The University of Texas at San Antonio
College of Liberal and Fine Arts

Doctorate of Philosophy in
Anthropology

Handbook

Fall 2013
NOTE: Information contained herein may be date sensitive. It is the student’s responsibility to ensure that the material is current and applicable to her/his program of study. The information should be considered a supplement to the appropriate Graduate Catalog, deadlines, and information found on The Graduate School’s website.

For questions, please contact the PhD Graduate Advisor of Record (PhD GAR), Dr. Thad Bartlett (thad.bartlett@utsa.edu).
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I. PROGRAM OVERVIEW

UTSA’s Ph.D. program in Anthropology offers a four-field approach to basic and applied research in environmental anthropology. Students will have the opportunity to develop empirical understandings of how humans culturally construct and organize past and present environments; how power relations are embedded in these activities; and the impact socio-physical environments have upon human and non-human primates. Graduate course offerings view environmental anthropology through multiple lenses: political economy, environmental politics, indigenous epistemologies, landscape production, agrarian economy, social, behavioral and evolutionary ecology, medical anthropology, and primate conservation.

II. ORGANIZATION AND ADMINISTRATION OF THE DOCTORAL PROGRAM

The PhD Graduate Program Committee (PhD GPC) administers the doctoral program in the Department of Anthropology within the College of Liberal and Fine Arts. The committee is constituted according to department, college, and university (i.e. Graduate Council) bylaws:

A Graduate Program Committee will be established for each graduate degree program. The Committee shall consist all Members who conduct research pertaining to the disciplinary area and/or who teach in the program. The Graduate Program Committee may elect Special Members of the Graduate Faculty to participate. Each Graduate Program Committee shall elect its own Chairperson for a term defined by the bylaws of the appropriate academic unit. A Graduate Program Committee may choose to form an executive committee to facilitate its operations.

The PhD GPC recommends admission of students into the program, as well as for admission to candidacy for the PhD, and oversees the implementation of degree requirements. This committee formulates academic policy, guidelines, and curricula.

The Department Chair appoints the Graduate Advisor of Record for the PhD program (PhD GAR) for a three-year term in accordance with department, college, and university bylaws. The PhD GAR will handle most day-to-day operations of the program, advise all doctoral students, maintain records, and represent the Department in most matters relating to doctoral students. The certification of students to doctoral candidacy and the monitoring of a student’s progress before he or she advances to candidacy will also be the responsibility of the PhD GAR, along with the chair of the student’s advisory and PhD committees and the PhD GPC. Questions about degree requirements and academic policies will be directed to the GAR, but final authority for the PhD Program rests with the Office of the Dean of the Graduate School.

III. ANTHROPOLOGY FACULTY AND STAFF

A. Administrative Faculty and Staff

Chair: Dr. Laura Levi (laura.levi@utsa.edu)

Administrative Assistants: Ms. Carolyn Cochran (carolyn.coehran@utsa.edu) and Ms. Liza Zamudio (liza.zamudio@utsa.edu)

MA Graduate Advisor of Record (MA GAR): Dr. Jerry Jacka; jerry.jacka@utsa.edu
PhD Graduate Advisor of Record (PhD GAR): Dr. Thad Q. Bartlett; thad.bartlett@utsa.edu

Graduate Council Representative: Dr. Michael Cepek; michael.cepek@utsa.edu

B. Full-Time Faculty

**Sonia Alconini** (PhD U Pittsburgh 2002; Assoc Prof) Archaeology of complex societies, states and empires, ethnohistory, settlement patterns, household archaeology, GIS applications to archaeology; Bolivia, the Andes, Latin America; sonia.alconini@utsa.edu

**Thad Q. Bartlett** (PhD Washington U 1999; Assoc Prof) Biological anthropology, primate behavior and ecology, human origins; SE Asia; thad.bartlett@utsa.edu

**M. Kathryn Brown** (PhD Southern Methodist U 2003; Asst Prof) Archaeology, complex societies, ritual and public architecture; Mesoamerica, Texas; kathryn.brown@utsa.edu

**Michael L. Cepek** (PhD U Chicago 2006; Assoc Prof) Sociocultural anthropology, indigenous and environmental politics, theories of practice/value/identity, science and conservation, the oil industry, activism; Amazonia, Ecuador; michael.cepek@utsa.edu

**Carolyn L. Ehardt** (PhD U Texas-Austin 1980; Prof) Biological anthropology, primate behavior and ecology/ecology/conservation, epidemiology and ecology of tropical diseases; Africa, Neotropics; carolyn.ehardt@utsa.edu. On leave 2013-2014.

**K. Jill Fleuriet** (PhD Stanford U 2003; Assoc Prof) Medical anthropology, political economy of health, border studies, chronic illness, women's health, social justice; US-Mexico Borderlands; jill.fleuriet@utsa.edu

**Daniel J. Gelo** (PhD Rutgers U 1986; Prof & Dean of Liberal and Fine Arts) Symbolic anthropology, structuralism, myth and ritual, social organization, ethnomusicology, folklore; North America; daniel.gelo@utsa.edu

**Jamon Alex Halvaksz** (PhD U Minnesota 2005; Assoc Prof) Environmental anthropology, politics of nature, mining and conservation areas, indigenous epistemologies and the sciences; Papua New Guinea and the Pacific; jamon.halvaksz@utsa.edu

**Robert J. Hard** (PhD U New Mexico 1986; Prof) Archaeology, ethnoarchaeology, early agriculture, hunter-gatherers, method and theory, cultural ecology; northern Mexico, American Southwest, Texas; robert.hard@utsa.edu

**Jerry Jacka** (PhD U Oregon 2003; Assoc Prof) Environmental anthropology, international development, natural resources and conservation, place and space; Papua New Guinea, Africa; jerry.jacka@utsa.edu

