

## **Anthropology Graduate Program Handbook**

### **Welcome to the UNLV Department of Anthropology**

This handbook is for students entering the Master of Arts program and the Doctor of Philosophy program in Anthropology. To help guide you along the path towards your graduate degree, we have created this handbook. We hope that this information helps propel you towards success in graduate school and beyond. This handbook:

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

### **Mission Statement**

Anthropology is the only academic discipline that studies the complete human experience; past, present, and future. Success in the 21st century requires an understanding of cultural diversity and evolutionary foundations of human behavior and biology 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. With a comprehensive and well-integrated curriculum, we are committed to teaching and training students in a way that balances methodological and theoretical approaches in anthropology. Our department also significantly contributes to the mission of the university by offering courses and research programs 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 for more information: <https://www.unlv.edu/anthro>.

## 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 adhering to guidelines posted in the NSHE Code, UNLV Bylaws, and the UNLV Student Conduct Code. Questions about policies should be directed to the Graduate College:  
[gradcollege@unlv.edu](mailto:gradcollege@unlv.edu)

## Disclaimer

The information contained in this handbook is meant to be used for guideline purposes only. The handbook is updated periodically but policy changes can and sometimes do abruptly occur. Thus, this guide may not reflect current University, Graduate School, or Department policy. Please verify all details with your adviser and/or the Graduate Program Director prior to making any important decisions.

## Department Graduate Faculty

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

## Program Information

### *Department Chair*

Dr. Daniel Benyshek  
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### *Office Manager*

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Dr. Alyssa Crittenden  
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### *Administrative Assistant*

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## Advisory Committee Guidelines

Upon admission to the Graduate College, students are assigned an advisor by the anthropology faculty. The incoming student has typically been in communication with one or more specific faculty members prior to matriculation; it is typically one of these faculty members who will act as the main advisor. A student may or may not maintain the same main advisor throughout the duration of the program. They may petition for a change of advisor at any time. To do so, they may speak either with their current advisor or with the Graduate Coordinator. If the Graduate Coordinator is your advisor, then you may choose to speak with the Department Chair or another faculty member. 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 by the advisory committee members, a fifth UNLV graduate faculty member may be placed on the committee. The committee chair and the outside Graduate College Representative must both have full graduate faculty status.

## Graduate Assistantships

The department offers a limited number of teaching and research assistantships to PhD Students (no terminal MA students are funded). Teaching assistant duties vary widely and may involve assisting a faculty member in a course, grading or lecturing in an introductory course.

Renewal of a graduate assistantship is dependent upon the student remaining in good standing and maintaining satisfactory progress towards their degree. Renewal of funding is not automatic and all students are re-evaluated each year after which funding is distributed on a competitive basis. Meaning, students who are performing well in classes, making satisfactory or better progress towards their degree, actively engaged in scholarship, and are meeting or exceeding their responsibilities as GAs will be more likely to obtain funding.

**Note:** Academic performance (e.g. publications, conference presentations, professional membership and service) is heavily weighted. Furthermore, all PhD are encouraged to apply for external research funding outside of UNLV; external grants are more heavily weighted in your annual evaluation than internal grants.

All students must complete an annual report on their progress early in the spring semester of each year (see Annual Evaluations below). This information is used by the graduate committee to award funding and to evaluate student progress. The annual self-reporting forms are available on Grad Rebel Gateway and are also submitted to the Graduate College.

All Graduate Assistants are responsible for reading the UNLV Graduate Assistantship Handbook, which can be found here: <https://www.unlv.edu/graduatecollege/ga>

## Maximum Time Limits for Graduate Assistantships

The maximum time limits for Grad College funded State GAs are as follows:

- MA level state GAs may hold their position for 2 years with the possibility of a 1 semester extension if degree completion is pending.
- Post-BA PhD level state GAs may hold their position for 2 years and then be renewed for an additional 3 years by their department for a total of 5 years of funding. Up to a 1 year extension may be possible for pending degree completion.
- Post-MA PhD level state GAs may hold their position for 4 years, with a possibility of up to a 1 year extension for pending degree completion.

