

ANTHROPOLOGY GRADUATE HANDBOOK 2025 - 2026



University of South Carolina, Columbia

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Purpose of Handbook

The Graduate Program Handbook provides information on procedures required to complete the Master of Arts and Doctor of Philosophy degrees in Anthropology at the University of South Carolina. It is meant to be a guide and complement to the Graduate Bulletin, which is the official guide to USC academic regulations. Final policy questions should be directed to the Graduate School (Barbara Dingle – 777-2990 / bdingle@mailbox.sc.edu).

The first part of the handbook discusses academic regulations and program requirements. The second part details the required procedures for successful completion of the program. It also includes most of the common forms necessary to proceed through the program, along with checklists for programmatic procedures and course work.

Description of Program

Our Graduate Programs: The Masters and Doctoral Degree Programs in Anthropology offer fundamental training in all four subfields of anthropology: archaeology, biological anthropology, cultural anthropology and linguistic anthropology, with some attention to applied areas in each of these fields. The curriculum provides flexible course offerings in basic and advanced theory and method, substantive knowledge areas, research design, data analysis and interpretation, and practical field skills. All students undertake a thesis and/or dissertation project as an important part of their anthropological training.

Graduate Program Staff

Graduate Director, 2025 - 2026

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The Graduate Programs

The Department of Anthropology at USC offers Master of Arts, Doctor of Philosophy, and Professional Track M.A. programs. Master of Arts students can apply for either a terminal M.A. or may do their M.A. on the way to earning their Ph.D. **Students who have been accepted into the Ph.D. program will enroll concurrently in the M.A. and Ph.D. programs unless they already have an M.A. in Anthropology.** For concurrent M.A./Ph.D. students, at the successful completion of all the M.A. requirements (including coursework, comprehensive exam and thesis) students will be awarded the M.A. and, upon the recommendation of the faculty, may advance to the Ph.D. program. Terminal M.A. students will have to reapply if they want to be considered for a Ph.D. program. The Professional Track of the M.A. program is a terminal degree program.

The standard four-field M.A. degree requires 33 credit hours (27 hours of coursework and 6 hours of thesis writing) and takes two years to complete. The Professional Track of the M.A. program requires 30 credit hours (24 hours of coursework and a master's thesis / Internship Project (6 hours)). The Ph.D. program requires a minimum of 30 hours (at least 18 hours of coursework and 12 hours of thesis writing) and should take 4-6 years to complete. Students who do not have an M.A. in Anthropology will complete a minimum of 63 credit hours in order to complete both the M.A. and Ph.D. and should complete this in 5-7 years. Both M.A. and Ph.D. programs require coursework, exams and a thesis. Students who enter the program with the clear intention of doing the Ph.D. can tailor the work they do in the M.A. program toward their dissertation research.

Student Status

Students may be admitted to the Graduate Program and may enroll in graduate classes in two categories:

- ***Degree Seeking students*** are admitted to a structured and comprehensive graduate program. They develop an official program of study and are expected to complete this program within two to three years for the M.A. and four to six years for the Ph.D. Students who are admitted into the Graduate Program may defer enrollment for one year. However, if you defer admission for one year, any offers of an assistantship or fellowship are not guaranteed for future admission.

- ***Non-degree*** students do not have a degree objective. For non-degree status to be granted, the student must apply to the Graduate School as a “non-degree seeking student” and provide a transcript from their undergraduate school showing an undergraduate degree granted.

Students still wishing to become degree candidates after taking courses as a non-degree seeking student must reapply to the Graduate Program as a “degree-seeking student.” If admitted, they can request the Graduate Director to have the credits taken during their non-degree standing applied to their program of study. ***A maximum of six hours completed as a “non-degree seeking student” can be applied toward the master’s and/or Ph.D. degrees in anthropology.***

IMPORTANT: *Admission as a non-degree student does not automatically assure your admission as a degree-seeking student.* You must compete with other degree-seeking candidates for admission.

Concurrent Enrollment

Students are encouraged to enroll in certificate programs at the same time as they are earning their M.A. and/or Ph.D. in Anthropology. However, to do so, they must have written permission from **both** program directors (Form #22). For concurrent M.A. to Ph.D. students, special forms must be completed with the assistance of the graduate director.