**Mary A. Kelaita** (PhD U Michigan 2012; Postdoc) Biological anthropology, genetic basis of primate adaptations, primate morphological variation, primate molecular ecology, primate hybridization; Mexico; mary.kelaita@utsa.edu
Joanna Lambert (PhD U Illinois 1997; Prof) Evolutionary and community ecology, nutritional ecology and feeding biology, primate-plant interactions, conservation biology; Africa; joanna.lambert@utsa.edu

Laura J. Levi (PhD U Arizona 1993; Assoc Prof & Chair) Archaeology, settlement patterns, agrarian ecology, domestic and political economies, complex societies; Mesoamerica (Lowland Maya), US Southwest; laura.levi@utsa.edu

Jason Yaeger (PhD U Pennsylvania 2000; Prof) Archaeology, complex societies, identity, households and communities, landscapes, theory and method, ethnohistory; Mesoamerica, Andes; jason.yaeger@utsa.edu

C. Senior Lecturer

Deborah Wagner (MA U Texas-San Antonio 2008; Lecturer) Cultural anthropology, cross-cultural study of ritual, place and space; deborah.wagner@utsa.edu

D. Affiliated Researchers

Bryan Bayles (PhD Univ. Missouri-Columbia 2002) Medical anthropology, reproductive health and childbirth, ethnobotany, culture-bound syndromes; Maya region, US-Mexico Borderlands; baylesb@uthscsa.edu

Antonia L. Figueroa (MA U Texas-San Antonio 2001; Res Sci Ass) prehistory of Texas, Spanish colonialism in Texas and Mesoamerica, and Prehispanic Mesoamerica; antonia.Figueroa@utsa.edu

Lorena M. Havill (PhD U Indiana 2002) Biological anthropology, skeletal biology, genetics, primate biology, aging; lhavill@sfbrgenetics.org

James H. McDonald (PhD Arizona State U 1991) Applied cultural anthropology, political and economic anthropology, political economy, agricultural development, socio-cultural change, organizational culture; Mexico, Latin America, US; mcdonaldj@suu.edu

Raymond P. Mauldin (PhD U New Mexico 1995; Assoc Dir, Crt for Archaeological Res) Ethnoachaeology, quantitative analysis, hunter-gatherers, early agricultural transition; American Southwest; raymond.mauldin@utsa.edu

Cynthia Muñoz (MA U Texas-Austin 2004; Res Sci Ass, Ctr for Archaeological Res) Prehistoric archaeology, historic archaeology, public archaeology, hunter-gatherer; Texas; cindy.munoz@utsa.edu

Eric Oksanen (MA Texas St U; Res Sci Ass, Ctr for Archaeological Res) Lithic studies, geophysical analyses, remote sensing, paleoclimate and environment modeling, landscape archeology, applied statistics; Texas; eric.oksanen@utsa.edu

Jennifer L. Thompson (MA U Arkansas 2000; Res Sci Assoc, Ctr for Archaeological Res) Prehistoric archaeology, historic archaeology and architecture, public archaeology, hunter-gatherers; southeastern US, Oceania; jennifer.thompson@utsa.edu
Marybeth Tomka (MA U Texas-Austin 1988; Curator, Ctr for Archaeological Res) Prehistoric and historic archeology (colonial and mid-to late 19th century), lithic and ceramic analyses; Texas, American Southwest. marybeth.tomka@utsa.edu

Steve Tomka (PhD U Texas-Austin 1994; Dir, Ctr for Archaeological Res) Archaeology, ethnoarchaeology, hunter-gatherers, agro-pastoralists, lithic technology, cultural ecology, mountainous ecosystems, animal domestication; Andean prehistory, Texas; steve.tomka@utsa.edu

Kristi M. Ulrich (MA U Texas-San Antonio 2004; Res Sci Assoc, Crt for Archaeological Res) Historic archaeology, Spanish colonialism, public archaeology, ceramics; Texas, California; kristi.ulrich@utsa.edu

E. Anthropologists in Other Departments, Schools or Institutes

Anne Hardgrove (PhD U Michigan 1999; Assoc Prof, History) Modern South Asia, Asian-American studies, migration and globalization, comparative colonialism, gender studies, cartography, visual practices, public history; anne.hardgrove@utsa.edu

Armando L. Trujillo (PhD U Texas-Austin 1993; Assoc Prof, Div Bicultural-Bilingual Std) Anthropology of education, anthropology of development, ethnicity, bilingualism, biculturalism; US Southwest, Mexico; armando.trujillo@utsa.edu

Alan S. Vince (PhD U New Mexico 2004; Dir, University Health Professions Office) Medical anthropology, cross-cultural medicine, healthcare ethics, ethnography of communication, interpretive anthropology; US Southwest; alan.vince@utsa.edu

IV. ADMISSION TO THE PROGRAM

To apply for admission to the PhD program in Anthropology, applicants must complete The University of Texas at San Antonio Graduate Application for Admission. The application consists of an application form, a CV, an essay (statement of purpose), and three letters of recommendation (see below). Official academic transcripts and Graduate Record Examinations® (GRE®) General Test scores must also be submitted to the Graduate School. These scores will be considered only as one element in the evaluation of applicants.

Admission to the PhD program is competitive. Satisfying the minimum requirements does not guarantee admission. Only completed applications will be reviewed. Applicants whose native language is not English must submit scores from the Test of English as a Foreign Language (TOEFL). See Chapter 1, Admission, of the graduate catalog for details.

Applicants to the PhD program must request degree-seeking status (see Admission Statuses, below). Non-degree seeking students should refer to the Admission Statuses section of Anthropology’s MA program description. Applicants for admission to the PhD in Anthropology will be evaluated on the basis of prior academic performance, the application essay, letters of recommendation, and GRE test scores.

