

Anthropology PhD Subplan 2: Post-Bachelor's Track Program Handbook

Welcome

Welcome to UNLV and the Department of Anthropology. This handbook is for students entering the doctoral program who do not already hold an M.A. degree. To help guide you along the pathway toward your graduate degree, we have created this handbook. We hope this information helps propel you toward success in graduate school and beyond. The handbook is organized as follows:

- Provides timelines to help you chart your expected progress toward your degree;
- Provides information regarding course requirements;
- Provides provide information about administrative requirements, including forms that must be submitted to the Department or Graduate College;
- Provides information about becoming a Graduate Assistant (GA);
- Provides information about organizing your committee; and
- Provides suggestions about your professional development.

Mission Statement

Anthropology is the *only* discipline that studies the entire human experience on this planet – past, present and future. Success in the 21st century requires an understanding of cultural diversity within an increasingly interconnected and interdependent world. Anthropology is especially well-suited to provide this perspective through its holistic approach to understanding humanity across time and space. The UNLV Department of Anthropology is committed to academic research and scholarship, the public interest, and graduate and undergraduate education in pursuit of this goal, and offers a full and integrated curriculum across the discipline's subfields (archaeology, biology, culture and language). We are committed to teaching and training students in a way that balances practical, empirical and theoretical approaches in anthropology. Our internationally recognized faculty is engaged in research that includes fieldwork and/or laboratory experiences, creating rich and hands-on opportunities for students. Anthropology contributes significantly to the mission of the university by emphasizing the development of courses and research that are relevant both locally and globally, and by providing an understanding of our shared humanity, while acknowledging the remarkable diversity of human cultures around the world. Please visit our website at: <http://anthro.unlv.edu/>.

Purpose

The purpose of this handbook is to provide program specific information that is not found in the UNLV Graduate Catalog. Students are responsible for understanding and following the policies and procedures delineated in this document and the UNLV Graduate Catalog, as well as the NSHE Code, UNLV Bylaws, and the UNLV Student Conduct Code. Questions about policies should be directed to the Graduate College: valarie.burke@unlv.edu or emily.lin@unlv.edu.

Department Graduate Faculty

A current listing of the graduate faculty can be found in the UNLV Graduate Catalog. Faculty must hold graduate faculty status to be involved in graduate education at UNLV. For up to date information regarding graduate faculty status in your department, visit the [Graduate Faculty status web page](#).

Program Information

Anthropology Ph.D.

Subplan 2: Post-Bachelor's Track

Contact Information

<http://anthro.unlv.edu/>

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Program Requirements

Program requirements regarding **admission, coursework and culminating experience** are found in the graduate catalog. Students entering the program with a major in an allied field (e.g., Psychology, Geology, History, Biology) and little Anthropology coursework (less than 18 credit hours) should consult with their advisor and graduate coordinator about potential remedial coursework requirements.

Graduate Assistantship (GA) Eligibility

The deadline to apply for a GAship is February 1 in the Grad Rebel Gateway System. Effective fall 2016, post-BA PhD students are eligible for a maximum of five years of departmental GA support based on a competitive, annual renewal basis. Factors considered in GA funding decisions include progress toward degree, course performance, conference presentations, publication in peer-reviewed outlets, applications for external and internal funding, and service.

Advisory Committee Guidelines

Upon admission to the Graduate College, students are assigned an advisor by the anthropology faculty. The faculty takes great care in selecting an advisor for each graduate student by carefully considering how his or her interests match with those of the faculty. In addition, as we want to ensure that each student is provided with the necessary guidance throughout their career at UNLV, the faculty also considers the relative number of students each faculty member is currently mentoring when matching students with an advisor. However, we understand that students may sometimes find that a different faculty member better fits with their research interests. Should this occur, the student may petition for a change of advisor. To do so, he or she may speak either with your current advisor or with the graduate coordinator. If the graduate coordinator is your advisor, then you may choose to speak with the department chair. While you have the option to petition for a change of advisor, these requests cannot always be accommodated.