Master of Arts Program

Curriculum

Students enrolled in the standard, four field M.A. program are required to complete a minimum of 27 hours of course work and a Master's Thesis (6 hours), for a total of 33 hours. Of these, at least 14 hours must be at the 700 level, excluding thesis hours. Students enrolled in the Professional MA track in archaeology are required to complete a minimum of 24 hours of course work and a Master's thesis / Internship Project (6 hours), for a total of 30 hours. Of these, at least 12 hours must be courses at the 700 level, excluding ANTH 799. It is ultimately the responsibility of all students to document that they have satisfied all course requirements for their degree, including Graduate School requirements. See the projected timeline for requirement completion in a separate section further below.

(For archaeology students enrolled in the Professional Track M.A. program, see the section below).

Course Selection

A. Required Courses

ANTH 703 Anthropological Inquiry (3 credits)

Anthropology 799 - Thesis Preparation (6 credits)

B. Subfield of Specialization Requirement

Students must choose *at least one* of the following subfields and *complete all required courses* within that subfield below:

Archaeology

ANTH 720 The Development of Anthropological Archaeology (3 credits)

ANTH 745 Historical Archaeology Seminar (3 credits)

Biological

ANTH 762 Biological Anthropology Principles & Theory (3 credits)

Cultural

ANTH 730 Cultural Theory through Ethnography (3 credits)

Linguistic

ANTH 747 Language as Social Action (3 credits)

ANTH 748 Introduction to Linguistic Anthropology (3 credits)

C. Subfield Breadth Requirement

Each student is required to take one course (at least three credits) from an *anthropological subfield outside of their primary subfield of specialization*. Students should choose *a single course* from one of the four subfield groups (above) in section "B. Subfield Specialization" to fulfill this out-of-subfield specialization.

D. Required Fieldwork or Internship

Students are *required to undertake supervised fieldwork*, usually during the *summer* between the first and second year, and fill out a contract (form 27). Students who have not done fieldwork before will be encouraged to take a field school offered by the program, or when the student's interests warrant it, at another institution with the approval of the student's advisor. *All other students must undertake supervised fieldwork either as research assistants on field projects, or in the course of collecting their own data.* Students who do not participate in established projects will undertake fieldwork under the guidance of their supervisors. The student and his or her thesis director must make a written contract (form 27), and submit it for approval to the Graduate Director, *prior to undertaking summer fieldwork*. Students who would like to be considered for funding (depending on availability) should submit a budget along with their contract by the appropriate deadlines (forms #27 & #29).

Students who plan to do their **fieldwork outside the country** should notify the Graduate Director no later than the first week of the second semester. Should department funding be available for summer fieldwork, efforts will be made to assist in the costs of fieldwork and related travel. However, we will be unable to guarantee it if a student makes a decision to go abroad after this date.

E. Foreign Language and/or Research Method

Students must demonstrate acquisition of a research skill or foreign language. Examples of valid skills include competence in a foreign language, statistical applications, GIS techniques, or visual anthropology methods. Students can fulfill this requirement by enrolling in and successfully completing a course, attending intensive workshops, doing internships, getting training from a specialist, or by finding other ways approved by the graduate director.

M.A. PROFESSIONAL TRACK IN ARCHAEOLOGY

Curriculum

ANTH 720 - the Development of Anthropological Archaeology (3 credits)

OR ANTH 745 - Seminar in Historical Archaeology (3 credits)

ANTH 536 Public Archaeology

ANTH550 Archaeological Laboratory Analysis (4 credits)

ANTH 799 Thesis Preparation (6 credits)

Concentration or Breadth Requirements

Students must choose at least 12 graduate credits in a discipline(s) that complement archaeological enquiry. Possibilities include, but are not limited to, geoarchaeology, geophysical prospecting, geographic information systems, historic preservation, museum studies, materials sciences, public archaeology and Indigenous community collaboration. See the projected timeline for requirement completion below in the section, "Expected Progress for Master's Professional Track Students."

Required Research Project

Students are required to undertake a supervised research project during the summer between Spring I and Fall II under the direction of their thesis supervisor. This is an applied research project focused on some aspect of archaeological enquiry done in concert with university faculty, private consulting firms, or other public or private entities. The ***student and their thesis director must make a written contract, and submit it for approval to the Graduate Director***, prior to undertaking summer research. Students who would like to be considered for funding (depending on availability) should submit a budget and contract (forms #27 & #29) by the appropriate deadlines.

