

The University of Illinois at Urbana-Champaign
Department of Anthropology

REGULATIONS FOR THE GRADUATE PROGRAM AND FOREIGN LANGUAGE REQUIREMENTS

Effective Fall 2019

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This handbook is intended to acquaint graduate students with the policies and procedures of the Department of Anthropology regarding course requirements, advising, preliminary examinations, and degree requirements. For additional information about these regulations or for information about other policies and procedures of the department, students should consult with their advisory committees, with the Director of Graduate Studies (DGS), or with the Head of the Department.

Graduate Degrees offered in Anthropology

The department offers two advanced degrees, Master of Arts and Doctor of Philosophy. The qualified student may work directly for the Ph.D. degree without taking an M.A. If an M.A. is taken, all requirements for it must be met by the time of, or before, the completion of the preliminary examination for the Ph.D. degree.

The Ph.D. Degree

The doctoral program requires a minimum of 96 hours of graduate credit, with at least 64 hours (which may include Anth 599) at the Urbana-Champaign campus. After the residence requirement has been fulfilled, the student may petition the Graduate College for permission to register *in absentia*. To register *in absentia* for thesis credit, approval must be obtained from the Graduate College by petition. Most Ph.D. candidates spend at least three years in residence at UIUC. A dissertation is required for the Ph.D. degree. Ordinarily the dissertation is based on either a combination of field and library research or a combination of laboratory and library research.

To obtain the PhD in Anthropology a student must meet all the following requirements:

1. Successfully complete *Introduction to Illinois Anthropology* (Anth 515IA) in year 1/2.
2. Successfully complete a minimum of 96 graduate credit hours.
3. Successfully complete specific coursework and training required by relevant subfield (which help make up the 96 credit hours).
4. Submit Second-Year Report before the end of the 4th semester.
5. Meet the foreign language requirement/ pass foreign language examination(s).
6. Pass the preliminary examinations for relevant subfield (which includes written exams and oral defense of the dissertation proposal).
7. Successfully carry out dissertation research.
8. Submit and successfully defend dissertation.

Stages of Progress towards the Ph.D.

The doctoral degree is commonly divided into three stages of progress, with each stage having its own components and milestones (see the Graduate College handbook: <https://grad.illinois.edu/gradhandbook/2/chapter6/time-limits>).

Stage 1

Stage 1 is the period from a student's initial enrollment to the completion of the master's degree or its equivalent. Students who enter the program having already completed a master's degree are considered to have completed stage 1. Transfer credit can only be applied to Stage 1.

Stage 2

Stage 2 is the period from completion of the master's degree or its equivalent to completion of all departmental requirements except the defense and deposit of the dissertation, often referred to as being ABD (all but dissertation). This stage includes taking and passing preliminary

examinations.

For students who do not pursue a master's degree, there is no practical distinction between Stages 1 and 2.

Stage 3

Stage 3 begins after the successful completion of preliminary examinations and continues through the passing of the final defense and deposit of an approved dissertation.

The M.A. Degree

With the exception of the subfield of Archaeology, the Department of Anthropology does not offer a terminal M.A. degree. A formal master's degree is not required for advancement in the program. Graduate students typically request the award of an M.A. in the course of their doctoral program participation.

The Master's program requires 32 hours of graduate course work, at least half of which must be taken at UIUC. Twelve of the 32 hours must be in courses numbered in the 500 series, and at least 8 of these 12 must be in the Anthropology Department.

No more than 4 hours of thesis credit (Anth 599) may be included in the 32 hours of M.A. graduate credit. If a thesis is to be submitted, the candidate will include 4 hours of *Thesis Research* (Anth 599) in their program. When doing a paper in lieu of thesis, Anth 599 cannot be used. The student must be registered to deposit an M.A. thesis.

An M.A. thesis or a paper in lieu of thesis is required for an M.A. degree. An M.A. thesis must conform to Graduate College regulations and guidelines and receive signed approval by the adviser, one other faculty member, and the department head. An M.A. paper in lieu of thesis must receive signed approval by the adviser and one other faculty member. The former is deposited in the library and the student's file. The latter is deposited in the student's file. The two final copies of the M.A. paper together with the signed approval form must be made available to the department head before they will certify the candidate for the M.A. degree list.

Policies

Admissions

The Admissions Committee screens applications each year. The department employs three general criteria in admitting students to the graduate program: 1) the prospective student's capacity for sustained, rigorous, intellectual work; 2) the department's capacity to offer suitable instruction and training; and 3) the departmental need for student diversity to match the diversity of faculty expertise. With the exception of the subfield of archaeology, the department does not typically admit students seeking only a master's degree.

Applicants for admission as first year graduate students must have a grade point average of at least 3.0 on a 4.0 scale (B average) for the last two years of undergraduate study. Admission on a special probationary basis may be recommended for an especially promising candidate with a grade point average between 2.5 and 3.0 on a 4.0 scale. GRE scores are required for domestic applicants and strongly recommended for all applicants.

Funding

Graduate students are admitted with five and a half years of financial support to assist them in their period of studies and research (but see "Funding Priorities" below). **This support is contingent on a student's progress in the program.** Funding support normally includes a 50%-

time position as a teaching assistant, grader, or research assistant with accompanying tuition, fee waivers, and related benefits. The University provides additional opportunities for competitive grants and fellowships to support course work, research, travel, and dissertation completion, and private donations provide additional opportunities for competitive grants and fellowships (see Appendix I).

While the department offers a total of five and a half years of funding per student, this is not always a sufficient amount of time for the completion of the degree. As such, all students are encouraged to apply for outside funding.

Funding priorities

The Department prioritizes students based on time in the program and proximity to completing the doctoral degree. Funding priority is given to

- 1) students who are in their first four years of the doctoral program;
- 2) students who have completed doctoral data collection and are analyzing data or writing up their dissertations (“back from the field”). Students who have completed their doctoral data collection are given one and a half years of priority funding.

Students who have passed their prelims and are collecting data – whether in the field, lab, or elsewhere – are at lowest priority for funding and are generally expected to receive their funding from sources other than the Department (grants, fellowships, etc.).

If a student receives funding from sources outside the department in any given semester (grants, fellowships, TA or RA in another department), this funding does NOT count as part of the Department’s guarantee of 5 ½ years of funding.