## Registration and Enrollment

All graduate courses need “Department Consent” to enroll. Students will need to confer with their chair and/or the graduate coordinator to ensure that the proper courses are being taken. Once decided upon, the student will send an email to the Administrative Assistant III with their name, NSHE number, and courses requested to take. The Administrative Assistant III will provide the proper permissions and email the student back. If there is a hold or other issue with the student’s MyUNLV account it is the student’s responsibility to contact the registrar’s office.

## Annual Evaluations

The UNLV Graduate College requires that every student be evaluated on an annual basis by the departmental faculty. These evaluations are completed by the main advisor in consultation with the Graduate Coordinator.

Each winter break and early spring term, graduate students are **required** to complete the Graduate Student Individual Development Plan (IDP) form [Formerly known as the Student Annual Review] administered by the Graduate College. The review covers the prior calendar year and assesses student progress, and it establishes reasonable goals for the year ahead.

Faculty Advisors/Graduate Coordinators provide feedback to each students’ submitted IDP and provide acknowledgement that they have reviewed the IDP.

Reported student data is shared with students’ graduate coordinators and advisors to foster opportunities for discussion about students’ strengths and weaknesses, accomplishments and next requirements, and mentoring plans so that students know what they need to do in order to progress successfully through their programs in a timely manner.

Students who are graduating are also required to complete the form in order to record their achievements since the data is also used to track UNLV metrics related to the annual productivity of all students.

Prior to this evaluation, students must submit the annual self-reporting form to the Department **by February 1** of each year so that it can be used by the faculty in order to complete their evaluations. Note: this deadline is earlier than the Graduate College deadline. The evaluation is maintained in the student's departmental file. The evaluation is based on the student's overall performance in coursework, research productivity, and as a teaching or research assistant (where applicable).

If a student receives an “Unsatisfactory” evaluation, the Advisory Committee specifies the conditions to be met and a timeline for completion. Failure to meet the specified conditions may result in a dismissal from the program. Only students in “good standing” are eligible for graduate assistantships.

## Probation

If a student fails to successfully progress in their degree program, the department 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 meet the conditions of their probation by the deadline provided. Please see the Probation and Separation section of the Graduate Catalog for more information

Classes in which a student receives a C+ or lower will not count towards their degree. Any student receiving a C+ or lower will be placed on academic probation. Failure to meet the requirements of probation will result in separation from the graduate program.

## 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. These include regional conferences such as: Great Basin Anthropological Conference, Southwestern Anthropological Association, Three Corners Conference, Southwestern Association of Biological Anthropologists. National conferences may include: American Anthropological Association, American Association of Physical Anthropologists, Society for American Archaeology, Society for Cross-Cultural Research.

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 conferences, either in collaboration with your main advisor or on your own. It is important to share the knowledge that 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. 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 departmental website for additional suggestions).

Communicate with your advisor about what grants you will be competitive for and when, during your degree timeline, you should be submitting applications. All students will be required to write a grant proposal as part of required coursework in ANTH 790 Grants, Ethics, and Professional Development - which should be taken in your second year.

- **Publishing.** Publishing is important if you wish to continue on the academic trajectory by enrolling in a Ph.D. program, or if you wish to obtain a research position. Collaborating with your advisor(s) can be an excellent way to co-author papers. 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 towards your training and intellectual development. Talk with your advisor and other faculty members about their scholarship and publishing accomplishments and the strategies that they practice.
- **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. 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.

## Student-Faculty Interactions

In our department, the faculty serve as direct mentors to graduate students, which requires developing very close working relationships. Open and respectful communication is consequently essential to developing and maintaining positive and productive mentor-mentee relationships. Professional conduct is a must in this regard and it is expected that faculty and students alike treat each other with courtesy and respect both on campus and in other, outside settings. This includes how one represents themselves and discusses their program, colleagues and cohort with people both within and outside of the program and university, whether it be in person, over the phone, online, or in press.

Your behavior and bearing reflect not only on you, but also on your cohort, the department, and the university. Though you are enrolled as a student, this is first and foremost a place of work, study, research and serious intellectual inquiry; your behavior and the respect that you show to others should reflect this.

The UNLV Office of Student Conduct has many resources available to you. Their office works to assist students, faculty, and staff with the conduct code and policy enforcement. They also serve as a resource to the campus community surrounding student conflict resolution. Their website can be found here <https://www.unlv.edu/studentconduct> .