THE THESIS

A master's thesis is an original piece of anthropological research. The thesis begins with a question of significance to anthropology and includes appropriate data collection and analysis. The thesis is an essential component of the M.A. program. It is through the thesis that students demonstrate that they can identify a research topic, evaluate its relevance to the discipline of Anthropology, design an appropriate methodology for data collection and analysis, and interpret the results. They also demonstrate that they possess the requisite skills for writing a major academic manuscript. Thesis topics may vary widely but the written product must be guided by a research question framed by social theory and demonstrate the relevance of the project to anthropological enquiry and archaeological research.

The M.A. thesis requirement can be met either through writing a conventional thesis, or a research paper of publishable quality. Students who are planning to continue on to the Ph.D. are likely to choose the research paper of publishable quality option and use it as an opportunity to do a substantial piece of research that is directly related to their anticipated dissertation topic. The choice of format is made in consultation with the M.A. committee. Additionally, archaeology students in the M.A. Professional Track Program, alternatively may elect to undertake an internship project deliverable.

The selection of a thesis topic is the responsibility of the student in conjunction with the thesis committee chair, who may offer suggestions and refinements. Thesis topics vary widely, but generally exclude the simple reporting of data or methodologies used in internship or field school operations. Unless students have designed and taken primary responsibility for a specific aspect of the research, its research design, and the interpretation of results, field reports cannot be submitted as masters' theses.

Thesis topics are generally finalized in the spring of the first year, publicly presented to the Department, and registered in writing on a form (#5). After approval by both the Graduate Director and the Chair of the Department of Anthropology, the Dean of the Graduate School reviews the thesis topic.

THESIS CHAIR / STUDENT ADVISOR

When students start either of the MA programs, they are assigned an advisor. This advisor is often a faculty member who has agreed to work with the student during our admissions process. This will usually be the faculty member with whom the student expects to study, but on occasion an alternate advisor may be assigned. For students enrolled in the MA professional track in archaeology, Adam King (in SCIAA) will be the 1st year advisor. All students should speak with a range of faculty during their first semester in residence in order to select a faculty member with whom they can work to pursue their research interests; we recognize that research interests and fit between students and faculty may shift, and thus students have the option to change mentors if needed. By the beginning of the second semester of the M.A. program, students should select their Thesis Chair (who will thereafter serve as their advisor). This selection must be agreed upon by the relevant faculty member and is formalized by submission of the Thesis Committee form (Form #4). The importance of working with the thesis committee chair on a thesis topic and related research plans cannot be over-stressed. *Students should consult regularly and frequently with their thesis committee chair as they develop their research topics.* Should the student wish to change his or her committee chair, or committee members, the student must file a new thesis committee form (#4).

Students should meet regularly with their advisors (at least monthly for students in residence and at the end of each semester) and inform them of academic plans and progress pertinent to the program of study. This is particularly important in regard to summer research plans, especially as they relate to the field school/practicum in the first summer and to thesis research. The advisor guides the student in selecting course work, developing the thesis, and selecting a thesis committee. The advisor will work with the student to complete the Master's Program of Study (MPOS) (Form #1). ***This form must be filed with the Graduate School at least 12 months before anticipated***

graduation date. For students in the MA professional track, the MPOS must be submitted by the December of their first year in residence. For other MA students the submission date is typically April of first year in residence. *Note that the MPOS form is submitted before all the courses that constitute it have been completed.*

THESIS COMMITTEE

Thesis committees should be put together as soon as possible after the selection of the thesis committee chair, early in the second semester. It is the student's responsibility to choose their thesis committee, *in consultation with their thesis chair*. At that time, students should submit a prospectus, a short (e.g., 2-3-page) description of the planned thesis research, to other faculty, in order to solicit suggestions about people who could help the student on the thesis.

Thesis committees are composed of at least three full-time faculty members of the University of South Carolina. Two of the committee members must be full-time faculty members from the Department of Anthropology. Full-time faculty on one-year appointments may serve as thesis committee members, but upon leaving, must be replaced with current full-time faculty members. Individuals with faculty status as Research Professors, Research Associate Professors, or Research Assistant Professors at centers or research institutes such as the South Carolina Institute of Archaeology and Anthropology (SCIAA) may be among the three USC faculty on the committee.