A student who holds a fellowship (internal or external) during any given semester may not also serve as a departmental TA/RA during that semester except with the approval of the DGS and Head.

Student teaching

Grad students who would like to teach a class (i.e. be the Instructor of Record) may do so after satisfying the following criteria:

- ABD status (i.e. all departmental subfield requirements have been met and preliminary exams have been successfully passed)
- Completion of CITL’s Graduate Teacher Certificate (<https://citl.illinois.edu/citl-101/teaching-learning/teaching-certificates/graduate-teacher-certificate>) **or** Certificate in Foundations of Teaching (<https://citl.illinois.edu/citl-101/teaching-learning/teaching-certificates/certificate-in-foundations-of-teaching>)
- 2 additional hours of CITL workshops or training
- Submission of a proposed course syllabus

If an instructor is needed for a class that is currently offered, a student may apply for the position through the department. Details of the application will be posted by position. Graduate students may also submit a proposal to the Department to teach a new class on a special topic. The deadline for proposing classes for the Fall semester is the end of the prior Spring semester (proposals for Fall 2020, for example, are due the last day of exams for the Spring 2020 semester); the deadline for proposing classes for the Spring semester is the first day of the prior Fall semester (proposals for Spring 2021 are due the first day of the Fall 2020 semester).

Student Status and Registration

Required Course Loads

Students holding a 50% teaching assistantship or research assistantship must take at least 8 credit hours in Fall and Spring semesters to receive all benefits. The number of credit hours required for students holding a fellowship is determined by the fellowship. Enrollment requirements are summarized below:

- a. **Fall and Spring Students.** Students receiving assistantships must be registered for the semesters of appointment.
- b. **Summer New Students.** Students admitted for summer term who receive assistantships **must register for the summer term.**
- c. **Summer Current Students.** If a student receives a summer assistantship (the period between May 16 and August 15), and the student was registered for the immediately preceding spring semester or has registered for the following fall semester, the campus policy does not require the student to register for the summer term. However, the student's department may require the student to register in summer.
- d. ABD students who have met all course requirements and do not need benefits can register for 0 hours of Anth 599.
- e. **All students must be registered for the entire academic term during which they take their preliminary examination and the term during which they take their final examination.** Registration for zero hours satisfies this requirement. Students are not required to be registered at the time the thesis is deposited or when the degree will be conferred.

Leave of Absence

Graduate students are entitled to a total of two terms (fall and/or spring semesters) of academic leave during the course of a single degree program per Graduate College policy. There are two categories of Academic Leaves of Absence:

- Personal Academic Leave of Absence may be requested for health reasons, personal reasons, active military service, or to take care of dependents or family members. During a Personal Academic Leave of Absence, a student may not make progress on the degree and may not expect faculty to provide feedback on academic work.
- Academic Progress Leaves of Absence may be requested for academic activity such as Study Abroad when a student is registered at another institution or fieldwork when the student is not using UIUC resources or receiving financial support from the university. In the case of an Academic Progress Leave of Absence, expectations of progress should be documented in the student's file when making the request.

An Academic Leave of Absence must be requested before the term begins. In cases where an enrolled student must leave the university after the first day of classes, the student must withdraw from the current term. An Academic Leave of Absence may not be requested retroactively, cannot be used to return to good standing, and may not be used to extend the time to degree. If a requested Leave of Absence will carry a student beyond the approved time to degree, then a request for time extension for the degree must be requested through the Graduate College at the time of the request for academic leave.

Procedure to request a Leave of Absence:

Requests must be approved by the student's academic department prior to the first day of classes of the term of non-enrollment by doing the following:

- Complete the "Request for Academic Leave of Absence" form (<https://grad.illinois.edu/sites/default/files/PDFs/LeaveofAbsence-Form.pdf>).
- Have the request approved by your adviser and the DGS.
- If necessary, complete a petition to request an extension of time to degree.

Additional information regarding eligibility requirements, responsibilities when requesting an academic leave, and the procedures for doing so can be found in the Graduate Student handbook: <https://grad.illinois.edu/gradhandbook/2/chapter2/student-status#LOA>

Re-entry Policy

The Graduate College requires you to fill out a re-entry form when returning from a leave of absence. International students must also provide any relevant visa information.

If you have not been enrolled in the last calendar year, you must apply for re-entry using the appropriate request form (<https://grad.illinois.edu/gsas/graduate-student-request-form>). If you have been away from UIUC for more than two years, the Anthropology Department requires you to submit new graduate application materials including three new letters of reference; a new statement of purpose; a brief, separate statement accounting for your activities during your leave from the program; and any updated transcripts.

Progress and Evaluation

Grading System

Grades and the points used in the computation of grade point average (GPA) can be found in the Graduate College Handbook (<https://grad.illinois.edu/gradhandbook/2/chapter3/grading-system>). If a student is absent from the final examination for a course without an acceptable excuse, they will be assigned a grade of ABS (absent), which counts as a failure and is not acceptable for degree credit. When a grade of Incomplete (I) or grade deferral (DFR) in a non-thesis course has not been replaced with a permanent grade by the deadline, it will be converted to an F-by-rule (see below).

In addition to assigned grades (A-F, F by rule, ABS), other notations may be used that are not included in the computation of the GPA:

- AU – audit. This is a permanent notation that indicates attendance in a class as a visitor only.
- CR/NC – credit/no credit. This is a permanent notation that may be requested by a student with the adviser's approval (petition for CR/NC can be found at https://grad.illinois.edu/sites/default/files/pdfs/credit_nocredit_form.pdf). Credit (CR) indicates that a student earned a grade of C- or better in the course; no credit (NC) indicates a letter grade of D+ or lower or a grade of ABS. Students on probation are not allowed to register for CR/NC course work. In any one semester, a student may not take more than 4 semester hours on a CR/NC basis. Over the entire degree program, a student must earn at least 2 hours of graded (A-D) course work for each hour of CR/NC course work.
- DFR – grade deferred. A grade deferral (DFR) is used only in thesis, research, and special problems courses that extend over more than one semester. A DFR grade must be

converted to a permanent grade no later than 5:00 pm on Reading Day of the next semester in which the student is registered. Otherwise, the DFR will be converted to an F (for a graded course), U (for S/U courses), or NC (for C/NC courses).

Students taking thesis research (499/599) will receive a DFR indefinitely until a grade is submitted by the adviser at the completion of the thesis.