- The UNLV Student Code of Conduct and the Academic Misconduct Policy can be found here: <https://www.unlv.edu/studentconduct/forms>.
- The UNLV Consensual Relationships Policy can be found here: <https://www.unlv.edu/hr/policies/consensull>.
- The UNLV Policy Against Discrimination and Sexual Harassment can be found here: <https://www.unlv.edu/hr/policies/harassment>.

## Program Descriptions and Timelines

\*Please refer to the Catalog for the official plans of study. A Subplan will be decided through consultation with the committee chair. A student may not declare their subplan without prior approval from their committee chair. Once a subplan is determined, the student must email the Graduate Coordinator or the Graduate College and inform them of the intended subplan. Once the subplan has been declared, the appropriate Advisory Committee form will then be made available to the student on their Grad Rebel Gateway portal. Note: the plan of study form will not be made available until the Advisory Committee form has been submitted.

## Master of Arts – Anthropology\*

### SAMPLE Subplan 1: MA Thesis

#### **Total Credits Required: 33**

#### SAMPLE: Required Courses – Credits: 11

ANTH 700A - Proseminar I

ANTH 700B - Proseminar II

ANTH 703 - Core Concepts in Anthropology

ANTH 770 - Quantitative Methods in Anthropology

ANTH 790 - Research Design, Professional Ethics, and Grant Writing for Anthropologists

#### Elective Courses – Credits: 16

- Of total elective courses, 6 credits must come from ANTH 700 level (non-required) elective courses
- Any remaining elective credits must be graduate level courses and can either be taken in Anthropology or outside of the department (with approval by major advisor).
- Required courses and/or ANTH 795 cannot also be counted as elective courses
- Of the elective courses, only 4 credits can come from Directed Readings or Independent Study
- 

#### Thesis Credits - 6

ANTH 797 -Thesis (6 credits)

#### **Program Timeline**

- **Year 1:** Begin coursework for MA degree; Identify a subject for the MA project; form the MA committee; select “thesis” sup-plan; defend research prospectus.
- **Year 2:** Complete all coursework for the MA degree; collect data for MA project; write and defend thesis.
- **MA Prospectus:** All students must identify a project and write a prospectus of their proposed research - to be approved by their committee. The style of the proposal should be determined in consultation with the chair of the advisory committee. Minimum requirements for the departmental proposal include: general aims, hypotheses or research questions, methods, and significance. This proposal must be successfully defended to the committee and must be defended orally. The student must obtain committee approval of their prospectus and complete the Prospectus Approval form which can be found on Grad Rebel Gateway.
- **MA Thesis Defense:** In order to graduate in a particular semester, the thesis must be orally defended according to Graduate College guidelines. These defenses are open to the public, and must be advertised on campus two weeks prior to the defense.

Students are required to make a flier containing the following information: Name, Title of

Thesis/Presentation, Date and Time, Location, and Abstract. This flier must be approved by the committee advisor, and once approved, it must be sent to the department Administrative Assistant a minimum of two weeks before the scheduled 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, students should complete the Culminating Experience Results form which can be found on Grad Rebel Gateway.

- **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.

## **SAMPLE Subplan 2: MA Non-Thesis (Publishable Paper)\***

### **Total Credits Required: 33**

#### **SAMPLE: Required Courses – Credits: 11**

ANTH 700A - Proseminar I

ANTH 700B - Proseminar II

ANTH 703 - Core Concepts in Anthropology

ANTH 770 - Quantitative Methods in Anthropology

ANTH 790 - Research Design, Professional Ethics, and Grant Writing for Anthropologists

#### **Elective Courses – Credits: 16**

- Of total elective courses, 6 credits must come from ANTH 700 level (non-required) elective courses.
- Any remaining elective credits must be graduate level courses and can either be taken in Anthropology or outside of the department (with approval by major adviser).
- Required courses and/or ANTH 795 cannot also be counted as elective courses.
- Of the elective courses, only 4 credits can come from Directed Readings or Independent Study.

#### **Culminating Experience - Credits: 6**

ANTH 795 - Culminating Experience (6 credits)

#### **Program Timeline**

- **Year 1:** Begin coursework for MA degree; Identify a subject for the MA project; form the MA committee; select “thesis” sup-plan; defend research prospectus.