Four graduate faculty members comprise the advisory committee. These include three from the Anthropology Department and one from another department to serve as the Graduate College

representative. If approved of by the advisory committee members, a fifth graduate faculty member may be placed on the committee.

When you have received consent from the selected faculty members, you must submit the *Appointment of Advisory Committee Approval Form* to the Graduate College. Graduate College forms are initiated in the Graduate Rebel Gateway Portal [here](#).

Degree Program Benchmarks

- Master's Research Proposal:** All students must undertake an original research project for their M.A. degree. This original research can result in either a thesis or a publishable paper; which of these two forms the culminating experience will result in is decided through consultation between the committee chair and the student. The default track is a formal thesis unless the committee approves a publishable paper; students should email grad.rpc@unlv.edu once it has been determined which track (thesis/publishable paper) will be pursued. Regardless of whether a thesis or paper is to be produced, all students must write a proposal of their proposed research and this proposal must be approved by their committee. The style of the proposal should be determined in consultation with the chair of the advisory committee; thesis proposals will usually follow a widely used granting agency format (e.g., NSF, NIH, Wenner-Gren) whereas the length and style of proposals for publishable papers is at the discretion of the committee. Minimum requirements for the departmental proposal include: general aims, hypothesis or research questions, methods, and significance. This proposal must be successfully defended to the committee; thesis and publishable paper proposals must be defended orally. You must obtain committee approval of your prospectus before it is advertised. Upon successful defense of the proposal, students writing a thesis should complete the *prospectus approval form* and submit it to the Graduate College following the oral defense of the prospectus. Graduate College forms are initiated in the Graduate Rebel Gateway Portal [here](#). Submit a Plan of Study Form (Parts I and II), initiated in the Graduate Rebel Gateway system, when you have completed approximately half of your degree program.
- Master's Research Defense:** In order to graduate in a particular semester, the thesis or publishable paper must be orally defended according to Graduate College guidelines. These defenses are open to the public, and must be advertised (date, time, location) on campus at least ten days prior to your defense. Oral defenses must last at least an hour, and will include a 20-30 minute presentation of the research by the student followed by an opportunity for the audience to pose questions. This in turn will be followed by a non-public part of the defense in which the committee members will pose additional questions. Upon the successful oral defense of the culminating experience (i.e., either the thesis or publishable paper), students should complete the *culminating experience results form*.
- Comprehensive Examination:** Before initiating their doctoral research, all doctoral students must take and pass a comprehensive examination tailored to their area of research. In consultation between the committee members and the student, each student shall determine (a) theoretical topic; (b) a methodological or topical specialty; and (c) a culture area. The comprehensive examination shall consist of three questions, with one question from each of these three subject areas. The exam will be taken over two consecutive days, with two questions given on one day and the third question on the other day. Only one question will be provided to the student at a time, and the student shall have two hours to answer each question. On the day that the two questions are given, the questions can be given either back-to-back, or a scheduled break (including a lunch break) can be given between the questions, depending on the student's preference. Under no circumstances, however, will the student see a question until he or she is sitting down to address that question. The exam will be taken on campus in a room decided by the committee chair. The student may not take any notes or technological devices into the room, and will use a laptop furnished by the Department, which has had its internet access disabled. The exam will be scored by each Anthropology Department committee member; the outside committee member will not grade the exam unless specifically requested to do so by the Department Chair. Unless otherwise agreed upon by the student and the committee, the exam will be graded and results returned to the student within one week of the student taking the

exam. The student must pass all three questions in order to pass the comprehensive exam. Should the student fail any portion of the comprehensive exam, he or she may retake that portion of the exam any time prior to the end of the semester following that during which the exam was first taken. Should he or she fail any portion of the re-taken exam, he/she may be separated from the program. Following the successful completion of the comprehensive examination, the *Results of the Comprehensive Form* (available from the Department of Anthropology Main Office) should be completed and turned in to the graduate coordinator.