- I – incomplete. An Incomplete (I) may be assigned to allow an extension of time to satisfy final course requirements. The amount of time allowed to complete course requirements will be set by the instructor. A student cannot be certified for a degree with an I grade on the academic record. I-grades assigned in the Fall will become an F-by-rule after Reading Day in the Spring. I-grades assigned in the Spring will become an F-by-rule after the 10th day of instruction in the following Fall semester. I-grades assigned in the Summer will become an F-by-rule after Reading Day in the Fall.
- NR – not reported. This is a temporary notation that is automatically entered if an instructor does not report a grade by the deadline. A student cannot be certified for a degree with an NR grade on the academic record.
- NV – not valid. This is a temporary notation used when an instructor reports a grade in a mode that has not been approved for that course.
- S/U – satisfactory/unsatisfactory. This is a permanent notation used as a final grade only in approved courses (generally thesis research or seminar courses).
- W – withdraw. This is a permanent notation signifying an approved course withdrawal without credit.

Academic Standing

Graduate students must maintain a minimum GPA and make satisfactory progress in all other aspects of degree program requirements to continue as students in good standing.

The graduate GPA includes all hours and grades for all courses taken while enrolled at the university. The GPA component of academic status is calculated at the end of each semester. At the point of calculation, **all graduate students must maintain a minimum cumulative GPA of 3.0 and a minimum semester GPA of 2.75 to remain in good academic standing.** The GPA alone does not signify good academic standing. Graduate students must also make satisfactory progress towards Departmental degree requirements.

Degree Time Limit

A doctoral student in Anthropology is required to graduate within **ten years** of first registering as a degree-seeking student if they enter the program without a master's degree. This time limit may be reduced to **seven years** for students entering the program with an approved master's degree. These time limits are not automatically extended for students who transfer from one doctoral program to another doctoral program within the Graduate College, for students who do not register, or for students who are on approved leaves of absence. Exceptions to this policy may be made on a case-by-case basis through the Graduate College petition process.

If more than five years elapse between a doctoral student's preliminary and final examinations, the student is required to pass a second preliminary examination. It is not required that the format of the second preliminary examination be identical to that of the first preliminary exam. For example, scholarly publications or college-level teaching assignments may be used as partial evidence of the student's current knowledge of their field. The second preliminary examination must, however, be conducted by an examination committee appointed by the Graduate College and results must be reported to the Graduate College.

Students who have exceeded their time limit will be placed on academic probation and must successfully petition the Graduate College to continue in their academic program. Once a student is placed on probation due to an exceeded time limit, the student must complete the degree stage by the end of the probationary period or face dismissal. Students who are petitioning for time extension may be exempted from academic probation if the Department requests that they be exempt due to justifiable reasons.

Departmental Evaluation of Students

Semi-annual Evaluations of Student Progress

The faculty of the Anthropology Department meets twice each academic year to evaluate the progress of all continuing students in the department. The entire faculty meets for an annual student review after the end of each Fall semester. Subdisciplinary faculty groups meet to review the progress of students in each program at the end of each Spring semester.

Prior to the end of each Fall and Spring semester (by Reading Day), graduate students should provide a completed “Semi-annual Review of Anthropology Ph.D. Students” form and updated CV to their adviser(s). Advisers are responsible for providing students with a written summary of those evaluations conveying any specific recommendations or concerns.

The “Semi-annual Review of Anthropology Ph.D. Students” form can be downloaded from the website as an editable Word document, which can be filled out and emailed to an adviser along with a CV. This form is also available at the end of this document (Appendix II).

Second Year Reports

In the spring of their second year of coursework, all students must submit a statement reviewing their work to date, their emerging research trajectory, and their plans for completing coursework and preliminary examinations and beginning dissertation research. This statement should be prepared in consultation with the student’s intellectual committee, who must prepare a separate statement of evaluation and approval. The Second Year Report should be submitted prior to the end of the Spring semester (typically in mid- or late-March). Submission of these statements will be a condition of eligibility for further funding. The student statement and the statement of approval by the intellectual committee will be discussed by subdisciplinary faculty at the student evaluation meetings at the end of the Spring semester.

Advisers are responsible for meeting and discussing the Second Year Report with their students, as well as providing students with a written summary of these evaluations conveying any specific recommendations or concerns.

Academic Probation

Academic Probation due to GPA: If a student’s cumulative or semester GPA drops below the minimum requirement, they will be placed on Graduate College academic probation. Students placed on probation have one semester to improve their standing or they will be dismissed from the Graduate College. After being placed on probation, a student must raise the cumulative GPA to the required minimum (3.0) by the end of the next semester of enrollment or face dismissal.

Academic Probation based on program recommendation: The Anthropology Department assesses students’ academic progress based on performance in course work, satisfactory and timely completion of all outlined milestones, satisfactory progress in research, overall program GPA, and performance on preliminary and other examinations.

If a student fails to make adequate progress, the Department may recommend to the Graduate College that the student be placed on academic probation or be dismissed. In this case, the student will be informed of this status in writing by their adviser after the Spring semi-annual student evaluation. The Graduate College will review the recommendation. If it is determined

that the student will be placed on probation, the Graduate College will communicate the length of the probationary period and requirements for returning to good standing.

Dismissal from the Graduate College

If a student placed on academic probation does not improve their academic standing by the end of the probationary period, they will receive a notice of dismissal from the Graduate College. After being dismissed by the Graduate College, a student is prohibited from registering and is dropped from any courses for which the student has pre-registered. Reinstatement can be requested through the petition process, and petitions containing strong support from the Department will be considered by the Graduate College.

Grievance Policy

All graduate students may use the Graduate College Grievance Policy to address concerns about the behavior or decisions of faculty or administrators that a student believes have adversely affected their status as a graduate student

(<http://www.grad.illinois.edu/gradhandbook/2/chapter9/academic-conflict>). Grievances may be addressed at the departmental level through the Anthropology Department's grievance policy and procedures, which can be found here:

<http://www.grad.illinois.edu/sites/default/files/PDFs/anthropology.pdf> .

Additionally, grievances related to employment may be handled through the Graduate Employees' Organization's grievance procedure:

<http://humanresources.illinois.edu/assets/docs/AHR/geo.pdf> .

Course Requirements for the Ph.D.