A. Application Materials for the PhD in Anthropology

1. Resume or CV. The resume or curriculum vitae should provide summary information about the applicant’s academic and professional backgrounds.
2. **Record of Academic Performance.** Applicants must provide official transcripts documenting undergraduate and graduate coursework and degrees.

3. **Essay.** Include a statement describing your reasons for entering UTSA's PhD program in Anthropology. This document should be 750-900 words in length (approximately three-to-five double-spaced pages) and should answer the following questions as completely as possible:
   - What particular facet of anthropology do you wish to pursue in your graduate education, including topical and regional specializations?
   - How have your prior coursework and related experiences prepared you for graduate work in anthropology?
   - How do your graduate interests mesh with an ecological emphasis in anthropology?
   - What is your commitment to a four-field approach to anthropology? What experiences have you had, if any, which might illustrate your commitment to a four-field approach?
   - How do your interests mesh with our faculty and resources?
   - Which of our faculty members (at least 2) would you be interested in working with? Please outline the reasons for this designation.

4. **Three Letters of Recommendation.** As part of your application, you will need three letters of recommendation. Recommendations should preferably be from Anthropology faculty with whom you have worked during your academic training. We realize that this is not always possible, especially if you were trained at a smaller institution or Anthropology was not your major. In such cases, recommendations from other social science faculty or faculty in related fields are appropriate. Recommending faculty should be given information about how to submit an electronic recommendation.

5. **Graduate Record Examination (GRE) Test Scores.** For information about the GRE, including test locations and dates, please see [www.ets.org](http://www.ets.org). At the University of Texas at San Antonio, GRE scores will be considered only as one element in the evaluation of applicants. Other elements include undergraduate and graduate academic performance, the application essay, and letters of recommendation.

B. **Admissions Statuses.** In any given application cycle, PhD applicants will be evaluated on the strength of their application materials and also against other applicants in the same pool. Based on this evaluation degree-seeking applicants admitted to the PhD program may receive unconditional, conditional, or probationary admission status. Please see UTSA’s Graduate Catalog for clarification of these terms.

Applicants for the PhD program may be denied admission but asked to reapply to the MA program. If admitted to the MA program, such students may reapply to the PhD program upon successful completion of their MA degrees.

C. **Tuition and Fees.** According to Fall 2012 figures, in state tuition and fees for full-time students are approximately $365 per credit hour. Accordingly the total cost of a PhD for a full time student is $28,470 ($365 x 78 hours). Students admitted with a MA can transfer up to 30 hours from another school or program (see below), which reduces the total cost to approximately $17,520. Tuition for nonresident and international students is substantially higher. Note that tuition and fees fluctuate from year to year. For current information students should consult the Fiscal Services web site.

General information about establishing Texas residency can be obtained from the Graduate School website. According to the information provided there, a domicile in Texas is presumed if, at least 12
months prior to the census date of the semester in which an applicant or student is to enroll, at least one of the following applies:

- The person owns real property in Texas
- The person owns a business in Texas,
- The person is married to someone who has established a domicile in Texas,
- The person has had gainful employment other than work-study and other such student employment in Texas.

D. Graduate Student Support. Each year a certain number of competitive fellowships will be awarded to entering doctoral students. The Graduate Committee will award Teaching Assistantships and/or Stipends to the applicants of the PhD program based on the committee’s competitive analysis of the application materials. Fellowships will be renewed for a second consecutive year pending annual review by the Graduate Program Committee in Anthropology.

University and Departmental grants and scholarships are also available (see Section X).

V. DEGREE REQUIREMENTS AND PROCEDURES

A. Course Requirements & Program of Study. The PhD degree requires a minimum of 78 semester credit hours beyond the baccalaureate degree (exclusive of coursework or other study required to remove conditions of admission). For all students, the entire program of study must be approved by the student’s dissertation director and the PhD GAR in consultation with the GPC, and must be submitted to the Dean of the Graduate School through the Dean of the College for final approval.

Course requirements differ depending on whether or not a student enters the PhD program with a MA degree. For detailed requirements and a list of courses please refer to the UTSA Graduate Catalog. Note that the Graduate Schools’ General Academic Regulations stipulate that no more than six hours of independent study courses or directed research, regardless of discipline, will apply toward a degree.

B. Overview of Sequential Procedures for Obtaining the PhD Degree

1. Selecting a Dissertation Advisor. Upon admission to the PhD program students will be assigned a temporary advisor based on their general area of interest. During the first semester of study, students are urged to meet with individual faculty to discuss research interests. A formal relationship between the student and his/her advisor is established once the student has filed the “Appointment of Advisory Committee” form available from the PhD GAR.

2. Formation of the Doctoral Advisory Committee. At least three months prior to taking the qualifying examination, the student and the Supervising Professor will establish a Doctoral Advisory Committee, and schedule dates for the qualifying examination. The Advisory Committee will consist of no fewer than three (3) individuals including the Supervising Professor who will serve as its Chair. The composition of the committee must be approved by the Chair of the Graduate Program Committee and the Chair of the Department. All committee members must hold terminal graduate degrees in their respective disciplines. The majority of committee members, including the chair, must hold the PhD in anthropology. Additional members may be drawn from anthropology or related disciplines. The majority of committee members, including the chair, must be full-time teaching faculty in UTSA’s anthropology program. All committee members must be approved as members of UTSA’s Graduate Faculty.
3. Qualifying Examination. The qualifying exam tests doctoral students on their abilities to comprehend, synthesize, and critique three (3) bodies of anthropological literature related to their disciplinary interests. Beyond overall competency, demonstration of a level of proficiency sufficient to undertake doctoral dissertation research is key to the successful completion of the exam.