- **Dissertation Proposal:** Following the successful completion of the comprehensive exam, students will write a research proposal for their dissertation research. The proposal must include the following content: (a) aims or research issues to be explored; (b) specific research hypotheses or questions to be addressed; (c) methods to be used to address those questions; and (d) the significance of the research project. All doctoral research proposals must be defended orally; following the successful defense of the proposal the *prospectus approval form* must be completed.
- **Advancement to Candidacy:** Once the dissertation prospectus have been successfully defended and all coursework has been completed, the student will file the *advance to candidacy form*.
- **Expectations of PhD Candidates for Professional Development:** After advancing to candidacy, and in consultation with the candidate's advisor, doctoral students are expected to further their professional development and training by a) submitting an externally funded (e.g., National Science Foundation, Wenner-Gren Foundation) dissertation research grant/fellowship proposal; b) sole or coauthoring a peer-reviewed publication in the candidate's subdiscipline/specialty area of expertise; and c) serving as an instructor of record for a UNLV Anthropology course. Teaching opportunities will be made available in consultation with the Department Chair. See more detailed information about these and other extracurricular opportunities under "Professional Development" below.
- **Dissertation Defense:** In order to graduate in a particular semester, the dissertation must be defended no less than three weeks prior to the last day of instruction. These defenses are open to the public, and must be advertised (date, time, location) on campus prior to your defense. Please refer to Graduate College guidelines for further details about Dissertation Defense requirements such as how many days in advance the Defense must be advertised before it is held. The dissertation must be formatted according to [UNLV guidelines](#) and submitted to the graduate college for final formatting approval at least two weeks prior to the last day of instruction in the semester for which you intend to graduate. Prior to graduation, the student must submit his/her approved, properly formatted PDF dissertation to the Graduate College, and submit the approved electronic version to ProQuest by the posted deadline. In addition, the student must submit a bound version of the dissertation to the Department. Upon successful defense of the dissertation, the student will submit the *culminating experience form* to the Graduate College. The Department recognizes the option of completing a standard Ph.D. dissertation or the 'multiple article' dissertation option (http://catalog.unlv.edu/content.php?catoid=20&navoid=3582#Final_Research_Creative_Documents). The advisor and graduate committee will determine, in consultation with the student, whether the multiple article dissertation format is suitable for a particular student.

Program Timeline

- **Year 1:** begin to identify a subject for the M.A. project, identify a Chair, and form the M.A.-Ph.D. committee
- **Year 2:** complete all coursework for the M.A. degree and defend the research proposal for the M.A. project
- **Year 3:** successfully defend the M.A. research, obtain the M.A. degree, and begin to develop the dissertation topic.
- **Year 4:** take and pass the comprehensive examination

- Year 5: successfully defend the dissertation proposal, conduct background research for dissertation, and submit grants to fund the dissertation research.
- Year 6: complete and defend the dissertation.

Professional Code of Ethics/Discipline Guidelines

UNLV Graduate College policy regarding academic integrity can be found in the graduate catalog. Additionally, students *must* obtain any required permits or approvals prior to embarking upon their research. Such permits can include, but are not limited to, approval from the UNLV Institutional Review Board (IRB) prior to conducting research involving human subjects, or archaeological permits from land-managing agencies prior to conducting archaeological excavations. Finally, students agree to adhere to disciplinary-specific code of ethics; these can be found on the websites of the [American Anthropological Association](#), the [Society for American Archaeology](#), and the [American Association of Physical Anthropologists](#).

Annual Review Procedures

Students are required to make adequate yearly progress towards degree completion. Each spring term, graduate students are required to complete the Graduate Student Annual Review survey by February 1. This survey will be sent by the Graduate College to the student's Rebelmail account. The review covers the prior calendar year and assesses student progress while setting goals for the year ahead.

Probation

If a student fails to successfully progress in their degree program, their department/school will recommend that the student be placed on probation by the Graduate College. Students on probation may be dismissed/separated from their program for failing to successfully meet the conditions of their probation by the deadline provided. Please see the [Probation and Separation](#) section of the Graduate Catalog for more information.