The department makes an effort to stimulate creative scholarship and sound teaching and research capabilities in its students. Departmental training encourages a curiosity and intellectual probing of the discipline and its four subfields. We expect students to accumulate the knowledge and skills to produce first-rate scholarship in their particular concentration. In developing students' career trajectories, advisers and committees will guide students to pursue their special interests by drawing upon courses and facilities both within and outside of anthropology. Such training may be secured not only through regular courses but also by means of tutorial sessions and independent or guided research undertaken on or off campus.

General Requirements for All Students

- Minimum of 96 credit hours
- 2 semesters of *Introduction to Illinois Anthropology* (Anth 515IA)
- Foreign language(s): high proficiency in 1 or ordinary proficiency in 2 languages
- 2nd year report at end of year 2

The doctoral program requires a minimum of 96 hours of graduate credit. A candidate for the Ph.D. degree entering with an M.A. degree in Anthropology from another university automatically receives 32 hours of graduate credit. Credit conferred for an M.A. degree will not normally replace required elements of the graduate curriculum; instead these credits contribute to the overall 96 credit hours. Students wishing to have such credit applied for a specific course requirement can ask their adviser to petition on their behalf to the DGS. A student with previous work in the subject but without an M.A. degree can petition through their adviser to transfer credit.

All doctoral students are required to take the two-semester, 0.5 unit course *Introduction to Illinois Anthropology* (Anth 515IA) in their first year of graduate study.

Foreign Language Requirement

The purposes of the foreign language requirement are to ensure that students have an ability to use at least one language for scholarly purposes and to provide the opportunity to demonstrate mastery of a field language or skill. A doctoral candidate is required to show a high proficiency (high reading and speaking competence) in 1 or ordinary proficiency (reading knowledge) in 2 foreign languages. The choice of languages and the level of proficiency to be tested will be determined in consultation between a student and their intellectual committee. Languages and the level of skill should be relevant to the student's scholarly specialization.

The requirement for one of the two languages passed at an ordinary proficiency level may be satisfied by demonstrated expertise in a specialized skill. Appropriate areas for substitution include advanced mathematics, statistics, computer applications, GIS, or labanotation. The language requirement should be satisfied early in the doctoral program and, if necessary, the student should incorporate language study in their graduate training plan.

Examples of ways to satisfy these language proficiencies are discussed below, but **students' intellectual and/or preliminary examination committees must approve these language or specialized skill requirements.**

Demonstration of ordinary proficiency in a language or skill

Ordinary proficiency implies reading knowledge of the foreign language. Ordinary proficiency in a foreign language may be demonstrated by the successful completion of 2 semesters of course work in that language.

If a student wishes to demonstrate ordinary proficiency in a foreign language without course work, this may be done through a language exam (procedures for exams are provided below).

Ordinary proficiency in a skill such as statistics may be demonstrated by the successful completion of at least 2 semesters of course work at the 400 level or above.

In the case of labanotation, students pursuing this alternative must satisfy the following requirements: 1) A one-semester course in Labanotation that could be taken as an Independent Study; 2) The successful completion of a research project (independent study - summer or academic year); 3) Pass both the Elementary and Intermediate Certification exams in Labanotation. The international certification standards are set by ICKL (International Council of Kinetography Laban) and administered in the USA by the Dance Notation Bureau in New York. It is estimated that two semesters of training will be necessary to achieve this level of fluency.

Demonstration of high proficiency in a language

High proficiency in a foreign language may be demonstrated by the successful completion of 4 semesters of course work in that language. High proficiency implies high reading and speaking competence in the foreign language.

If a student wishes to demonstrate high proficiency in a foreign language without course work, this may be done through a language exam (procedures for exams are provided below).

Procedures for Foreign Language Examinations

Faculty members who know the language should administer language examinations (see Appendix V). If no department member knows the language under consideration, then someone elsewhere at UIUC or an extra-UIUC examiner should carry out the certification process. The student's advisory committee will oversee arrangements for the language examinations in consultation with the DGS.

Guidelines for the examinations are provided below. Language exams will be evaluated as pass/fail. After completion of the exam, the examiner should complete Appendix V for the student's file.

Ordinary Proficiency.

Excerpts from a book chapter or a scholarly article in the target language and in a subject relevant to the student's area of specialization will be chosen for translation. Generally, the student will be asked to provide several articles from which the examiner may choose an excerpt. The student has a limited time (with the necessary time to be determined by the examiner) to return a written translation of the material. The examiner should evaluate the student's translation and report the results (pass/fail) to the DGS and Graduate Program Coordinator using the form provided in Appendix V. This form will be placed in the student's file with a copy of the foreign language passage and its translation.

High Proficiency.

Reading proficiency will be assessed as above. In addition, a short evaluation of the student's oral capacity in the target language will be made through a short conversation about the translated passage. The examiner should evaluate the student's translation and conversational abilities and report the results (pass/fail) to the DGS and Graduate Program Coordinator using the form provided in Appendix V. This form will be placed in the student's file with a copy of the foreign language passage and its translation.

Note: In general, the department will not accept Educational Testing Services (ETS) examinations or other externally administered standard language examinations as satisfying the departmental foreign language requirement. But since a student may wish to have an ETS examination to let the result be made part of their official record, the language committee will make arrangements for the student to take such an examination.

Although a student for the Master's degree in Archaeology need not meet a foreign language requirement, they may take the foreign language examination in either ETS or department form, and the results will be recorded in the departmental file.

Students for whom English is a second language may, with the consent of their intellectual/preliminary exam committee, fulfill the departmental foreign language requirement by demonstrating high proficiency in English. In these cases, successful completion of written and oral components of the preliminary examination can serve in lieu of a separate language examination. The preliminary examination committee should certify this in writing at the time of the oral examination.

Sub-Disciplinary Requirements

FOR DOCTORAL STUDENTS CONCENTRATING IN BIOLOGICAL ANTHROPOLOGY:

In addition to the *Illinois Anthropology* sequence, doctoral students concentrating in Biological Anthropology must complete 1 course from each of 5 intellectual clusters with a grade of B or better: 1) Evolutionary theory & genetics; 2) Evolution & functional anatomy; 3) Behavior & ecology; 4) Development, energetics, & disease; and 5) Research methods (see below). The academic goal of this requirement is to provide students with professional training and theoretical frameworks in a range of disciplines within Biological Anthropology. Independent studies may not be used to satisfy cluster requirements.

