

Program Requirements in Anthropology: An Overview

9/17 Revised

The first three phases of the graduate program in anthropology program are designed to be one year each in length. Extensions of time (e.g., because of language study or joint-degree requirements, etc.) should be discussed with your advisor or committee chairperson and committee members.

Quarterly registration Plan of Study forms must be signed (in the first year) by your advisor or (in later phases) by your Committee Chair. If you do not have a chair, you will be assigned a second-year advisor who can sign. If you have no one to sign your form, it must be signed by the Director of Graduate Studies.

The 2017-18 members of the Committee for Graduate Studies are Justin Richland (Chair), Michael Dietler, Alan Kolata, Michael Silverstein; Department Chair (ex-officio).

First Year Requirements (Phase One)

1. **First-Year Conversation** (at Autumn Orientation) where you will discuss your individual academic goals and will be given a first-year advisor.
2. Completion of **9 courses** (8 for grades of A or B, 1 for grade of P). These 9 include:
 - a. **Development of Social/Cultural Theory** (Total of 4 grades/courses-- 2 autumn, 2 spring) Must be completed for grades of A or B.
 - b. **Introduction to Chicago Anthropology** (Anthro 34000). Autumn Quarter. Graded Pass/Fail.
 - c. **Four other graded (A or B) courses** selected in light of your particular interests and in consultation with your advisor.
3. **Foreign Language Examination**

The department requires a minimum of one foreign language, to be decided in consultation with your advisory committee. Your chair or assigned first/second year advisor must authorize your language choice in writing; please note that your chairperson may ask you to learn additional languages appropriate to your research program. The department preference is for "demonstrating competence in a language in which there is a substantial and relevant scholarly literature."

Once your language choice has been approved, you may satisfy the departmental language requirement by receiving a P*/P+/ High Pass (NOT just a "P" or "straight pass") on a University-administered Graduate Foreign Language Examination (either Comprehension or Reading). International students whose first language is not English may petition to use TOEFL scores of at least 26 (or better) in each subsection to satisfy the language requirement. In those rare cases where university-administered exams are not available, you may petition the graduate committee to authorize alternate arrangements.

A word of warning: Do NOT let this requirement ride until the candidacy/dissertation stage. Many major national fellowships for field work (e.g., Fulbright, SSRC) cannot commence

until you are formally admitted to PhD candidacy -- and **you cannot be admitted to candidacy without the language exam**, even if you have an approved dissertation proposal.

4. (For those who came to Chicago with prior graduate work) -- written acceptance of your MA paper from another school or another department in the university as satisfying this Department's MA paper requirement. (See below under Second Year Requirements.)

Planning ahead. By the Spring of your first year you should be thinking about the topic of your MA paper and about the **constitution of your advisory committee**. **If you are ready, you may begin forming your committee**. This involves getting each faculty member to sign a form. (Committee members may be added one at a time over time as you become sure whom you intend to ask.) (You should also note that Departmental Dissertation Proposal Hearings and Dissertation Defenses are open events/openly advertised; go to some of them -- for the intellectual excitement and to see what they are like.)

5. There will be a **follow-up interview at the end of your first year**. If you have not designated any committee members at that time, you will be asked to specify a faculty member to be your **second-year advisor**. It is preferable at this point to have the beginnings of a committee; if you do, you will not have a second-year advisor.

Important Note on Coursework: Incomplete grades are NOT permitted in required courses (Development of Social/Cultural Theory, Anthropological Methods, Archaeological Theory and Method, Statistics/Archaeological Data Sets, and Proposal Preparation). In all other anthropology courses, you have **until the beginning of the following academic year** to complete incomplete course requirements (e.g. if you receive an incomplete/blank grade in the spring quarter you must have completed the work and turned it in to the instructor by the beginning of the autumn quarter). ***Students with 3 or more Incompletes at the end of the academic year will be placed on Academic Supervision until the incompletes are resolved. Students with 4 or more Incompletes at the end of the academic year may have their stipends put on hold*** until the course requirements are completed.

First-year requirements apply to all entering graduate students, regardless of whether they hold a master's degree from another institution. First year students should have any incompletes from the first year cleared by the time of Autumn registration of the second year.