Additional Program Information

- Enrollment requirements: Per university requirements, students must be enrolled for a minimum of 6 credits during each calendar year. Students who do not meet this requirement will be separated from the program by the Graduate College. Per Departmental requirements, full-time students are expected to complete 12-18 credits in the first year, and students with graduate assistantships (GAs) are required to complete 9 credit hours per semester unless otherwise approved by their committee chair.
- For the ANTH 790 class (Research Design, Professional Ethics, and Grant Writing for Anthropologists): This class does not need to be taken the first year. Students are encouraged to take it in their second year, in consultation with their advisor.
- For the Master's degree culminating experience: Students writing a thesis must register for six thesis credit hours (ANTH 797). Students writing a publishable paper must register for six culminating experience credits (ANTH 795) (*Note: students may not register for thesis or culminating experience credit hours before the prospectus approval form has been submitted, unless approved by the student's committee chair and the graduate coordinator*).

Professional Development

You should take advantage of as many extracurricular opportunities for professional development as possible. (Be sure to keep your advisor in the loop, however. In particular, students should not submit research for presentation or publication without the approval and support of their advisor). Professional development opportunities may include:

- Conference Attendance: You should attend as many conferences as possible, including those at both regional (e.g., Pecos Conference, Great Basin Anthropological Conference, Society for Cross-Cultural Studies, Southwest Symposium, Southwestern Anthropological Association, Three Corners Conference) and national (e.g., American Anthropological Association,

American Association of Physical Anthropologists, Society for American Archaeology, Physical Anthropology Association) levels. At these conferences, you will encounter cutting-edge ideas in theory and empirical research—ideas that may not yet have appeared in print. Exposure to these viewpoints and data will help shape your research. Perhaps even more importantly, you will have opportunities to network with graduate students, professors, and other professionals who share your interests. These networking opportunities can yield important collaborations. They also begin making you a known commodity, an important factor when you subsequently look for a job.

- Paper and/or Poster Presentations: You should also (with the support and permission of your advisor) present professional papers and/or posters at these and other local professional conferences. Try collaborating with a faculty member to initiate opportunities to present at conferences; talk with your advisor or other faculty members about getting involved in this critical part of professional development. Once your research has advanced, submit abstracts to present at these conferences yourself. It is important to share the knowledge you are gaining through your research.
- Grant Writing: Grant writing is important not only because it can fund your research, but because it is a skill that you will need to succeed as a professional. Additionally, grants look good on your vitae! Common sources of funding are internal (UNLV) and external (National Science Foundation, National Institutes of Health, the Wenner-Gren Foundation, the Social Science Research Council; see the American Anthropological Association website for additional suggestions). There are also many funding opportunities for exemplary graduate students (for instance, to pay for travel to conferences or various awards and fellowships) through the Department, university, and various disciplinary associations. Talk with your advisor and other faculty members about their grant writing activities. There are no inconsequential grants; remember, money tends to follow money. It is important to begin your track record of being able to get funding for your academic pursuits.
- Publishing: Publishing is important if you wish to obtain employment in the academic or research field. Collaborating with your advisors can be an excellent way to co-author papers. Share your manuscripts with fellow graduate students, advisors, and other experts in your field, asking for honest, constructive feedback to help you publish your research. Publishing your work takes time and effort but demonstrates to granting institutions and potential employers that you are producing scholarship. And as with grants, there are no small publications; all of them count toward your training and intellectual development. Talk with your advisor and other faculty members about their scholarship and publishing accomplishments and the strategies they practice.
- Develop your talents as an instructor: Many of the skills required to effectively teach are beneficial in any career path you take. As a teacher, you advance your verbal skills. You seek creative ways to engage students of varied backgrounds, and develop abilities to integrate technology like PowerPoint into the classroom. The university offers resources to help you hone your teaching skills (e.g., workshops and the Graduate Teaching Certificate program in the Graduate Rebel Success Center). Additionally there is a UNLV wide teaching course offered at the start of each semester and is required for all new Teaching Assistants.
- Become a member of the anthropological community. There are many opportunities to become involved in the life of the anthropological community. There are local opportunities, such as your own UNLV Anthropology Society. These associations with your graduate colleagues can be incredibly satisfying and a critical part of your professional development. There are also opportunities to get involved in service work such as with the Anthropology Department (i.e., as a graduate student representative). You can also find many opportunities to become involved in service at the regional and national levels; professional associations offer various seats on boards to graduate students. Taking advantage of service positions while a graduate student is an important part of training and a unique opportunity to network with a wide range of faculty. Talk with more advanced graduate students that have successfully worked to integrate themselves into anthropology with their research, scholarship, instruction, and service activities.