Students may take the qualifying examination upon successful completion of 30 hours of coursework; this coursework must include all required Doctoral Core and Foundation courses. The Doctoral Advisory Committee is charged with creating a written exam in consultation with the student and in relation to the student’s disciplinary interests and anticipated thesis research. The examination consists of three (3) written literature reviews in areas most relevant to the student’s research and will cover issues of geographical/topical, methodological, and theoretical relevance. It is intended that the qualifying examination will help lay the groundwork for subsequent dissertation research.

Students planning to take the qualifying exam must submit the form, “Appointment of the Advisory Committee and Scheduling of Qualifying Exams.” The form is obtained from the PhD GAR and must be signed and dated by all members of the Advisory Committee.

In preparation for the exam it is recommended that the student meet regularly with members of the Advisory Committee in order to establish a reading list for each question area. It is the student’s responsibility to schedule these meetings. The bibliography for each question area should be comprehensive.

The Advisory Committee Chair is required to construct the exam in consultation with committee members. The entire committee must approve all three questions. On the scheduled date of the exam, the Advisory Committee Chair will reveal the exam questions to the student. The student will have three weeks (21 days) to complete the entire exam.

- Exam responses must be typewritten. Page formatting must be double-spaced in a 12-point font with a 1-inch margin on all sides.
- Each response should not exceed 20 pages exclusive of bibliography. The student should contact the Advisory Committee Chair for instruction concerning bibliographic style.
- Upon completion of the exam, students should have a hard copy of their responses time-stamped in the department office. Both the hard copy and a disk/CD containing the exam responses should then be turned in to the Advisory Committee Chair.

The committee is also responsible for rating the student’s performance on the exam. All committee members evaluate a student’s exam responses. Evaluations are reported to the committee Chair as expeditiously as possible. Each of the three literature reviews is evaluated independently of the other two. It is possible, therefore, for a student to pass all or only a part of the exam. Grading of each question will be based on majority decision of the committee. The Chair may convene the committee to discuss its evaluations.

Students may receive a high pass, pass, low pass, or fail on any given question. The majority decision on all three questions must be at least a low pass in order for a student to pass the entire exam. The committee Chair is responsible for communicating exam results to the student within a month of the exam’s completion. The Chair also will report the exam outcome to the PhD GAR and to all committee members. Students must retake failed question topics within six months of receiving notice of exam results. Students have one chance to retake failed portions of the exam. Students will not be allowed to advance further in the doctoral program if, after their two allotted attempts, they are unable to pass all or a portion of their qualifying exams.
3. Proficiency in Foreign Language, Statistics, or Computer Programming. Doctoral students are required to have proficiency in a foreign language, statistics, or computer programming as deemed necessary by the Graduate Program Committee. This requirement must be fulfilled prior to the oral defense of the dissertation proposal. Should coursework be necessary, students may apply their credit hours to the free electives requirement of the Doctoral degree.

4. Formation of the Dissertation Committee. Following successful completion of the Qualifying Exam, the student and the Supervising Professor will establish a Dissertation Committee. To ensure continuity in expectations and mentoring, it is recommended that the constitution of a student’s Advisory Committee and Dissertation Committee be similar.

The Dissertation Committee will consist of no fewer than four (4) individuals and must be approved by the Chair of the Graduate Program Committee, the Chair of the Department, the Dean of the College, and the Dean of the Graduate School. All committee members must hold terminal graduate degrees in their respective disciplines. The majority of committee members, including the chair, must hold the PhD in anthropology. Additional members may be drawn from anthropology or related disciplines. The majority of committee members, including the chair, must be full-time teaching faculty in UTSA’s anthropology program. All committee members must be approved as members of UTSA’s Graduate Faculty.

5. Doctoral Dissertation Proposal. Following successful completion of required doctoral coursework and the qualifying exam (51 semester credit hours), students will produce a dissertation proposal that will be submitted to their Dissertation Committee for review. Students must orally defend the proposal in order to qualify for doctoral degree candidacy. Students will enroll in 3 credit hours of ANT 7003 (Dissertation Proposal), in order to conduct preliminary research and write a successful proposal.

The proposal defense must be done within 18 months of completing 51 hours of coursework (inclusive of all required Doctoral Core, Foundational and Designated Elective courses). If more than 18 months have elapsed the student must petition the Graduate Program Committee in anthropology for approval to conduct the defense.

A written doctoral dissertation proposal should be submitted to the student's Dissertation Committee at least two weeks before the defense date. The form and content of the doctoral dissertation proposal are negotiated with the student’s supervisor in coordination with the Dissertation Committee. Typically, the written proposal will be in the format of a grant proposal of a type appropriate for dissertation research (e.g., The National Science Foundation Dissertation Improvement Grant). It should include a problem statement, review of literature, statement of objectives, discussion of methods, and a statement of significance. In addition, the proposal should include a timeline for completion of the dissertation. The dissertation proposal should be approximately 20 double spaced pages.

At least 3 weeks prior to oral defense of the dissertation proposal the student together with his/her supervising professor will schedule a date for the defense. The dissertation proposal will be defended in front of the student’s Dissertation Committee and consists of an oral presentation, a closed-door question and answer session, and a deliberation period. At the discretion of the student and in consultation with his/her supervising professor, the oral presentation of the doctoral dissertation may be presented in an open forum. The presentation should be approximately 40 minutes long. If applicable, additional time will be allotted for questions from attendees not on the committee.
Following the presentation, the Dissertation Committee will hold a closed-door oral examination of the student based on the proposal. Only the committee members and other graduate faculty may attend the closed-door examination. The total length of the presentation and the examination will not exceed two hours. After the examination, the student will be asked to leave while the committee deliberates. The committee will discuss and vote on the student's performance in the dissertation proposal defense. Unanimous approval of the Dissertation Committee is required for the student to pass the examination. If the student is unsuccessful, then no more than two attempts may be made to pass a dissertation proposal exam.