We encourage students to have diversity on their committees. ***One committee member must be selected from an area of anthropology outside the student's subfield.*** Archaeology students enrolled in the M.A. professional track are exempt from this requirement and instead may select a third member from a related field not restricted to anthropology. The chair of the committee should be from the subfield in which the student has elected to concentrate. Additional readers from USC or other appropriate institutions (in- or out-of-state) may be added to the committee by the student in consultation with the committee chair and with approval of the Graduate Director. Staff at centers or research institutes, who do not have faculty appointments, may serve on the committee as additional readers. * Permission to have readers who are not from USC must be obtained from the Graduate School. The thesis chair needs to send a request letter along with a copy of the prospective reader's curriculum vitae to the Graduate School for approval. Students enrolled in the Professional track may select a committee chair from The South Carolina Institute of Archaeology and Anthropology (SCIAA) if they are approved by the Graduate Director and via the Graduate School's approval process.

THESIS PROPOSAL, PROPOSAL DEFENSE & COMPREHENSIVE EXAM

During the second semester of the first year, students are required to write, defend, and publicly present a thesis proposal / internship project proposal (restricted to Professional Track) before they are permitted to begin their fieldwork. *An oral comprehensive exam is also administered at the time of the proposal defense.* The objective of this part of the program is to ensure that students are prepared to collect data, conduct analysis, and frame their research in relation to contemporary debates in Anthropology and other relevant fields of knowledge.

While the thesis proposal defense and comprehensive exam are done together, it is possible for a student to pass one but not the other. As the thesis proposal is done in addition to coursework and other responsibilities, this makes for a very busy semester, so it is essential that students are well organized.

The first draft of the thesis proposal must be submitted to the thesis chair by *mid-February of their first year*. This early date makes certain that students commit their ideas to paper so that committee members can respond directly and concretely to their work. Students are advised to work in close consultation with their thesis chairs throughout the proposal development process, and rely on them to decide when/how to move forward. Ideally, the thesis chair should be able to return comments to the student before Spring Break, *mid-March, of their first year*. Students should expect to revise the thesis proposal multiple times before it is ready to defend.

The procedure for the process is as follows:

1. Selection of thesis chair by beginning of 2nd semester (by end of 1st semester for MA professional track)
2. Selection of thesis topic (by beginning of 2nd semester)
3. Write and circulate prospectus
4. Selection of thesis committee
5. Literature Review (keeping annotated bibliographies is a good idea)
6. Thesis (Internship) Proposal Writing: *1st draft due to Thesis Chair: mid-February of first year*
7. Revising thesis proposal / Internship Project Proposal (several times is normal)
8. Thesis Proposal / Internship Project Proposal Defense & Comprehensive Exam (early as possible in April)
9. Presentation of Thesis/Internship Project Proposal (late April – Reading Day)

THE THESIS PROPOSAL

The specific details of the research proposal will be worked out in conjunction with the student's thesis committee. The style, content, and organization of proposals may differ considerably depending on the student's interests. The research proposal will normally include coverage of the following components.

1) Problem formation and statement. In this section the student develops and clearly states a research problem (framed as a question, hypothesis, or problem to be addressed). The statement also notes the importance and relevance of the question/problem to the anthropological field(s)/subfield(s) in question.

2) Theoretical background. In this section, the student situates their research problem in relevant anthropological theory (broadly) and within their subfield (specifically). Here they demonstrate their competence in materials presented in ANTH 703 (Anthropological Inquiry) and in subarea courses and readings.

3) Literature review. A literature review provides background and context for the research proposal. This review should connect the topic to relevant literature in the field, key theoretical and methodological issues pertaining to the research, and establish relevant contexts and settings for the research (e.g., historical, economic, cultural, environmental contexts). Through the review, the student should demonstrate a familiarity with the issues that the research will address, especially recent relevant works.

4) Research design and methodology. In this section the student frames an approach to gathering data to address the research problem. It will include (as appropriate to the research question and theoretical framework) reference to the sampling procedures, research schedule and protocol, and methodology. Here they demonstrate their competence in materials presented in a methods course, and in subarea courses and readings.

5) Analytical approach. In this section the student will discuss appropriate analytical techniques and tools for analyzing the type of information that will be collected and provide a hypothetical scenario for data analysis. This portion of the proposal demonstrates an understanding of problem solving (appropriate analytical techniques, including statistical analyses) appropriate to the thesis topic.

6) Ethical issues. In this section, ethical issues relevant to the research will be discussed. These will include, but not be limited to, issues such as informed consent, informant confidentiality, duration and dissemination of materials and information, and potential impacts on individuals and communities involved in the research.