The remainder of a student's course requirements can be fulfilled by courses in or outside of Anthropology (for example, by courses in Geology, Molecular & Cell Biology, Integrative Biology, Crop Sciences, etc.). A student's program of study should be designed by the student in

close consultation with their adviser(s) and intellectual committee and should provide the student with expertise in their specialized area of research.

All courses, languages, skill, and other Departmental requirements must be completed before a student can schedule their preliminary examinations and be advanced to candidacy.

The following courses will satisfy requirements for each of the designated clusters. Other courses may be used to satisfy cluster requirements with permission of the DGS.

CLUSTERS (1 course required from each):

Evolutionary theory and genetics

- 432 Genes and Behavior
- 431 History of Bioanthropology
- 441 Human Genetics
- 5XX Evolutionary Genetics
- 540 Seminar in Bioanthropology

Evolution and functional anatomy

- 408 Human Evolutionary Anatomy
- 409 Human Evolutionary Anatomy Lab
- 435 The Neandertal Debate
- 440 Human Paleontology
- 443 Primate Form and Behavior
- 446 Behavioral Inference & Fossils
- 447 Advanced Skeletal Biology
- 540 Seminar in Bioanthropology

Behavior and Ecology

- 442 Animal Behavior
- 443 Primate Form and Behavior
- 4XX Sex in Nature and Culture
- 514 Seminar in Cognitive Science
- 543 Seminar in Primate Ecology
- 540 Seminar in Bioanthropology

Development, Energetics and Disease

- 433 Conservation Ecosystem Health
- 437 Behavioral endocrinology
- 438 Primate Life History Evolution
- 494 Human Paleopathology
- 541 Ontogeny and Phylogeny
- 540 Seminar in Bioanthropology

Research Methods in Biological Anthropology

- 407 GIS for Anthropologists
 - 410 Research Design in Anthropology
 - 412 Quantitative Analysis in Anthropology
 - 444 Methods in Bioanthropology
 - 445 Research in Bioanthropology
 - 540 Seminar in Bioanthropology
 - 559 Bioanthropological Theory
- Other units: Statistics, Crop Sciences, etc. (univariate, multivariate, etc.)

FOR DOCTORAL STUDENTS CONCENTRATING IN ARCHAEOLOGY:

CORE COURSE REQUIREMENTS

- *Social Theory/Ethnography I* by the end of year 2
- All of the following archaeology core courses in sequence:
 - 461* The History of Archaeological Theory
 - 561 Archaeological Theory
 - 410* Research Design in Anthropology or 511 Proposal Writing

The following courses will satisfy requirements for each of the designated clusters. Other courses may be used to satisfy cluster requirements with permission of the DGS.

CLUSTER REQUIREMENTS

- **Methods cluster:** Students must take at least 2 of the following. One methods course should be from the Anthropology department, while the second may come from another discipline, with permission of the student's adviser/s.
 - GIS (such as Geog 476, 479, 480, or 489; NRES 454, 455)
 - Upper level statistics course
 - Anth 451* Archaeological Surveying
 - Anth 452* Stone Tool Technology Analysis
 - Anth 453* Landscape Archaeology
 - Anth 460* Heritage Management
 - Anth 477* Pottery Analysis
 - Anth 455* Lab Analysis in Archaeology
 - Geog 405 Geography Field Course
 - Geog 406 Fluvial Geomorphology
 - Geog 450 Aerial Photo Analysis
 - Geog 473 Digital Cartography & Map Design
 - Geog 478 Techniques of Remote Sensing
 - Geol 417 Field Geology
 - Geol 417 Geological Field Methods, Western US
 - Geol 432 Mineralogy and Mineral Optics
 - Geol 436 Petrology and Petrography
 - Geol 440 Sedimentology and Stratigraphy
 - Geol 563 Analytical Geochemistry
 - Geol 564 Geochronology
 - Geol 579 Isotope Hydrogeology
- **Regional cluster:** Students must take at least 2 geographical region courses, 1 in the student's region of specialization and 1 in any other geographical area.
 - Anth 448* The Prehistory of Africa
 - Anth 449* North American Archaeology
 - Anth 459* The Ancient Maya
 - CLCV 443 The Archaeology of Greece
 - CLCV 444 The Archaeology of Italy
 - CLCV 520 Seminar in Classical Archaeology
 - Geog 455 Geography of Sub-Saharan Africa
- **Topical cluster:** Students must take at least 1 of the following:
 - 447* Hunters and Gatherers
 - 453* Landscape Archaeology
 - 460* Heritage Management

462* Museum Theory and Practice
552 Research Problems in Archaeology
555 The Archaeology of Complexity
557 Social Construction of Space
562 Archaeology and Racialization

***NOTE concerning 400-level courses:** Graduate students in 400-level courses may meet with the instructor apart from the undergraduates for an additional 1 to 2 hours per week. Specific guidelines and requirements will be provided by the faculty instructor.

READINGS COURSE ALLOWANCE

Graduate students in Archaeology will not be permitted to take individual readings courses until the 3rd semester of their residency. No more than 3 *Readings in Anthropology* (Anth 589) courses will be counted toward the Ph.D.

COMPETENCIES

A written statement by the student and countersigned by the student's advisory committee will be turned in at the time of the preliminary examination demonstrating the following:

1. **Statistical Literacy:** We expect all doctoral students in archaeology to be statistically literate. This can be achieved through demonstrated prior training or UIUC coursework that introduces the student to the fundamentals of statistical inference, probability, significance testing, the linear model, and the basics of multiple regression.
2. **Field Training:** We expect all doctoral students in archaeology to know how to organize and conduct field research, including survey and excavation. Thus, all archaeology graduate students must have completed a field school program or have received field training comparable to Anth 454/455 before undertaking their Prelims.
3. **Analytical Methods Training:** We expect all doctoral students in archaeology to acquire the skills required to analyze and interpret data and materials recovered from excavations and site surveys. Thus, all archaeology graduate students will have to demonstrate training in the methods appropriate for their proposed thesis research before undertaking their Prelims. With the approval of their advisory committee, students may use "proficiency" in Geographic Information Systems, Advanced Statistical Methods, archaeozoology, bioarchaeology, archaeological botany, lithic or ceramic analysis, ancient DNA analysis, stable isotope or other geochemistry, geochronology, geoarchaeology, or other analytical methods that are essential skills for accomplishing archaeological research objectives, to fulfill one of the ordinary-level language requirements of the Department. In this case, proficiency is defined as the receipt of a final course grade in the "A" range for graduate-level coursework in any of these skills that features an analytical project demonstrating that proficiency.