Second Year Requirements (Phase II)

1. Participation in the practicum course, **Modes of Inquiry I: Ethnographic Innovations** (ANTH 42003) is required of all second year students in sociocultural anthropology. **Modes of Inquiry II: Multimodal Experiments** (ANTH 42004) is strongly recommended. Archaeology students are required to take a 100-unit course **Archaeological Theory and Method** (ANTH 39001) [with the second half, ANTH 39002, strongly recommended] in either their first *or* second year in the program (the courses are currently offered in alternate years). Archaeology students are also required to take one course in **Archaeological Methods** (e.g., ceramic analysis, bioarchaeology, GIS, archaeobotanical analysis, zooarchaeology, archaeology lab practicum) and one course in **statistical analysis** (e.g., Archaeological Data Sets); the timing of these

requirements will depend on course offerings so you should fulfill this requirement as soon as you can. (These required courses must be taken for letter grades of A or B.)

2. Continued course work directed toward acquiring a deeper knowledge of the special area and theoretical topics on which your research will be focused, as well as broader anthropological understanding in preparation for the PhD Qualification Examination. (Usually 8-9 more courses in the second year distributed among the MA tutorial course, reading and research courses in preparation for the Qualifying Exam, and other courses as selected in consultation with your advisor.

A Note on the total course completion requirement and quality grades: The Program requires a total of 18 courses completed prior to admission to candidacy. Of those 18, 14 must be completed for letter grades of A or B (these will include the 8 graded courses from the first year plus 6 more; the MA reading course always receives a letter grade after the MA paper is submitted and approved). Introduction to Chicago Anthropology and Proposal Preparation are always take Pass/Fail, and 2 more course taken for “P” are allowed – usually in preparation for the Qualifying Examination. Of the 18 total courses, 10 must be from within Anthropology and must have quality grades of A or B.) [In a nutshell: 18 total; 14 for quality grades of A or B, of those 14, 10 must be in Anthropology; Intro to Chicago Anthropology and Proposal Prep for P, and 2 other courses either for P’s or quality grades.]

3. Completion of an **MA paper of no more than 35 double-spaced pages** of text (double spaced; 12 point) exclusive of notes and bibliography; papers should be modeled on submissions to the *American Ethnologist* or *American Antiquity*. (In conjunction with writing your MA paper, you should register for an MA reading course with your first reader in the Autumn or Winter of your second year. The reading course used for the MA paper should receive a grade of A or B subsequent to completion of the paper. (Obvious, but take note, you can only use your MA paper once to obtain a grade for a course -- it might be for this tutorial or alternatively perhaps for a seminar course.) The MA paper requires the approval of **two readers**, one of whom will normally be the person who supervised its writing; ***both readers must be full faculty in the Department of Anthropology***. Approval forms are available from the Departmental Student Affairs Assistant.

You should aim at having a draft of your MA paper written by the end of Winter quarter, with the final version approved by the end of Spring quarter of the second year in order to move on to preparation for the PhD Qualifying Examination early in the third year. (Your MA paper must be read and approved prior to the Qualifying Exam.) **In any event, all MA papers must be completed and turned in to the readers by the end of the winter quarter of your third year.**

(Notes on the MA paper for those who entered the Chicago Anthropology program with prior graduate work: If you entered the Department with a prior MA and have an MA paper from that program for which you would like to receive “Equivalence” for MA paper done here, you should ask two appropriate faculty members (within the Anthropology Department) to read your paper and sign off on the Approval of MA Equivalence form. (Approval of an external MA for equivalence satisfies a program requirement of the Anthropology Department but has **no** bearing on the University's Residence Requirements.) (If you have an external MA paper accepted for equivalence, you do NOT take another MA degree from this Department.)

4. Selection of the Chair and Members of your Doctoral Advisory Committee.

Your committee must have at least **three** members; **the chair and at least one other member** must be active (not emeritus) current faculty in the Anthropology Department. (It is quite possible, where appropriate, to have additional members from other Departments of the University or [though usually not until the Dissertation stage] other Universities/Museums.) Your Advisory Committee must be fully constituted -- 3 members including a chairperson -- **before the end of the third year** and before you can take the Qualifying Exam.