Discipline Resources

Resources for the professional anthropologist can be found on the websites for the American Anthropological Association (<http://www.aaanet.org/>), the Society for American Archaeology (<http://www.saa.org/>) and the American Association of Physical Anthropologists (<http://physanth.org/>). Style guides for writing will vary by subdiscipline; students should consult with their Committee Chair to determine which writing style they should follow. The style guide for the American Anthropological Association can be found at <http://www.aaanet.org/publications/guidelines.cfm>; for the Society for American Archaeology at http://www.saa.org/Portals/0/SAA/Publications/StyleGuide/StyleGuide_Final_813.pdf; and for the American Association of Physical Anthropologists at <http://onlinelibrary.wiley.com/journal/10.1002/%28ISSN%291096-8644/homepage/ForAuthors.html>.

University Resources

Professional Development Academy

The goal of the Professional Development Academy is to serve as a virtual resource providing support and many professional opportunities to UNLV graduate students. The Academy offers information about events and services such as graduate certificate programs, workshops, training sessions and career services. You can follow Academy activities via social media or look for regular updates on the website.

Academic Success Center

The goal of the Academic Success Center is to help students do well academically and complete their studies on time. They offer or will refer you to such programs and resources as tutoring, advising, skills testing, career exploration and more. They guide students every step of the way to the many established resources created to ensure they complete their educational goals. Learn more about the programs and services the center currently offers.

Alumni Association

With an alumni base 120,000 strong, the UNLV Alumni Association offers a variety of services and opportunities in support of alumni and their families. UNLV alumni are encouraged to support the values of higher learning through advocacy, involvement, and giving.

Commencement Office

Located in the UNLV Office of the Registrar, the commencement office is the last step in the graduation process. Please check with the commencement office for information on the commencement ceremony and your diploma; for all other information about graduate student degree completion and graduation, including thesis/dissertation requirements and doctoral hooding, please contact the Graduate College.

Office of Diversity Initiatives

The vision of the Office of Diversity Initiatives is to advocate, promote, and support the advancement of equity, inclusiveness, and empowerment of a continuously changing collegiate and global community. The mission of the Office of Diversity Initiatives is to provide leadership and support for UNLV's diversity mission: *to nurture equity, diversity, and inclusiveness that promotes respect, support, and empowerment*. This Office also handles UNLV Title IX questions, inquiries, and reporting.

Disability Resource Center (DRC)

The DRC is committed to supporting students with disabilities at UNLV through the appropriate use of advocacy, accommodations, and supportive services to ensure access to campus courses, services, and activities. The DRC is the university-designated office that determines and facilitates reasonable accommodations in compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. Graduate students with disabilities must disclose to the DRC in order to receive appropriate accommodations.

Office of International Student and Scholars

International Students and Scholars (ISS) ensures compliance with both SEVIS (Student and Exchange Visitor Information System) and federal law, so that the university can continue to be authorized by the U.S. federal government to enroll international students; host and hire international scholars; assist and advise employment eligibility and authorization relating to international students and scholars, and visa, travel, and immigration issues; provide critical and specialized services to the international students and scholars of the UNLV community; and facilitate their transition to the campus and the U.S.

Jean Nidetch Women's Center

The Jean Nidetch Women's Center is committed to creating a supportive and inclusive environment for all genders through programming, services, and advocacy for the UNLV community. The Women's Center has informational resources, brochures, and flyers for a variety of on and off campus organizations to help empower and protect yourself, and learn about your options. They also provide free tampons, pads, and condoms.