Upon completion of the proposal, the student will convene a meeting (the proposal defense) with the thesis committee in order to discuss the proposal and receive their comments and recommendations regarding the proposed fieldwork. Upon approval of the proposal, the student and their advisor will complete the "Contract for Summer Field Work" (Form #27) and file it before fieldwork begins.

While there is no page limit for the thesis proposal, 15 pages should be regarded as a minimum, but 20 - 30 pages is more usual. A more detailed proposal generally results in an easier time writing the thesis later because it helps the

student think through the major questions and most important literature, aided by the thesis committee's feedback. Furthermore, a detailed proposal helps students adapt to the circumstances of field or lab work, which sometimes require changes to the original question or research design.

THE PUBLISHABLE ARTICLE OPTION

A standard thesis goes into considerable detail about the method and theory involved in the exploration of the thesis topic. It is an excellent option for students who have not done an original research project before, or who are doing the terminal M.A. the publishable article is a shorter document, it is by no means the easier option. Students must undertake all the same steps as for the thesis but will pay closer attention to making a very tight argument and writing in a concise manner. This is a good option for students who have already written sizeable documents similar to the M.A. thesis. Students who are doing the M.A. on the way to the Ph.D. may benefit from doing a conventional thesis rather than an article so that they can develop the skills necessary for doing a dissertation. All students are encouraged to turn their M.A. theses into articles for publication. Actual publication is not a requirement for completion of the M.A., but students choosing the article option should endeavor to publish it. Having a publication is important for students continuing on to the Ph.D.

Students who take the publishable article option should select a series of relatively similar journals as potential places to submit their work while they are writing their thesis proposals. They should familiarize themselves with the editorial policies of the journals and bear them in mind as they write up their research. Journals are quite specific about the kinds of articles they accept, the formats, page lengths and so on.

Students taking the Publishable Article option ***must write a thesis proposal, defend it, and do a comprehensive exam*** just as other students do.

INTERNSHIP PROJECT (PROFESSIONAL TRACK ONLY)

Professional Track archaeology students taking the Internship Project option ***must write an internship project proposal, defend it, and do a comprehensive exam*** just as other students do.

The internship project proposal must specify the nature, content, and scope of project objectives, equivalent in research rigor to a thesis. If the final project is not in the form of a written thesis (*such as an exhibit, web content, spatial database, visual installation, interactive public interpretation, etc.*), it must be accompanied by a *written report* that demonstrates research rigor and engagement with anthropological enquiry not otherwise documented within the objectives themselves, such as theoretical frame and its background, methodologies, and interpretation of project results. The plan for that report must be included with the proposal.

THESIS PROPOSAL DEFENSE & PUBLIC PRESENTATION

Upon completion of the thesis / internship project proposal, the student will meet with the thesis committee for a full discussion of the proposal, the relevant literatures, and the place of the planned research within the discipline of Anthropology. Although this is called a defense, students who have been working closely with their committees and conscientiously revising their proposals find that this is a very collegial discussion. This is often the first time that the entire committee meets, and discussions can be very interesting and productive.

The student is responsible for selecting the time and place for the defense and for reserving all necessary equipment. Students must work with the Graduate Coordinator to ensure that rooms and equipment have not already been reserved. The month of April is an busy one for faculty; so coordinating faculty schedules can be difficult. Students should therefore schedule their defenses and make all necessary arrangements as soon as possible.

The defense usually commences with the student introducing the members of the committee to each other if they have not already met. The student will then make a presentation of the proposed thesis research. Students are encouraged to use this as an opportunity to rehearse the presentation that they plan to give to the department on Reading Day. A formal presentation with PowerPoint (as appropriate) is therefore recommended, but not mandatory. Presentations should be approximately 10 minutes in duration. After the presentation, committee members will take turns asking the student questions about the proposed research and discussing various aspects of it, including its articulation with the wider concerns of Anthropology (*the comprehensive exam*). At the conclusion of the questions and discussion, the committee may ask the student to leave the room while they discuss the thesis proposal and comprehensive exams. When the student is invited to return, they will make recommendations for revisions to the proposal and let the student know whether he/she has passed the proposal and/or the comprehensive exam (more about the comprehensive exam below).

While *most thesis proposals will require some revisions after the defense*, proposals that are deemed unacceptable are those that require substantial revisions or demonstrate faulty logic, insufficient literature, or unworkable methodologies. Students with *unacceptable proposals* will be required to revise and resubmit them until they are accepted. The committee must pass proposals before students will be permitted to *present them to the department or begin their fieldwork*.