- **Year 2:** Complete all coursework for the MA degree; collect data for MA project; write and defend thesis, which takes the form of a publishable paper.

\*Please refer to the Catalog for the official plans of study and requirements

- **MA Prospectus:** All students must identify a project and write a prospectus of their proposed research - to be approved by their committee. The style of the proposal should be determined in consultation with the chair of the advisory committee. Minimum requirements for the departmental proposal include: general aims, hypotheses or research questions, methods, and significance. This proposal must be successfully defended to the committee and must be defended orally. The student must obtain committee approval of their prospectus and complete the Prospectus Approval form which can be found on Grad Rebel Gateway.
- **MA Thesis Defense:** This Subplan requires the student to write a publishable paper in lieu of a traditional MA thesis. The publishable paper must be formatted using guidelines and style guide from the journal *Current Anthropology*, found here: <https://www.journals.uchicago.edu/journals/ca/prep-gen?mobileUi=>).

In order to graduate in a particular semester, the thesis must be orally defended according to Graduate College guidelines. These defenses are open to the public, and must be advertised on campus two weeks prior to the defense.

Students are required to make a flier containing the following information: Name, Title of Thesis/Presentation, Date and Time, Location, and Abstract. This flier must be approved by the committee advisor, and once approved, it must be sent to the department Administrative Assistant a minimum of two weeks before the scheduled 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, students should complete the Culminating Experience Results form which can be found on Grad Rebel Gateway.

- **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.

## Additional Program Information

- **Enrollment requirements:** Per university requirements, students must be enrolled for a minimum of 6 graduate credits each semester (Fall and Spring). 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. Departmental graduate assistantship (GA) funding is not available for MA students.

**NOTE:** ANTH 790 class (Research Design, Professional Ethics, and Grant Writing for Anthropologists) should not be taken the first year. Students are encouraged to take it in their second year, in consultation with their advisor.

**Defense of the Master's Thesis:** Students generally must be registered for at least 3 credit hours the semester that they defend. The only exception is when a student meets the requirements of the grace period exception, which allows a student not enrolled to defend provided that (a) they defend in the first two weeks of a semester, and (b) they were enrolled for at least 3 credit hours the previous semester.

## Doctor of Philosophy – Anthropology\*

### SAMPLE Subplan 1: Post-MA

**Total credits = 42**

#### SAMPLE: Required Courses – Credits: 23

ANTH 700A - Proseminar I

ANTH 700B - Proseminar II

ANTH 703 - Core Concepts in Anthropology

ANTH 770 - Quantitative Methods in Anthropology

ANTH 790 - Research Design, Professional Ethics, and Grant Writing for Anthropologists

ANTH 798 - Dissertation (12 credits)

#### Elective Courses – Credits: 19

- Of total elective courses, 6 credits must come from ANTH 700 level (non-required) elective courses.
- Any remaining elective credits must be graduate level courses and can either be taken in Anthropology or outside of the department (with approval by major adviser).
- Required courses and/or ANTH 798 cannot also be counted as elective courses.
- Of the elective courses, only 10 credits can come from Directed Readings or Independent Study.

### **Sample Program Timeline**

- **Year 1:** Begin coursework for the PhD degree; identify a research topic; form PhD committee.

- Year 2: Take and pass the comprehensive exam; defend dissertation proposal, submit grants to fund dissertation research.
- Year 3: Complete coursework for the PhD degree; collect data for PhD project.
- Year 4: Complete and defend dissertation.
- **PhD Prospectus**: All students must identify a project and write a prospectus of their proposed research - to be approved by their committee. The style of the proposal should be determined in consultation with the chair of the advisory committee. Minimum requirements for the departmental proposal include: general aims, hypotheses or research questions, methods, and significance. This proposal must be successfully defended to the committee and must be defended orally. The student must obtain committee approval of their prospectus and complete the Prospectus Approval form that can be found on Grad Rebel Gateway.
- **PhD Dissertation Defense**: In order to graduate in a particular semester, the dissertation must be orally defended according to Graduate College guidelines. These defenses are open to the public, and must be advertised on campus two weeks prior to the defense.

Students are required to make a flier containing the following information: Name, Title of Thesis/Presentation, Date and Time, Location, and Abstract. This flier must be approved by the committee advisor, and once approved, it must be sent to the department Administrative Assistant a minimum of two weeks before the scheduled 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 students should complete the Culminating Experience Results form which can be found on Grad Rebel Gateway.