5. PhD Qualifying Examination (*Approval of the MA paper is a prerequisite*).

The PhD Qualifying Examination should optimally take place early in your third year. (Rules of thumb: if you came with an MA & received "Equivalence" for an external MA paper, you could aim to do the Qualifying Exam in the second year.) It is reasonable and appropriate (but certainly not necessary) to request postponement if you are in a joint degree program (Anthro/Linguistics or Anthro/History) or if your field requires extensive language training (e.g., East or South Asia or Middle East). Generally you should aim to take the Qualifying Exam some time during the third year unless there is compelling reason not to. (***The Qualifying Examination must be completed by the end of the Winter Quarter of your 4th year to avoid being paced under Academic Supervision.***)

Development of a reading list for the Qualifying Examination

Together with the three members of your advisory committee, you should develop a reading list covering the special theoretical and substantive topics that will be the foci of your Qualifying Exam. The final reading list, approved by all your committee members, should be given to the Departmental Student Affairs Assistant for your file at the time you take the exam.

The Qualifying Exam

The structure of the PhD Qualifying Exam is the same for sociocultural anthropology and archaeology. It is a two part examination -- written & oral. The written portion is a "take home" consisting of three or four questions (one from each committee member) based on your reading lists, from which you are asked to answer two questions. Your answers are limited to 10-15 (typed) double-spaced pages each, and you have a total of 6 days to develop the answers (e.g. from early morning pick up on day one [e.g. Wednesday] through late afternoon submission on day six [e.g., the following Monday]). Exact timing (which 6 days) of Qualifying Exams is individually arranged between students and their committees. The oral follow-up with your committee members takes place as soon as possible after submission of the 2 written essays -- usually within a week or so. The final result of the exam is based on a combination of the written and oral sections.

(Please see the Doctoral Training in Anthropology brochure for regulations on retakes (or not) of the Qualifying Examination and on taking the exam in the absence of one of the Committee members.)

6. Planning ahead. In the Spring of your second year, you should be thinking ahead toward your **dissertation topic** and toward grant applications for doctoral field work (if you intend to try to get to the field in year four). In planning ahead for grant-applications, be aware that due dates for most of the major competitions (e.g., Fulbright, SSRC, etc.) come very early in

the Autumn -- sometimes even before school has started here. Thus if you want to leave for the field in the Autumn of your fourth year, some of your grant applications will be due in late September and early October of your third year -- making spring of the second year none to early to start thinking about these applications.

Third-Year Requirements (Phase 3)

Year three is primarily devoted to preparation for the qualifying examination and the dissertation proposal, to the writing of grant applications for field work (ideally but not necessarily in that order), and to teaching.

1. Thesis Proposal Preparation (ANTH 52200). Proposal Prep is required of all students (as of 2017 Proposal Preparation and Archaeological Research Design have been melded together into ANTH 52200) preparing for field research -- generally this makes it a requirement for the third year, though a few second year students who entered with MA's and a few fourth year students slowed by language study also participate. Completion of the MA is a prerequisite for this course. Ideally, students should also have completed the Qualifying Exam, or at the very least, have their reading lists assembled and an exam date scheduled so that they have a firm grasp of the relevant bodies of literature necessary to develop the research question for their project. Students should also have a well-developed sense of their proposed field site in order to participate credibly in the writing exercises of the course. In other words, **it is more important to take this course when the student is well prepared than to 'check it off' as a requirement.**

Students who do not meet these general requirements must have the instructor's approval to enroll. The course focuses on discussion of draft thesis proposals (which are circulated in advance) presented by each of the participants. It is currently offered annually; archaeology students should consult with their advisors as to the appropriate timing (second or third year) to take the course.

2. Seminar and course work as agreed upon with your advisory committee to expand knowledge and to round out preparation for field work and the dissertation.