FOR DOCTORAL STUDENTS CONCENTRATING IN SOCIOCULTURAL AND LINGUISTIC ANTHROPOLOGY:

CORE COURSE REQUIREMENTS

- *Social Theory/Ethnography I and II* by the end of year 2
- 2 Geographical area courses. One of these should cover the student's region of specialization, and the other must focus on a different world region.
- 1 Pre-fieldwork/methods seminar (such as *Methods of Cultural Anthropology* [Anth 411])

CORE THEME REQUIREMENTS

- 3 Core Theme courses

Students should take 1 course in at least 3 different categories (3 in total) that reflect a variety of conceptual, analytic, and theoretical approaches in Anthropology. Courses should be approved by a student's intellectual committee. Students and advisers should clearly describe the categories for each of the 3 courses fulfilling the Core Theme requirement in their second-year reports and/or annual reviews. At least 2 of these required courses should be courses offered by the Anthropology department. If the remaining course is based in another department, it should be taught by an instructor conversant in current scholarship in the discipline of Anthropology (which will be determined by the student's adviser).

Some suggested categories of core themes include, *but are not limited to*, the following: Body and identity/subjectivity; Discourse analysis, narrative and performance; Gender and sexuality; History and memory; Kinship, family, and social structure; Law, power, and politics; Materiality, environment, and ecology; Post/colonialism and transnationalism; Race and ethnicity; Religion and ritual; Science and technology; State, nation, and citizenship; and Work, class, and economy.

READINGS COURSES

Graduate Students in Sociocultural and Linguistic Anthropology must take at least 4 regular graduate courses during their first year. A readings course (e.g., Anth 589) may be added during year 1 with the approval of an adviser.

ADVISING AND INTELLECTUAL COMMITTEES

The Advisory System

An entering graduate student is assigned an adviser, or a set of two co-advisers, based on a match with the student's interests. This adviser or set of advisers is/are responsible for giving the student academic counseling. As the student's program develops, the adviser/s may be changed when appropriate. In the case of a change, the student must request a new faculty member to serve, and the latter must accept this responsibility in writing. The request and consent become part of the student's file. The Change of Adviser Form can be found on the departmental website.

Responsibilities of the Adviser

Providing rigorous graduate training makes heavy demands on faculty and students alike. These responsibilities will be shared. The faculty provides guidance and support and facilitates access to resources. A student must take the initiative in formulating academic goals and in developing a specific educational plan and keeping their adviser apprised of these.

Advisers are responsible for keeping students apprised of their progress through the program. This includes a written summary of progress at the completion of each semester in the form of the "Semi-annual Review of Anthropology Ph.D. Students". Advisers are also responsible for meeting and discussing the second-year evaluation with their students after submission of the second-year report, as well as providing students with a written summary of these evaluations conveying any specific recommendations or concerns.

Primary advisers will serve on the Intellectual Committee of their students and serve as the chairs of their Preliminary Examination Committee and the Doctoral Dissertation Committee. As chairs of these committees, advisers will consult with their students to form the remainder of these committees, prepare for, and conduct doctoral research.

The Intellectual Committee

To help students define their intellectual trajectories, all students must choose an intellectual committee. This committee must include the student's adviser/s and at least two other faculty members from the Anthropology Department. The department recommends that students try to form this committee in the first semester of the second year, and that students and their adviser/s arrange a meeting of this committee shortly after its formation. Together, students and their intellectual committees will work on the student's Second Year Report, thus establishing goals for the following years. Students will consult with members of the intellectual committee on progress toward these goals when needed.

The Preliminary Examination Committee

When students' doctoral research interests take shape and they begin concrete plans for their preliminary examinations (sometimes referred to as qualifying examinations), then they should, in consultation with their adviser(s), form a preliminary examination committee. The preliminary examination committee succeeds the intellectual committee but may have a similar composition. The preliminary examination committee is composed of a minimum of four faculty members, three of whom must be Anthropology Department faculty. Over all, three committee members must be members of the Graduate College and at least two must be tenured, preferably in the Anthropology Department. The fourth (and any additional members) may be from other departments of the University or from outside the University of Illinois. The committee structure includes a Chair and Director of Research. These two positions may be filled by the same person but need not be. It is the adviser's responsibility to ensure that the committee membership is made part of the student's official departmental file, to notify the DGS and the Head of the Department, and to see that the faculty is informed of each committee's constituency at each semi-annual Graduate Student Review Meeting.

The preliminary examination committee is responsible for guiding the student toward preliminary examinations and preparations for doctoral research. Typically, the committee is formed during a student's third year with the examinations completed by the end of the fourth year (in certain cases, however, IF the student entered the Ph.D. Program with a Masters in anthropology from another institution, it is not uncommon for the preliminary committee to be formed by the end of the second year). The committee may be asked to meet as a body at any time. In anticipation of the student's actual preliminary exams, the adviser/s along with the other committee members will petition the Head of the Department to recommend that the Dean of the Graduate College formally appoint the preliminary examination committee to administer the examination. With the successful completion of the preliminary examination, the student advances to candidacy for the Ph.D. and may begin dissertation research.

Graduate College requirements for the Preliminary Examination Committee and rules for preliminary examinations can be found at

<http://www.grad.illinois.edu/gradhandbook/2/chapter6/committees-exams>.

The Preliminary (or Qualifying) Examination

With the consent of their preliminary examination committee, students who have completed course requirements for their subdisciplinary program and fulfilled the departmental language requirement may schedule their preliminary examinations.

Over a two-week period, students take (three or) four separate exams in the location of their choice with access to books and other resources and a 24-hour time limit per question. The

committee chair may impose a page limit on each question if they so choose. Questions for each exam may be provided to the student ahead of time according to committee member preference, as is the current practice. Deviations from this general process may be allowed only with prior approval from the Department Head and DGS. This is followed by an oral exam scheduled two weeks after the written exams are finished. A key outcome of the oral exam will be a dissertation research proposal.

NOTE: No pre-dissertation paper is attached to the prelim exam process. Students applying for the M.A. in Anthropology will have to submit a separate M.A. paper (not part of the prelim exams).