- **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.
- **Comprehensive Exams**: The student must pass a comprehensive examination with a passing grade (which is equivalent to a B- or better). This pass/fail exam will cover three topics, selected to relate to the student's dissertation research area. The topics will typically relate to an area of (a) theory, (b) methodological or topical specialty, and (c) culture area. Students who fail in any portion of the exam may retake that portion any time prior to the end of the semester following that during which the exam was taken. If a student fails the first time, the student will be recommended to the Graduate College to be placed on probation. A second failure results in separation from the doctoral program.

After passing the doctoral comprehensive examination, the student must submit to the department a written dissertation proposal approved by the dissertation committee prior to the commencement of fieldwork or research. The student also must present a defense of this proposal to the academic community. After successfully completing these tasks, the student is advanced to candidacy.

## **SAMPLE Subplan 2: Post-BA with MA Thesis**

**TOTAL CREDITS = 75 (MA = 33; PhD = 42)**

### **MA Requirements**

**SAMPLE: Required Courses – Credits: 17**

ANTH 700A - Proseminar I

ANTH 700B - Proseminar II

ANTH 703 - Core Concepts in Anthropology

ANTH 770 - Quantitative Methods in Anthropology

ANTH 790 - Research Design, Professional Ethics, and Grant Writing for Anthropologists

ANTH 797 - Thesis (6 credits)

**Elective Courses – Credits: 16**

- Of total elective courses, 6 credits must come from ANTH 700 level (non-required) elective courses.
- Any remaining elective credits must be graduate level courses and can either be taken in Anthropology or outside of the department (with approval by major advisor).
- Required courses and/or ANTH 797 cannot also be counted as elective courses.
- Of the elective courses, only 6 credits can come from Directed Readings or Independent Study.

After successfully completing the requirements above, students are eligible to earn an MA degree in Anthropology. Successful completion of the PhD degree requires the following courses.

### **PhD Requirements**

**SAMPLE: Required Courses – Credits: 42**

ANTH 798 - Dissertation (12 credits)

30 credits of advisor-approved Anthropology electives

- Of total elective courses, 6 credits must come from ANTH 700 level (non-required) elective courses (cannot use elective courses taken to earn the MA degree)
- Any remaining elective credits must be graduate level courses and can either be taken in Anthropology or outside of the department (with approval by major advisor).
- ANTH 798 cannot also be counted as an elective course
- Of the elective courses, only 10 credits can come from Directed Readings or Independent Study

### Sample Program Timeline

- **Year 1:** Begin coursework for MA degree; identify a subject for the MA project; form the MA committee; select “thesis” sup-plan; defend research prospectus.
  - **Year 2:** Complete all coursework for the MA degree; collect data for MA project; write and defend thesis.
  - **Year 3:** Begin coursework for the PhD degree; identify a research topic; form PhD committee.
  - **Year 4:** Take and pass the comprehensive exam; defend dissertation proposal, submit grants to fund dissertation research.
  - **Year 5:** Complete coursework for the PhD degree; collect data for PhD project.
  - **Year 6:** Complete and defend dissertation.
- **MA/PhD Prospectus:** All students must identify a project and write a prospectus of their proposed research - to be approved by their committee. The style of the proposal should be determined in consultation with the chair of the advisory committee. Minimum requirements for the departmental proposal include: general aims, hypotheses or research questions, methods, and significance. This proposal must be successfully defended to the committee and must be defended orally. The student must obtain committee approval of their prospectus and complete the Prospectus Approval form which can be found on Grad Rebel Gateway.
  - **MA/PhD Thesis/Dissertation Defense:** In order to graduate in a particular semester, the thesis/dissertation must be orally defended according to Graduate College guidelines. These defenses are open to the public, and must be advertised on campus two weeks prior to the defense.

Students are required to make a flier containing the following information: Name, Title of Thesis/Presentation, Date and Time, Location, and Abstract. This flier must be approved by the committee advisor, and once approved, it must be sent to the department Administrative Assistant a minimum of two weeks before the scheduled 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 students should complete the Culminating Experience Results form which can be found on Grad Rebel Gateway.

- **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.