3. Ph.D. Dissertation Proposal Hearing/Admission to Candidacy

A thesis proposal (*limited to 30 double-spaced pages of text* [12 point] excluding footnotes and bibliography) should formulate clearly the scholarly purpose of your research, and situate the project in the context of prior scholarly work in the relevant geographical, topical and theoretical areas. It should lay out as carefully as possible how its objectives are to be realized. In other words, it should specify the reasons for proposing *this* research, on *this* area and/or topic, using *this* approach, in light of the current status of research in the field. It should further suggest how the success of the proposed study will contribute to anthropological knowledge. (Issues of research design, plan, and methodology should be included in proposals along with discussion of the relevant theoretical literature.)

At least **3** members of your committee must sign off that your proposal is ready for hearing. Two weeks prior to the scheduled hearing, the event is publicized in the Department and to the faculty -- by distribution of the title, date and time of your hearing and an attached approximately half-page single-spaced précis of the topic. Members of your committee and other

faculty who request it are provided with a full copy of the proposal. Hearings are events normally open to all students and faculty in the Department (unless you specifically request a closed hearing which excludes students). *A quorum consisting of the student's committee plus one other faculty member must be present at every proposal hearing.*

Subsequent to the proposal hearing and faculty review, assuming all requirements for the degree (**including the language requirement**) except the research and writing of the dissertation have been completed, you will be formally admitted to candidacy for the PhD through the Division of the Social Sciences. Admission to candidacy appears as a formal notation on your official university transcript.

4. Grant applications

Become knowledgeable about funding opportunities and start early with your applications. (The Department has good information on a wide variety of grants for all levels of graduate study. Check it out.)

Addenda:

May 2015 Statement on Quality Grades

The faculty has recently clarified the wording in the Departmental Guidelines regarding graded courses and Reading/Research courses -- as well as a new formulation for students to suggest topics for graduate seminars/Advanced Readings courses for each year.

If you have questions about the new formulation, please direct them to Justin Richland as Director of Graduate Studies (juliechu@uchicago.edu).

P. 3 of the long version of the Departmental Guidelines:

Course Completion and Quality Grades. Your academic record, including course grades, is an important basis for recommendations written to prospective funding agencies and employers. While arrangements to take P's ("passing") and R's ("registered") are sometimes appropriate, a record filled with these grades is not a useful indicator of the quality of work. We therefore encourage (and in the first year require) students to take courses for letter grades (A or B).

More specifically, the program requires a total of 14 courses to be taken for letter grades prior to admission to candidacy and 10 of these must be taken within the department. In addition, the course load for the first year is 8 letter graded courses (4 of which will be taken up with the Systems sequence) plus Introduction to Chicago Anthropology which is taken for a P. After the first year, a minimum of 9 additional courses must be taken prior to the Proposal Hearing, with at least six of these taken for letter grades. Of the **total 18 courses**, Introduction to Chicago Anthropology and Proposal Preparation are always taken Pass/Fail. As a rule of thumb there should be no more than 2 more of the 18 courses taken for "P." The Reading Course used for the MA paper should receive a grade of A or B subsequent to completion of the paper. Generally, basic courses taken for purposes of preparing for the language examination may not be used to meet the 18-course requirement. Once the 18-course requirement is met, students may either

take courses as needed or maintain full time status (without registering) through the computer generated ANTH 7000 Advanced Study: Anthropology.

Students should normally expect to count (only) two reading courses toward the required 18 (beyond the basic 18 courses, students often have other reading courses on their records) before admission to candidacy.

Advanced Reading Seminars. As an alternative to individual reading and research courses, groups of four or more students are encouraged to submit formal proposals for advanced graduate seminars on particular topics in consultation with appropriate faculty members. Generally, planning for this should be done well in advance, before faculty have to submit their teaching plans in January for the following academic year.

Required Courses: The following are the only courses specifically required in the Anthropology doctoral program:

Development of Social/Cultural Theory 1 & 2 (400 units) - all students.

Archaeological Theory & Method (100-200 units) - Required for Archaeology students; open to all Departmental graduate students

Modes of Inquiry-1 (with Modes of Inquiry-2 highly recommended) - Sociocultural/Linguistic students

Archaeology Methods (one course chosen from a range of possibilities) – Archaeology students

Archaeological Data Sets or another approved statistics course - Archaeology students.

Proposal Preparation – all students