Students who pass the proposal defense will *publicly present their proposals* to the Department of Anthropology. Presentations around Reading Day – the day after the end of classes and before the start of exams, during the *spring semester of the student's second year in the M.A. program*. M.A. Professional Track students have the option of presenting their work if their chair determines it is best, and if spring or alternative presentation events are available. This is the case because Professional Track students are on an abbreviated timeline. At the public presentations, students, guests, and members of the faculty will be permitted to ask questions about the research proposals.

Summary: Procedure for Thesis Development

(Review #1 - #9 on page 9)

10. Collection of Data (first summer or as appropriate)
11. Analysis of Data (third semester or as appropriate)
12. Writing of Thesis (third and fourth semester)

COMPREHENSIVE EXAMS

Comprehensive exams are required of all students receiving master's degrees from the University of South Carolina. The M.A. Comp in the Department of Anthropology takes the form of *an oral examination* administered during the thesis proposal defense. The purpose of the comprehensive exam is to determine whether students have a sufficiently *broad understanding of Anthropology* and whether they can situate their work in the *wider debates, context, and history of the discipline*. Students must also demonstrate familiarity with all four subfields of anthropology, a good understanding of at least two subfields, and an excellent understanding of the subfield in which they are specializing. For Professional Track archaeology students, they must situate their project within the context and history of anthropological archaeology and related fields that shape their projects (e.g., Geography, Public history, Museum Studies, etc.). The comprehensive exam, in conjunction with the thesis proposal, enables students to think through the relationship of their work (research project) to the wider concerns of anthropology.

Students who fail the oral examination will be required to *retake the examination* again at a later date. The student's thesis committee, in consultation with the Graduate Director, will decide on the content and form of the retake. A student is considered to have passed the comprehensive exam once the original oral exam or the retaken exam has been passed.

WRITING THE THESIS

Students should have a solid plan for completing the thesis. Check the Graduate School's website for guidelines on progress to degree:

https://www.sc.edu/study/colleges_schools/graduate_school/graduate-studies/progress_to_degree/index.php

By the end of the first semester of their second year, students should have their analysis completed, their first chapter and another one written. We encourage students to meet with their thesis regularly and to set writing goals and meet them. The thesis chair and committee members will decide how they would like the student to submit drafts of the thesis. In some cases, the thesis director prefers to have the first look and decides when it is ready to be passed to the other committee members. In other cases, it is appropriate to give sections to the other committee members at the same time, especially in situations where committee members have expertise in particular aspects of the thesis.

Once the thesis is complete and in its penultimate form, the thesis director will decide that it is ready for the *thesis defense*, the final committee meeting. Committee members should be given a near complete draft at least two weeks before the meeting, and the *defense meeting should be held at least two weeks before the final deadline* for thesis submission. At the thesis defense, the thesis committee discusses the thesis in its most recent form and makes suggestions for necessary revisions. This meeting should take the same form as the thesis proposal defense – a short presentation (PowerPoint is optional) about the thesis followed by questions and discussion. The student is asked to leave the room while the committee discusses the thesis. When the student returns, the committee makes recommendations for any remaining revisions. ***If the thesis requires minimal or no revisions the committee may sign the signature page, which the student is responsible for bringing to the meeting (Form #7).*** If the thesis requires more than minimal revisions, committee members will wait until the revisions have been made before they sign the page.

Students will submit their thesis through the online portal. The departments' contact at the Graduate School will review your thesis for formatting. They will return your document with any corrections that need to be made. The date for submitting the thesis to the Graduate School for each semester varies. There is a calendar on the Graduate Schools webpage. Make sure you check these dates, so you do not miss any important deadlines:

https://www.sc.edu/study/colleges_schools/graduate_school/graduate-studies/dates-deadlines/index.php

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Doctor of Philosophy

Curriculum

Students are required to complete a minimum of 18 hours of course work beyond the M.A. and 12 hours of dissertation credits. At least half their credit hours (9) must be at the 700-level or above. Ph.D. students will need a total of at least 60 hours on their program of studies form (33 hours from their M.A. degree and 30 hours from their Ph.D. work). Additional hours may be specified by the student's advisor and approved by the Graduate Faculty. It is ultimately the responsibility of the student to ensure and document that they have satisfied all of the course requirements for their degree.

