked 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 (NSF, SSRC, Wenner-Gren, etc. – see [Student Sharepoint](#) 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 (e.g., Fulbright Fellowships).

- Funding that emphasizes itemized research cost payment (which includes most grants) is usually administered by Grants and Contracts via the department accountant (e.g., 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 and 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 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-GRF and Javits) are often administered by the Graduate School or department. These arrangements should be made with the Graduate School and coordinated with the 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 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. to 9:00 p.m. Monday through Friday, and 7:00 a.m. to 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.