If a student changes the research direction after passing a dissertation proposal exam, as determined by the PhD Dissertation Committee, the student will be required to defend the new dissertation proposal.

6. Advancement to Candidacy. Doctoral students can apply for admission to candidacy once they have met all requirements for the Doctoral degree other than dissertation research and write-up. The requirements include successfully completing all coursework, passing the qualifying examination, passing a foreign language examination or demonstrating statistical or computer competency, as applicable, forming a dissertation committee approved by the University, and submitting and successfully defending the dissertation proposal.

7. Dissertation. Candidates must demonstrate their ability to conduct independent research by completing and defending an original dissertation that makes a significant contribution to the field. The student, in consultation with his or her Supervising Professor, determines the research topic. The student’s Dissertation Committee will guide and critique the candidate’s research. Students should be continually registered in Directed Doctoral Research (ANT 7011-3) and Doctoral Dissertation (ANT 7021-3) each semester the dissertation is in progress. Preparation guidelines for the PhD Dissertation are published in the Guide for the Preparation of the Master’s Thesis/Recital Document or Doctoral Dissertation available from the Graduate School. With the approval of their committee students have the option of following a manuscript format (i.e., using articles and/or book chapters to replace the standard dissertation chapters).

8. Final Oral Examination. Students must orally defend their dissertation as the final degree requirement. After the Dissertation Committee makes a decision, which must be unanimous, to accept a dissertation for examination, the supervising professor notifies the Graduate School at least two weeks in advance of the date of the final oral examination. Accordingly, the department is required to submit the following: 1. Name of the Student, 2. Program of Study, 3. Name/topic of the Dissertation, 4. Name, Dissertation Chair, 5. Date--, time--, and location-- of the defense. The dissertation shall then be defended publicly before the Dissertation Committee.

- The final oral examination consists of an open presentation of the dissertation of no more than 1 hour.
- The open presentation is followed by a closed oral examination in front of the dissertation committee. Other graduate faculty members may attend.
- The length of the examination is no more than 2 hours.
- Unanimous approval by the Dissertation Committee is required to pass the final oral examination.
Once this is complete, the Dissertation Committee members sign the approval sheets for the doctoral dissertation and make an official recommendation to the Graduate School that the doctoral degree be awarded.

Awarding of the degree is based on the approval of the Dissertation Committee and the acceptance of the Graduate School. The Dean of the Graduate School certifies the completion of all University-wide requirements (see Chapter 5 of the Graduate Catalog, *Doctoral Degree Regulations*, for further information).

9. Submission and Publication of Dissertation. When the student has successfully defended the dissertation, he or she must arrange for its publication, usually through the ProQuest UMI website. Please see the Graduate School web page for details on formatting requirements and ProQuest information for electronic submission. In addition, all doctoral candidates are required to complete the “Survey of Earned Doctorates” and turn it in to the Graduate School on the day that they turn in the final copies to the Graduate School.

VI. TRANSFER OF CREDITS

Students who have graduate course work in Anthropology from other universities may appeal to transfer some course work to UTSA, provided that the courses are of similar or equivalent content. Students admitted *without* an MA can transfer up to 26 hours, while students admitted with an MA can transfer up to 30 hours. Determination of transfer eligibility will be made on the basis of:

- Course grades (B or better in all relevant classes)
- Whether courses are comparable in rigor to those offered by the UTSA graduate anthropology program (this often will be determined by the academic standing of the degree-conferring institution);
- Whether courses have general programmatic relevance;
- Whether courses have particular relevance to the students’ areas of specialization.

Additionally, all transfer credit to be applied to the PhD Program in Anthropology must have been earned within the 6 years immediately preceding the date of matriculation of the student into the program. Exceptions may be approved upon recommendation of the PhD GAR in consultation with the GPC, the Department Chair, and the Office of the Dean of the Graduate School. Courses completed by correspondence or extension cannot be applied to the Anthropology doctoral degree program.

In cases where course transfer eligibility cannot be determined without further documentation, the committee will request supporting material such as course syllabi and student written work. All appeals are subject to the approval of the PhD GAR in consultation with the GPC.

VII. WAIVERS AND SUBSTITUTIONS

In exceptional circumstances students may request a waiver or substitution of the above requirements by writing a memo addressed to the Department of Anthropology Graduate Program Committee (GPC) describing the request and explaining why the proposed action is appropriate. To your memo you should attach a letter of support from your faculty advisor and appropriate supporting documents. The complete petition (i.e. memo plus attachments) should be delivered to the PhD GAR and the GPC, which is comprised of the faculty of the whole, will then vote at the next faculty meeting.
VIII. TEACHING ASSISTANT RESPONSIBILITIES

Teaching Assistant Responsibilities. Undoubtedly, TA responsibilities will vary from week to week. Appropriate responsibilities may include:

- Attending lectures
- Staying current with readings and assignments
- Holding weekly office hours (~2 hrs per week)
- Photocopying course materials
- Helping write, grade and proctor exams (with appropriate supervision on written work)
- Preparing and grading class assignments or labs
- Entering grades and managing grade books
- Offering supplemental study sessions
- Delivering 1-2 lectures per semester

Additionally, TAs should only be assigned tasks that are clearly course related. Insofar as possible, TA responsibilities should normally be performed on campus. Each instructor should indicate whether student work may be removed from the MH building by the TA and whether it may be graded off campus. It should be possible for the TA to perform all tasks during the University’s normal hours of operation.

IX. ADDITIONAL REQUIREMENTS AND REGULATIONS

A. Milestones Agreement Form. During their first semester in the program all students will complete a Milestones Agreement Form. This form is provided for the purpose of informing students about the academic milestones that they will be expected to reach in order to earn their PhD degree as well as when they are expected to complete these milestones. Students are expected to reach each milestone within the specified time period in order to make satisfactory progress through the program. Students who are not making satisfactory progress may lose funding, be placed on academic probation, or be dismissed from the program.