Required Courses - Ph.D. students are required to complete the following courses in the first two years of the program:

1. ANTH 703 – Anthropological Inquiry (unless taken at M.A. level)
2. Subfield Specialization (all courses under **one** of the following subfield headings must be taken)

ARCHAEOLOGY

ANTH 720 – Development of Anthropological Archaeology
ANTH 745 – Seminar in Historic Archaeology

BIOLOGICAL

ANTH 762 – Biological Anthropology Principles & Theory

CULTURAL

ANTH 730 – Cultural Theory through Ethnography

LINGUISTIC

ANTH 747 – Language as Social Action

ANTH 748 – Introduction to Linguistic Anthropology

3. Four Sub-field, Breadth Requirement: Students must take at ***least one graduate course in all of the four subfields of anthropology*** (above), by the end of their Ph.D. program. We expect some students (especially those getting their degrees at UofSC) will have taken at least one course outside their subfield of specialization during their M.A. level studies, and students can use those M.A. courses for part of this distribution requirement.
4. Out-of-Department, Interdisciplinary Breadth Requirement: A minimum of one (3 credit hours) course taken in a department/discipline *other than Anthropology*.
5. Dissertation preparation hours (ANTH 899): ideally should be taken after the student has advanced to candidacy (12 credits) with Dissertation Chair's permission.
6. Additional Coursework: Any other appropriate courses (minimum 6 credits).
A. Consecutive Semesters Rule: *You must take 18 hours of course work in 3 consecutive semesters in order to be admitted to candidacy.*

Comprehensive & Qualifying Exams:

The *written part* of the exams involves annotated bibliographies and essays, while the oral part of the exam evaluates the essays. See more information below.

Public Presentation of Dissertation Project Proposal

PHD students must present their research proposal (see Qualifying Exam section below) prior to starting their research or fieldwork.

Demonstration of two research skills

Students must acquire two research skills, preferably ones useful in the student's research. Examples of valid skills include (but are not limited to) competence in a foreign language, videography, statistical applications, GIS techniques, or visual anthropology methods. Students can fulfill this requirement by enrolling in (and passing) a course, sitting for an exam, attending intensive workshops, doing internships, getting training from a specialist, or by finding other ways approved by the graduate director. These skills do not need to be satisfied prior to advancement to candidacy, but a detailed plan should be in place if they are not.

Funding

We expect that all students will apply to internal and external funding sources (i.e., National Science Foundation, etc.) during their Ph.D. (or concurrent MA-PHD) program.

Colloquia Attendance:

Students residing in Columbia are expected to attend departmental colloquia and related university events (related to student's research interests) whenever they are held, throughout their residence in our program.

DOCTORAL COMMITTEE

When students start the Ph.D. program, they are assigned an advisor. This will usually be the faculty member with whom the student expects to study, but on occasion an alternate advisor may be assigned. Students should speak with a range of faculty during their first semester in residence in order to select a faculty member with whom they can work to pursue their research interests; we recognize that research interests and fit between students and faculty may shift, and thus students have the option to change mentors if needed. By the beginning of the second semester of the Ph.D. program, students should select their Dissertation Chair (who will thereafter serve as their advisor). This selection must be agreed upon by the relevant faculty member and is formalized by submission of the Doctoral Committee Appointment Request Form (Form #10). By the beginning of the second semester of the Ph.D. program, students should also select their Doctoral Committee. The Doctoral Committee has a minimum of 4 members (at least three from within the anthropology department), of whom one must be an Anthropology Graduate Faculty member from outside the student's subfield area specialty and one (and only one) must be from outside the Department of Anthropology. If the outside reader is not located on the USC campus, the student must request a CV from the potential committee member, who will email it to the Graduate Coordinator. The student will then fill out a G-DCA form (Doctoral Committee Appointment Request form] – found in the Forms Library of the Graduate School's website – have the Graduate Director sign it, make a copy of the form, and give them to the Graduate Coordinator. The form (and CV of outside committee member, if necessary) will then be mailed to the Graduate School. Students may have additional committee members, but they must have these two requirements met for their core committee members.

It is important to constitute the Doctoral Committee as soon as possible because the members of the committee will be instrumental in helping the student in defining the areas of specialization, identifying the two research skills, shaping the thesis prospectus and preparing the student for the Qualifying and Comprehensive Exams. Early in the second semester of the Ph.D. program, the student will, with the supervision of the Dissertation Chair, circulate a brief statement of the proposed dissertation research. Faculty members who are interested in contributing to the dissertation may make themselves known at this time. *It is the responsibility of the student to approach faculty whom he or she would like to serve on the Doctoral Committee.*

When the Doctoral Committee and the dissertation topic have been selected, the proper forms must be filled out and submitted.