NOTE: This formula does not define any preparation process, but it is designed to avoid the drawn-out, multiple independent-study course, several-semester practice that has characterized some students' prelim experiences at UIUC.

The Doctoral Dissertation or Final Examination Committee

The Preliminary Examination Committee becomes a Dissertation Committee as soon as a student begins work on dissertation research. Since a proposal for dissertation research is part of the preliminary examination, there is little practical distinction between a preliminary examination committee and the dissertation committee. In most cases, the membership of both committees is the same. The dissertation committee is not formally appointed or approved by the Graduate College until the student is ready to defend the dissertation. At that point, in a process similar to the formal constitution of a preliminary examination committee, the Head of Department requests that the Dean of the Graduate College appoint the dissertation committee as a "final examination committee." The final examination committee must have at least four members. At least three of these must be appointed members of the department AND of the Graduate College faculty, and at least two of the four members must be tenured, preferably in the Anthropology Department.

EMERITUS FACULTY ON ADVISORY COMMITTEES

In accordance with the regulations of the Graduate College, Emeritus Faculty may serve on preliminary examination and doctoral dissertation committees in the Department of Anthropology. Emeritus faculty also may chair doctoral committees in the Department of Anthropology if the Emeritus faculty was serving as the student's adviser at the time of retirement. However, only under exceptional circumstances can an Emeritus faculty chair a student's prelim committee. In order for this to occur, the student and the Emeritus faculty must file a petition with the Head of the Department and the DGS. In this petition, a strong case must be made that there is a significant disadvantage to the student in having a regular faculty member serve as committee chair. A decision to approve or reject the petition will be rendered by the Head.

Graduate College requirements for the Final Examination Committee and rules for the final examination (defense) can be found at

<http://www.grad.illinois.edu/gradhandbook/2/chapter6/committees-exams>.

REQUIREMENTS FOR THE M.A. DEGREE IN ARCHAEOLOGY

All requirements for an MA archaeology student are the same as those for a PhD student except for these two changes:

- 1) The Anth 410 or Anth 511 proposal writing requirement is waived.

2) The Anth 515IA (*Illinois Anthropology*) requirement is waived.

See PhD requirements for core course and cluster requirements.

OPTIONAL COURSEWORK

Students will consult with their adviser/s about other courses in Anthropology and outside departments that may benefit them.

READINGS COURSE ALLOWANCE

Graduate students in archaeology will not be permitted to take individual readings courses until the 3rd semester of their residency. No more than three *Readings in Anthropology* (Anth 589) courses will be counted. We urge M.A. students not to take more than 2 such courses.

THESIS or PAPER IN LIEU OF THESIS

M.A. students are required to write a thesis or a paper in lieu of thesis -- the choice, topic and configuration to be determined in consultation with the particular student's M.A. committee and subject to that committee's approval.

COMPETENCIES

A written statement by the student and countersigned by the student's advisory committee will be turned in at the time the thesis/paper is submitted in order to demonstrate competency in the following:

1. **Statistical Literacy.** We expect all graduate students in archaeology to be statistically literate. This can be achieved through demonstrated prior training or UIUC coursework that introduces the student to the fundamentals of statistical inference, probability, significance testing, the linear model, and the basics of multiple regression.
2. **Fieldwork Proficiency.** We expect all graduate students in archaeology to know how to organize and conduct field research, including survey and excavation. Thus, all archaeology graduate students must have completed a Field School program or have received field training comparable to Anthropology 454/455 before writing their M.A. thesis/paper.
3. **Analytical Methods Ability.** We also expect all graduate students in archaeology to acquire the skills required to analyze and interpret data and materials recovered from excavations and site surveys. Thus, all archaeology graduate students will have to demonstrate training in the methods appropriate for their proposed thesis research before undertaking the M.A. thesis/paper. With the approval of their advisory committee, students may use "proficiency" in Geographic Information Systems, Advanced Statistical Methods, archaeozoology, archaeological botany, lithic or ceramic analysis, ancient DNA analysis, stable isotope or other geochemistry, geochronology, geoarchaeology, or other analytical methods that are essential skills for accomplishing archaeological research objectives, to fulfill this requirement.

Appendix I. Summary of Graduate Student Funding Awards

Award	Amount	Eligibility	Requirement(s) from grad student *:	Approximate submission deadline:
Demitri B. Shimkin award	\$1000	All grad students	Single-authored paper up to 35 pp	March/April
Forest N. Baker award	\$1000	Grad students with projects in American Archaeology	Research proposal up to 5 pp.	March/April
Summer Research Assistance Award	Variable	All grad students	Proposal of 1500 words or less, budget	March/April
Casagrande prize	\$1000	Cultural grad students	Based on Summer research proposals – do not have to submit additional materials	March/April
Conference travel funding – Department	\$250 (presenters); \$75 (non-presenters)	All grad students	Online form ¹ ; abstract of paper/poster and brief description (1 paragraph) of how it relates to dissertation	Reimbursement
Conference travel funding – Grad College ²	Up to \$350; based on distance	All grad students	Online application form, 1 pg. proposal, paper abstract, CV, history screen	For Fall, mid-September; For Spring, mid-February ⁵
Grad college Dissertation travel grants ³	Up to \$5000	All grad students	3-pg research proposal, budget worksheet, CV	For Fall, early September; For Spring, early March ⁵
Grad college dissertation completion fellowship ⁴	\$20k for one year	All grad students	CV, 3-pg research proposal. Must deposit dissertation by August of the following year.	March/April ⁵
FLAS (Foreign Language & Area Studies Fellowships) ⁶	\$15k	For graduate study in modern foreign languages and area studies; US citizens & permanent residents	Online application form, statement of purpose, contact info for 3 references, grad & undergrad transcripts	February

* There may be additional requirements from an adviser, etc. so please see specifics of each award when they are made available.

¹ <http://www.anthro.illinois.edu/resources/student/forms/index.html>

² <http://www.grad.illinois.edu/general/travelaward>

³ <https://www.grad.illinois.edu/fellowship/index.cfm?action=main.fellowship&fid=2901>

⁴ <https://www.grad.illinois.edu/fellowship/index.cfm?action=main.fellowship&fid=2807>

⁵ For all Grad College awards, proposals/applications are due in the Anthropology Department two weeks prior to Grad College deadline.