B. Annual Doctoral Progress Report. The PhD GAR will notify students of the upcoming annual review of student progress. In January and February of each year, graduate students will contact their advisor and schedule an appointment to discuss their accomplishments and future progress in meeting their program requirements. Students must come to these meetings with their completed End of Year Evaluation Form. Faculty advisors will review a student’s assessment and complete their own evaluation. The Graduate Program Committee in Anthropology will meet in March or April of each year with the express purpose of reviewing graduate student progress. During this annual review, progress reports will be delivered by students’ faculty advisors. Progress reports will consist of student self-assessments and advisor evaluations. Where necessary, the PhD GAR will provide additional supporting documentation.

Results of the Committee review will be disseminated to the students by the PhD GAR, and will include any conditions set by the Committee on the student’s progress. A student whose progress is deemed unsatisfactory by the Committee may be placed on academic probation and, together with their advisor, must devise a plan of remediation within a month of notification of unsatisfactory progress. The remediation plan must include a detailed timeline, and should be turned in to the PhD GAR.

If a student does not fully comply with their remediation plan within the stipulated timeframe, or if the student’s subsequent year evaluation results in a second Committee decision of unsatisfactory progress,
the student may be dismissed from the program by unanimous vote of the Graduate Program Committee. After sitting out one long semester, a student may submit a written, fully documented appeal for reinstatement to the Graduate School (see “Graduate Reinstatement” in the Graduate Catalog). The appeal will be reviewed and voted on by Anthropology’s GPC. Only one appeal is permitted; majority vote of the Committee is required to approve the student’s appeal.

C. Interim Master’s Degree. Students who are admitted to a doctoral program directly from the bachelor’s level degree and who complete all requirements for the master’s degree and who pass their doctoral qualifying exam may apply to receive their master’s degree. Courses counted toward the master’s degree may also be included in the overall requirements of the doctorate. The following requirements must be met:

1. Complete the appropriate semester credit hours of coursework required for a regular master’s degree at UTSA in the specified area
2. Pass the doctoral qualifying examination
3. Apply for the master’s degree before the deadline for graduation application
4. Present to the Graduate School, through the office of the Dean a memo stating the student is applying for an Interim Master’s degree. It must contain a statement indicating the student has passed the qualifying exam and acknowledgement of a GPA of 3.0 or higher and current good standing
5. Present to Graduation Coordination in the Office of the Registrar the following:
   a. Complete Program of Study indicating all the courses completed for the master’s degree
   b. Signed authorization from the Graduate School that approval for the interim Masters has been granted
   c. Documentation that the qualifying exam has been passed
   d. Other documentation related to the master’s degree such as transfer courses, condition removals, etc.

D. Policy on Reinstatement of Funding. Students on fellowship in Anthropology’s PhD program will lose their appointments should their grade point averages fall below 3.3. Affected students may regain their appointments after one long semester has passed. The process for reinstatement includes: 1) notification submitted to the PhD Graduate Advisor of Record that the student intends to file a petition for reinstatement; 2) completion of the petition (consisting of a letter of justification written by the student and a letter of support written by the student’s advisor); and, 3) review of the petition by the Graduate Program Committee in Anthropology. Reinstatement will be based on: (a) student GPA (must be at or above 3.3) and (b) the GPC’s assessment of student progress.

E. Student Fieldwork. It is essential that students conducting research during any stage of their careers work with The Office of Research Integrity and Compliance (ORIC) to obtain appropriate research permissions. The Institutional Review Board (IRB) reviews and approves human subject research and the Institutional Animal Care and Use Committee (IACUC) reviews and approves research involving vertebrate animals. In addition, students traveling outside the United States for research must visit and process through Education Abroad Services in the Office of International Programs (OIP).

F. Continuous Doctoral Enrollment. By the twelfth (12th) class day of each Fall and Spring Semester of each academic year, all doctoral students are required to be enrolled in doctoral level classes until the time of graduation. Doctoral students receiving funding may be required by their funding source to enroll on a full-time basis. Students should confirm with their doctoral program to ensure compliance with all funding requirements. If a student has been admitted to candidacy for the doctoral degree, registration in the dissertation course or the equivalent is required. The only alternative to continuous registration is a leave of absence.
If a student who is not on approved leave fails to register by the twelfth (12th) class day, he or she may not return to the University without applying for readmission to the graduate program and must pay the Graduate School application fee. The application is reviewed by the Doctoral Studies Committee, which may choose to readmit the student or to deny admission.

G. Leave of Absence. Students enrolled in a doctoral program may apply for a leave of absence for one Fall or Spring semester when events such as illness or injury, active military service, or the need to provide care for a family member prevent active participation in the degree program. If the student has not yet been admitted to candidacy for the doctoral degree, this request must be approved in advance of the leave by the graduate adviser. If the student has been admitted to candidacy, the application must be approved in advance by the graduate adviser and the graduate associate dean of the college and Dean of the Graduate School. A leave of absence is required for Fall and Spring semesters (and/or Summer if doctoral program mandates Summer enrollment). Under no circumstances may a leave of absence be applied retroactively. A leave of absence will prevent the student from receiving student funding from his or her program and may affect ability to receive financial aid or loans and/or to defer payments on loans. Students should contact the Office of Financial Aid with questions regarding financial aid or loan status.

A student returning from a leave of absence must enroll for the following Fall or Spring Semester or provide a written request for a leave of absence extension (a leave of absence may not exceed one year throughout the student’s degree program). A student who does not register or who does not secure an approved leave of absence extension will be considered to have withdrawn and will be dropped from the program. For more information, visit the Graduate School Web site at www.graduateschool.utsa.edu.