The Intersection

The Intersection is a one-stop resource for UNLV's highly diverse student body — a comprehensive multicultural center grounded in the academic life of our students. As an intersecting campus resource, the Intersection helps ensure students, particularly first-generation and students of color, successfully navigate their academic careers. Here, all members of campus can discuss their differences, discover their similarities, and build a shared sense of belonging.

UNLV Libraries

UNLV Libraries has always been more than books; they are about encouraging students and creating quality programs that elevate growth and learning. Please visit their website for important information about the services they offer to graduate students.

Graduate & Professional Student Association (GPSA)

The Graduate & Professional Student Association serves all currently enrolled University of Nevada, Las Vegas graduate and professional students. The GPSA maintains the Graduate Student Commons located in the Lied Library room 2141. The facility a working office equipped with a copier, fax, flatbed scanners, color laser printer, office supplies, and computers with printers and a small kitchen area. The GPSA is the graduate student governance body at UNLV; the GPSA Council consists of one graduate student representative from each graduate department, and they meet monthly. The GPSA also provides volunteer opportunities, sponsors social events, and supports graduate student research through the graduate research and travel grants program.

Office of Student Conduct

The Office of Student Conduct is a student-centered, service-oriented office located within the Division of Student Affairs. The Office of Student Conduct collaborates with the UNLV community to provide an inclusive system through enforcement of the *UNLV Student Code of Conduct* by:

- Promoting awareness of student rights and responsibilities;
- Establishing accountability for student choices;
- Creating opportunities for involvement in the process; and
- Striving to uphold the values and ethics that advance the common good.

Military and Veteran Services Center

The UNLV Military and Veteran Services Center is staffed with veterans and GI Bill-experienced staff to assist more than 1,000 veterans, dependents, active duty service members, National Guard members, and reservists. Their mission is to develop a welcoming, veteran-friendly campus environment that fosters academic and personal success.

The Financial Aid & Scholarships Office

The Financial Aid & Scholarships Office supports higher-education access and persistence by providing financial aid to eligible students. The office partners with student organizations, the UNLV

Foundation, the Graduate College, and other external constituents to provide financial aid learning opportunities and scholarship support for graduate students.

Writing Center

This is a free service to UNLV students to help you with any writing project, from papers to creative writing, to resumes, and we can work with you at any stage of the writing process. The center can help you brainstorm, make an outline, work on your drafts, or just be a soundboard for your ideas. The center staff can assist you in person, or via the Online Writing Lab (OWL) page.

University Policies and Procedures

Graduate students are responsible for knowing and acting in accordance with UNLV Policies and Procedures. To view the most commonly referenced campus policies and procedures, you can refer to the following websites:

- [Academic Integrity](#)
- [Activation for Military Service](#)
- [FERPA/Privacy Rights](#)
- [Health Insurance - Mandatory](#)
- [Jeanne Clery Campus Safety and Security Report](#)
- [Proof of Immunization](#)
- [Policies and Procedures on the Protection of Research Subjects](#)
- [Rebelmail Policy](#)
- [Student Conduct Code](#)
- [Student Computer Use Policy](#)
- [Title IX](#)

To ensure compliance with Graduate College policies and procedures, please review the relevant sections of the [Graduate Catalog](#):

- [Academic Calendar](#)
- [Academic Policies](#)
- [Admission and Registration Information](#)
- [Degree Progression Policies & Procedures](#)

In addition, the [Graduate College website](#) contains additional information regarding policies and procedures.

Nothing in this handbook supersedes any NSHE, UNLV, or Graduate College policy.

Handbook Information

Last revised	Revised by	Changes summary
May, 2016	Peter Gray	Indicated in tracked changes. Small language edits along with a handful of modest changes to guidelines for prospectus, thesis and publishable paper defenses.
April, 2018	Peter Gray	Indicated in tracked changes. Edits to ANTH 703, ANTH 790 and professional expectations.
March, 2019	Peter Gray	Indicated in tracked changes. Small language edits along with incorporation of approved publishable paper information.