- **Comprehensive Exams:** The student must pass a comprehensive examination with a passing grade (which is equivalent to a B- or better). This pass/fail exam will cover three topics, selected to relate to the student's dissertation research area. The topics will typically relate to an area of (a) theory, (b) methodological or topical specialty, and (c) culture area. Students who fail in any portion of the exam may retake that portion any time prior to the end of the semester following that during which the exam was taken. If a student fails the first time, the student will be recommended to the Graduate College to be placed on probation. A second failure results in separation from the doctoral program.

After passing the doctoral comprehensive examination, the student must submit to the department a written dissertation proposal approved by the dissertation committee prior to the commencement of fieldwork or research. The student also must present a defense of this proposal to the academic community. After successfully completing these tasks, the student is advanced to candidacy.

### **SAMPLE Subplan 3: Post-BA with MA Non-Thesis (Publishable Paper)**

**TOTAL CREDITS = 75 (MA = 33; PhD = 42)**

#### **MA Requirements**

**SAMPLE:** Required Courses – Credits: 17

ANTH 700A - Proseminar I

ANTH 700B - Proseminar II

ANTH 703 - Core Concepts in Anthropology

ANTH 770 - Quantitative Methods in Anthropology

ANTH 790 - Research Design, Professional Ethics, and Grant Writing for Anthropologists

ANTH 795 - Culminating Experience (6 credits)

Elective Courses – Credits: 16

- Of total elective courses, 6 credits must come from ANTH 700 level (non-required) elective courses.
- Any remaining elective credits must be graduate level courses and can either be taken in Anthropology or outside of the department (with approval by major adviser).
- Required courses and/or ANTH 795 cannot also be counted as elective courses.
- Of the elective courses, only 6 credits can come from Directed Readings or Independent Study.

After successfully completing the requirements above, students are eligible to earn an MA degree in Anthropology. Successful completion of the PhD degree requires the following courses.

#### **PhD Requirements**

**SAMPLE:** Required Courses – Credits: 42

ANTH 798 - Dissertation (12 credits)

30 credits of advisor-approved Anthropology electives

- Of total elective courses, 6 credits must come from ANTH 700 level (non-required) elective courses (cannot use elective courses taken to earn the MA degree)
- Any remaining elective credits must be graduate level courses and can either be taken in Anthropology or outside of the department (with approval by major adviser).
- ANTH 798 cannot also be counted as an elective course
- Of the elective courses, only 10 credits can come from Directed Readings or Independent Study

### Sample Program Timeline

- **Year 1:** Begin coursework for MA degree; identify a subject for the MA project; form the MA committee; select “thesis” sup-plan; defend research prospectus.
  - **Year 2:** Complete all coursework for the MA degree; collect data for MA project; write and defend thesis.
  - **Year 3:** Begin coursework for the PhD degree; identify a research topic; form PhD committee.
  - **Year 4:** Take and pass the comprehensive exam; defend dissertation proposal, submit grants to fund dissertation research.
  - **Year 5:** Complete coursework for the PhD degree; collect data for PhD project.
  - **Year 6:** Complete and defend dissertation.
- **MA/PhD Prospectus:** All students must identify a project and write a prospectus of their proposed research - to be approved by their committee. The style of the proposal should be determined in consultation with the chair of the advisory committee. Minimum requirements for the departmental proposal include: general aims, hypotheses or research questions, methods, and significance. This proposal must be successfully defended to the committee and must be defended orally. The student must obtain committee approval of their prospectus and complete the Prospectus Approval form that can be found on Grad Rebel Gateway.
  - **MA/PhD Thesis/Dissertation Defense:** In order to graduate in a particular semester, the thesis/dissertation must be orally defended according to Graduate College guidelines. These defenses are open to the public, and must be advertised on campus two weeks prior to the defense.

Students are required to make a flier containing the following information: Name, Title of Thesis/Presentation, Date and Time, Location, and Abstract. This flier must be approved by the committee advisor, and once approved, it must be sent to the department Administrative Assistant a minimum of two weeks before the scheduled 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 students

should complete the Culminating Experience Results form which can be found on Grad Rebel Gateway.