⁶ <http://publish.illinois.edu/illinoisflas/aboutflas/>

Appendix II. Semi-Annual Review of Anthropology PhD Students

Instructions to the Student: Please fill out this form, save it as a Word document, and then email it to your adviser(s) **along with a current CV.**

Name of student:

Name of adviser(s):

Current Semester and AY (ex. Fall 2019):

Current GPA:

Date of entry into doctoral program:

Current estimated graduation date:

Please list all courses you have completed or are taking since last year's annual review; include independent studies and/or dissertation hours.

Course Rubric	Course Name	Instructor	Fulfill a requirement?	Grade Earned

If applicable, list any courses in which you currently hold a grade of NR, Incomplete, or F, and describe the arrangements you are making to address these:

Please check (type “X” in the space) any other required milestones that have been completed since the last annual review (see Graduate Handbook for typical timelines for completing these milestones):

- Completed Language requirement
- Created Intellectual Committee
- Created Preliminary Committee
- Completed Preliminary (written) exams
- Defended preliminary examination (oral defense)
- Defended dissertation
- Deposited dissertation

RA or TA assignments held since last annual review:

List any fellowships held since last annual review (e.g., Grad College fellowship, Elizabeth Winter Young, summer fellowship):

Research presented at conferences or publications:

List any other ongoing research activities in which you are currently engaged:

Honors/Awards (e.g., list of excellent teachers, department awards, teaching awards, top paper awards, etc.):

Service (e.g., GSA, service to department, NCA, undergraduate mentoring, etc.):

List 2-3 goals you would like to accomplish next semester in terms of your academic progress:

Instructions to the Adviser: Please review the student's information above, along with the CV, in preparation for the semi-annual review meeting. After the review meeting, provide your evaluation in the space below. **Then send an electronic copy of this file to the student and to the graduate program office.**

Areas of Strength (required)

Areas for Growth/Improvement (required)

Overall Evaluation (required - to be filled out by adviser)

The student IS making good progress toward the degree. During the next academic year, the remaining course work and milestones need to be completed:

There are concerns about the student's progress toward the degree. Implications and plans for the next academic year:

Please make an appointment with me to discuss this review in person.

Adviser's Signature (may be electronic)

Appendix III. Graduate Student Course Checklist – by Subfield

Languages	Date completed
Language 1:	
Language 2:	

Sociocultural	Date completed
Illinois Anth (Anth 515IA)	
Social Theory/Ethnography I	
Social Theory/Ethnography II	
4xx or 5xx geographical area course	
4xx or 5xx geographical area course	
Pre-fieldwork Seminar	
Thematic course 1:	
Thematic course 2:	
Thematic course 3:	

Archaeology	Date completed
Illinois Anth (Anth 515IA)	
Social Theory/Ethnography I	
Anth 461	
Anth 561	
Anth 410 or 511	
Methods course 1	
Methods course 2	
4xx or 5xx geographical area course	
4xx or 5xx geographical area course	
Topical cluster course	

Biological	Date completed
Illinois Anth (Anth 515IA)	
Evolutionary theory & genetics course	
Evolution & functional anatomy course	
Behavior & ecology course	
Development, energetics, & disease course	
Research methods course	

Appendix IV. An Idealized Timeline for Graduate Study in Anthropology at Illinois

Year 1	Year 2	Year 3	Year 4	Research	Dissertation
<p>You should be doing:</p> <p>Required general first year courses.</p> <p>Required sub-field first year courses.</p> <p>Consulting with preliminary adviser.</p> <p>Developing contacts with other faculty.</p>	<p>You should be doing:</p> <p>Sub-field course requirements.</p> <p>Forming intellectual committee.</p> <p>Developing problem for dissertation research.</p> <p>Completing 2nd year report.</p>	<p>You should be doing:</p> <p>Completing sub-field course requirements.</p> <p>Developing problem for dissertation research.</p> <p>Forming preliminary exam committee.</p> <p>Preparing for preliminary exams.</p> <p>Language exam.</p> <p>Developing funding proposals for dissertation research.</p>	<p>You REALLY should be doing:</p> <p>Completing sub-field course requirements.</p> <p>Completing problem for dissertation research.</p> <p>Language exam.</p> <p>Funding proposals for dissertation research.</p> <p>PRELIMINARY EXAMS.</p>	<p>You should be doing:</p> <p>Research for thesis.</p>	<p>You should be doing:</p> <p>Data analysis.</p> <p>Writing up.</p> <p>Consultations with dissertation committee.</p> <p>Presentation of work at meetings of relevant professional associations.</p> <p>Professionalization workshops.</p> <p>Job applications.</p> <p>Post-doc applications.</p>
<p>You might be doing:</p> <p>Additional course requirements.</p> <p>Language training and/or exam.</p> <p>Preliminary summer field research.</p>	<p>You might be doing:</p> <p>Language training and/or exam.</p> <p>Preliminary summer field research.</p> <p>Preparation for preliminary exams.</p>	<p>You might be doing:</p> <p>Preliminary exams.</p> <p>Preliminary summer field research.</p>		<p>You might be doing (if possible):</p> <p>Applying for dissertation write-up.</p>	<p>You might be doing:</p> <p>Submitting research to journals.</p>

Appendix V. Language Exam

Student's Name:

Current semester and AY (ex. Spring 2018):

Language:

Exam administered by:

Exam passed with:

____ Ordinary proficiency

____ High proficiency

Within the Anthropology Department, language exams can be administered by the following faculty:

Chinese:	Jeff Martin
French:	Virginia Dominguez Sue Frankenberg John Polk
Greek (modern):	Sue Frankenberg
Hebrew:	Virginia Dominguez
Italian:	Virginia Dominguez
Portuguese:	Virginia Dominguez Gilberto Rosas
Spanish:	Jenny Davis Virginia Dominguez Kora Maldonado Ellen Moodie Andy Orta Gilberto Rosas Helaine Silverman
Swahili:	Stan Ambrose

Appendix VI. Time to Degree in Anthropology

(based on DMI info from Graduate College)

Year	Time to Degree (years)	N
2015-16	7.9	3
2014-15	8.6	6
2013-14	7.7	10
2012-13	7.7	11
2011-12	8.4	15
2010-11	7.1	7
2009-10	7.3	7
2008-09	8.3	7
2007-08	6.6	13