X. Departmental Funding Opportunities

In addition to hourly appointments (e.g. Teaching Assistants), which are advertised in the spring semester, the Department of Anthropology provides a variety of funding opportunities to continuing students. Application deadline are typical announced in the late fall or early spring. A partial list is provided below. Additional details will be circulated via email or posted outside the department office.

A. Friends of Anthropology Endowed Scholarship in Honor of Anne Fox and Don Lewis. Primarily for Master’s students in good standing (cumulative graduate GPA of at least 3.0). The application includes an essay in which students must discuss what they hope to gain from their graduate education in anthropology.

B. The Richard E. W. Adams Endowed Scholarship. Primarily for Master’s students in good standing specializing in the subdiscipline of archaeology. Recipients are required to be enrolled full-time during the semester in which the award is disbursed (minimum of 9 semester credit hours). The application includes an essay in which students must discuss their research goals in archaeology.

C. James C. Gifford Memorial Scholarship. Must be a currently-enrolled, anthropology graduate student in good standing who has made significant progress toward the M.A. or Ph.D. degree. Preference will be given to students studying Mesoamerican and Southwestern archaeology, but students in related fields will also be considered.

D. Meritorious Achievement Award. Must be an anthropology graduate student in good standing and be enrolled in a minimum 3 hours during the semester in which the award is disbursed. Application requirements include an essay describing research interest, a CV and a letter of support from a faculty member.
E. Graduate Thesis Scholarships in Anthropology. Must be an anthropology graduate student in good standing and should have completed at least 12 semester credit hours of graduate course work. Among other things, the application requests that students briefly describe their thesis research and indicate how scholarship monies will further thesis research and/or write-up.

F. The Center for Archaeological Research (CAR) Archaeology Student Research Grants. The Center for Archaeological Research is able to support, through small grants of up to $1000 dollars, graduate student research focused on Texas archaeology or methodological topics that are of broad archaeological relevance and applicability. To apply for a grant, students should submit a short description (not to exceed 250 words) of the research project and justification for the requested amount to the Center Director. Funds are limited, and thesis and dissertation research projects are given priority.

G. Small Grants Program for Doctoral Research in Anthropology. Provides grants of up to $1,500.00 to assist UTSA Anthropology Ph.D. students. Awards should be put to original research and write-up costs, as well as to laboratory expenses. Award recipients must meet the following criteria: (1) they must be doctoral students in good standing, (2) they must be registered in the program during the semester that they apply for (and receive) the award; (3) they must have completed a minimum of six hours of course work, (4) and they must have their grant proposal approved by their faculty advisors.

H. Travel Awards for Doctoral Students in Anthropology. These travel awards are designed to help students who are presenting original research paper or posters in symposia, conferences and professional meetings. These funds may be used to defray expenses such as plane tickets, hotel, food expenses, car rental, and meeting registration fees. Award recipients must meet the following criteria: (1) they must be doctoral students in good standing, (2) they must be registered in the program during the semester that they apply for (and receive) the award, (3) they must have completed a minimum of six hours of course work, (4) and they must have their research paper approved by their faculty advisors.

XI. Extramural Funding

The Department of Anthropology maintains an electronic database of funding resources. For information please contact Dr. Sonia Alconini.

Routing of most applications for external funding must be done electronically through Cayuse (for details visit http://research.utsa.edu/osp/cayuse.php). It is important to note that the Office of Grants, Contracts and Industrial Agreements (OGCIA) is the main grant-approval office for the University. OGCIA requires 5 business days prior to the granting agency deadline date and the COLFA Dean’s office requires at least 5 business days prior to the granting agency deadline date as well; therefore, you should have all required documents uploaded and routing no later than 10 business days prior to the granting agency deadline date. For more information, please contact Shannon Merritt (Shannon.Merritt@utsa.edu) in the Dean’s office.

XII. Additional Resources for Anthropology Graduate Students

A. The Anthropology Graduate Student Association (AGSA). The Anthropology Graduate Student Association (AGSA) is comprised of graduate students interested in all fields of anthropology. It is the goal of the AGSA to strengthen the student community and foster a collegial, intellectual environment in the Department of Anthropology here at the University of Texas at San Antonio (UTSA). This is accomplished through the organization of faculty/grad student mixers, social outings, academic workshops, and conference sponsorship. Membership into the AGSA is open to all anthropology graduate...
students and all events and workshops are open to all UTSA students, staff, and faculty. For information visit: http://agsaatutsa.org/. Faculty Advisor: Dr. Jason Yaeger.

B. AnthroGrad Listserv. To facilitate communication among Anthropology students, faculty and staff, AGSA and the department maintain a listserv called AnthroGrad. If you have not been automatically enrolled you should navigate to https://lists.sis.utsa.edu/mailman/listinfo/anthrograd to subscribe. It is very strongly recommended that all of the department’s graduate students subscribe, because the listserv will be the primary way to keep the student body informed about research grant opportunities, department funding, professional conferences, AGSA meetings and events, job openings, and other matters that are central to your professional development and success in graduate school.

The listserv is meant only for posting information relevant to the graduate program. AGSA officers, faculty members, and Carolyn Cochran and Liza Zamudio in the main office can all post to the listserv by sending or forwarding an email to AnthroGrad@lists.sis.utsa.edu. If you do not have posting authority and you have something you would like posted, please route your request to the current AGSA President.