- **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.
- **Comprehensive Exams:** The student must pass a comprehensive examination with a passing grade (which is equivalent to a B- or better). This pass/fail exam will cover three topics, selected to relate to the student's dissertation research area. The topics will typically relate to an area of (a) theory, (b) methodological or topical specialty, and (c) culture area. Students who fail in any portion of the exam may retake that portion any time prior to the end of the semester following that during which the exam was taken. If a student fails the first time, the student will be recommended to the Graduate College to be placed on probation. A second failure results in separation from the doctoral program.

After passing the doctoral comprehensive examination, the student must submit to the department a written dissertation proposal approved by the dissertation committee prior to the commencement of fieldwork or research. The student also must present a defense of this proposal to the academic community. After successfully completing these tasks, the student is advanced to candidacy.

\*Please refer to the Catalog for the official plans of study and requirements

## Additional Program Information

- **Enrollment requirements:** Per university requirements, students must be enrolled for a minimum of 6 graduate credits each semester (Fall and Spring). 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. Departmental graduate assistantship (GA) funding is not available for MA students.

NOTE: ANTH 790 class (Research Design, Professional Ethics, and Grant Writing for Anthropologists) should not be taken the first year. Students are encouraged to take it in their second year, in consultation with their advisor

- **Defense of the MA Thesis/PhD Dissertation:** Students generally must be registered for at least 3 credit hours the semester that they defend. The only exception is when a student meets the requirements of the grace period exception. This exception allows a student not

enrolled to defend provided that (a) they defend in the first two weeks of a semester, and (b) they were enrolled for at least 3 credit hours the previous semester.

- **Scholarships:** The Department of Anthropology offer scholarships to graduate students twice per academic year, once each semester. Awards include:

**Angela Peterson Memorial Scholarship**

**Edwards and Olswang Grant**

**Patricia A. Rocchio Memorial Scholarship**

**Friends of World Anthropology Grant**

## University Resources

### The Graduate Academy: Innovative Leadership, Professional, and Career Development

The goal of the Graduate 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. It is the students' responsibility to ensure they apply for [graduation on time](#) and submit all required forms to the Graduate College. Questions regarding thesis/dissertation should be directed to the Graduate College [Student Services Team](#) and questions regarding required forms should be directed to the Graduate College [RPC Team](#)

### 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 and Gateway Building PDAC Room. 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 Military and Veteran Service 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](#)

- Change of Address
- FERPA/Privacy Rights
- Health Insurance - Mandatory
- Jean 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**

UNLV does not discriminate in its employment practices or in its educational programs or activities, including admissions, on the basis of sex/gender pursuant to Title IX, or on the basis of any other legally protected category as is set forth in NSHE Handbook Title 4, Chapter 8, Section 13. Reports of discriminatory misconduct, questions regarding Title IX, and/or concerns about noncompliance with Title IX or any other anti-discrimination laws or policies should be directed to UNLV's Title IX Coordinator Michelle Sposito.

The Title IX Coordinator can be reached through the online reporting form at [https://cm.maxient.com/reportingform.php?UnivofNevadaLasVegas&layout\\_id=18](https://cm.maxient.com/reportingform.php?UnivofNevadaLasVegas&layout_id=18), by email at [titleixcoordinator@unlv.edu](mailto:titleixcoordinator@unlv.edu), by phone at (702) 895-4055, by mail at 4505 S. Maryland Parkway, Box 451062, Las Vegas, NV, 89154-1062, or in person at Frank and Estella Beam Hall (BEH), Room 555.

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	Small language edits along with a handful of modest changes to guidelines for prospectus, thesis and publishable paper defenses.

April 2018	Peter Gray	Edits to ANTH 790 and small edits to ensure links and contacts are current.
March 2020	Alyssa Crittenden Heather Nepa	Complete overhaul of degree timelines, number of electives within ANTH. Added information on non-thesis (publishable paper) tracks at both the MA and PhD level. Added information on annual evaluations, GA selection criteria, and student-faculty interaction (including codes of conduct and consensual relationship policy). Removed information on external grants and discipline specific websites in order to reduce length of document, as these resources are publicly available elsewhere. All changes ratified by faculty on March 25, 2020.
March 2021	Alyssa Crittenden Heather Nepa	Removal of MA in Archaeological Heritage Management. Reformatting so that sub-plans match the catalogue descriptions. All changes ratified by faculty via remote vote on April 2, 2021.