C. Center for Archaeological Research. The Center for Archaeological Research (CAR), a research facility within the College of Liberal and Fine Arts and the Department of Anthropology at The University of Texas at San Antonio, was established in September 1974. As an organized research unit, its main objectives are: (1) to conduct archaeological research primarily in Texas; (2) to carry out archaeological surveys and excavations for federal, state, and local agencies as required by legislation and executive order; (3) to provide public and private sector assistance and advice regarding cultural resource management; (4) to sponsor regional, state, national, and international programs and conferences; (5) to provide student training in archaeology through field and laboratory work, and publication; (6) to provide archaeological information to the general public about cultural preservation. For more information call (210) 458-4378 or email car@utsa.edu

Legacy Outreach. Legacy: Hands on the Past is CAR’s educational outreach program, providing information about archaeology and historic preservation to San Antonio students, teachers, and the general public. Legacy provides tours at the CAR facility and presents talks at local schools and community events. CAR also exchanges correspondence with students across the nation regarding archaeology and advises U.S. Customs officials regarding illegally imported artifacts. The UTSA Summer Field School utilizes CAR facilities and equipment. Recently, the Field School was held at the historic San Antonio Mission Concepción. For more information, call (210) 458-4462 or contact Whitney Lytle at whitney.lytle@utsa.edu.

D. Institute of Texan Cultures. UTSA's Institute of Texan Cultures is San Antonio's cultural experience museum, dedicated to enhancing the understanding of cultural history and its influence upon the people of Texas. The museum develops exhibits, programs, and special events that encourage acceptance and appreciation of our differences as well as our common humanity. The museum strives to provide a forum for diversity and a showcase for the dynamics of cultural history.

XIII. FORMS

Students are encouraged to consult the UTSA Graduate School’s “Doctoral Forms” webpage for a list of required doctoral forms to be submitted prior to the completion of the Doctoral Degree. Departmental forms are available from the PhD GAR.
The University of Texas at San Antonio
Anthropology PhD Program

MILESTONES AGREEMENT FORM

This form is provided for the purpose of informing students about the academic milestones that they will be expected to reach in order to earn their PhD degree as well as when they are expected to complete these milestones. Students are expected to reach each milestone within the specified time period in order to make satisfactory progress through the program. Students who are not making satisfactory progress may lose funding, be placed on academic probation, or be dismissed from the program.

Academic Advising
Upon entering the Anthropology PhD program, all students will be assigned a preliminary academic advisor based on the preference indicated in their application to the program. During the first semester of study, students are urged to meet with individual faculty to discuss research interests. A formal relationship between the student and his/her advisor is established once the student has filed the Appointment of Advisory Committee form.

Academic advising includes the following elements that are designed to ensure that students remain in good academic standing and make satisfactory progress through the program. Advisors are responsible for the following:

- Ensuring that annual reviews between student and advisor and/or supervising committee occur; the results of this review will be included in the program’s annual doctoral progress report
- Providing suggestions on course selection
- Reviewing the student’s Program of Study to determine if the student is making progress consistent with the expectations of the program and reaching milestones according to the timeline provided on this form; working with the Doctoral Studies Committee and student to determine if modifications are necessary
- Clarifying the timetable for completing any remaining course requirements, examinations, and other requirements
- Providing the student with assistance in understanding the requirements for successful completion of dissertation
- Providing the student with assistance in assembling a dissertation committee
- Providing the student with experiences and information that will optimize the student’s career opportunities and success
## Requirements for all Students in the Anthropology PhD Program

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Expected Time of Achievement*</th>
</tr>
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<tbody>
<tr>
<td>Review of student’s progress with advisor</td>
<td>Annually</td>
</tr>
<tr>
<td>Successfully demonstrate language proficiency</td>
<td>By the end of the student’s sixth long semester in the program</td>
</tr>
<tr>
<td>Successful completion of qualifying exam</td>
<td>By the end of the student’s sixth long semester in the program</td>
</tr>
<tr>
<td>Complete all organized coursework</td>
<td>By the end of the student’s sixth long semester in the program</td>
</tr>
<tr>
<td>Dissertation Committee appointed and approved</td>
<td>By the end of the student’s eighth long semester in the program</td>
</tr>
<tr>
<td>Research protocols and/or IRB approval (as applicable)</td>
<td>By the end of the student’s eighth long semester in the program</td>
</tr>
<tr>
<td>Dissertation proposal completed and approved</td>
<td>By the end of the student’s eighth long semester in the program</td>
</tr>
<tr>
<td>Student admitted to doctoral candidacy</td>
<td>By the end of the student’s eighth long semester in the program</td>
</tr>
<tr>
<td>Dissertation completed, defended, and approved</td>
<td>By the end of the student’s Eighth year</td>
</tr>
<tr>
<td>Dissertation accepted by Graduate School</td>
<td>By the end of the student’s Eighth year</td>
</tr>
<tr>
<td>Exit interview completed and submitted to SED</td>
<td>By the end of the student’s Eighth year</td>
</tr>
</tbody>
</table>

*Expected time of achievement for full-time students entering with an MA degree; timing for students entering without an MA or for part-time students will vary.

## Degree Completion Checklist for Students

- Maintain active student status by registering for courses every fall and spring semester (and summer if on fellowship)
- Complete *Milestones Agreement Form* with your advisor no later than the last class day of the Fall semester
- Complete all required organized coursework
- Demonstrate language proficiency
- Schedule and successfully complete required qualifying exams
- Form your dissertation committee in consultation with your dissertation Chair
- Prepare and successfully present your dissertation proposal
- Apply for Advancement to Candidacy
- Enroll in required dissertation hours and complete your dissertation
- Successfully complete your defense of your dissertation
- Submit required documentation to the Graduate School for completion and graduation

I have read this form and have had the opportunity to discuss the information contained in it with my advisor. I understand the academic milestones that I am expected to reach in order to successfully complete the Anthropology PhD program, as well as the expected timeline for completing these milestones.

________________________________________  __________________             
Student’s Signature                          Date

________________________________________  __________________             
Advisor’s Signature                          Date