The advisor will work with the student to complete the Ph.D. Program of Study (DPOS; Form #8), which must be filed by the end of the 4th semester of the Ph.D. program. This form must be filed with the Graduate School at least 12 months before the anticipated graduation date, typically by the end of April of first year in residence. Note that the *form is submitted before the courses necessary to fulfill the Program of Study* have actually been completed.

COMPREHENSIVE EXAMS

The comprehensive exams are taken prior to admission to candidacy for the Ph.D. Students are expected to have completed these exams by the end of their second year of the Ph.D. program beyond the M.A. Students and their advisors will identify three areas of specialization, and students will prepare comprehensive annotated bibliographies (an average of 50 to 100 publications each). Students will then be evaluated on their mastery of their areas of specialization through critical, bibliographic essays on each topic. The student's doctoral committee will be involved in the selection of the areas of specialization and the preparation of the annotated bibliographies and bibliographic essays. The structure of the essay exams, which may be determined by the committee, shall be specified ahead of time in a memo signed by the student and the Chair of their doctoral committee. They most often consist of either: (1) three take-home essays (6000 to 7000 words each) that summarize key issues and debates in each of the areas of specialization following prompts provided by the committee within an agreed upon timeframe (e.g., 1 week per essay), or (2) one-day essay exams for each topic (i.e., 3 total, corresponding to each annotated bibliography), in which the student addresses directed questions provided by the committee on the day of the exam. The three areas of specialization are expected to contribute to the formulation of the dissertation proposal; however, competency in these three areas of specialization is expected to be comprehensive, broad, and not limited to the focus of the dissertation. These documents will constitute the first part of the comprehensive exam. The second part is an oral

examination on those documents with the student's doctoral committee. The written and oral parts of QE's may be sequenced in any order and even co-occur, tailored to the needs of each individual student.

As per Graduate School policy, Comprehensive Exams expire after five years. In order to revalidate the Comprehensive Exam, the student will have to demonstrate (with the help of their advisor) their familiarity with new literature and develop proof of this familiarity with the approval of the Graduate Director. An example of one way a student could demonstrate familiarity with new literature is the student could undertake a thorough literature review to update each of the three bibliographies. Each new entry could be annotated. In addition, the student would prepare a summary statement of no more than 5 pages total (single spaced), documenting new trends and debates for each topic. Once complete, the student would resubmit the full set of annotations (with the new annotations highlighted) and the 5-page summary statement for approval by his/her Comprehensive Exam committee. The Comprehensive Exams would be revalidated once the committee finds the updated bibliographies to be current, complete, and accurately depicted.

QUALIFYING EXAMS (QE'S)

Students will circulate a dissertation topic during their first year in the Ph.D. program at the time that they constitute their committee. This topic will be the basis of *a public presentation to students and faculty* of the Department that all Ph.D. students will do during a semester *prior to doing any fieldwork*. In the second year of the Ph.D. after the M.A., students will write a dissertation proposal that will be a detailed outline of the proposed research, including a research question, its scope and relevance, the methodology that will be employed to investigate the question, and the anticipated results. The proposal will include a full literature review and a statement on ethics. This constitutes the written portion of the QE. The proposal will be circulated to the dissertation committee, and a date will be set for an oral examination, which will be followed by a public presentation in the Department. The oral examination will test the subject matter related to the dissertation topic. This oral component completes the QE. However, ***if a Ph.D. student has not passed the Comprehensive and Qualifying Exams by the end of the Fall semester of the third year (i.e., the end of the 5th semester) after having entered the Ph.D. program the student will be dismissed from the Program.*** To determine if extenuating circumstances exist that merit consideration, Anthropology faculty will examine student progress-to-degree at the midyear review, which typically takes place the 1st week of December, before making a final determination. In cases when a student has made a first attempt to pass the Comprehensive and Qualifying Exams before the deadline and received a conditional pass or is required to do a re-take, she/he must follow the new conditions and timeline specified on Form(s) #11 and #13. A student would not be dismissed from the Program before being given a second opportunity to meet these indicated conditions.

PROCEDURES FOR APPEALS

Failure to pass either the Comprehensive Exam or the Qualifying Exam by the stated deadline will result in the student being terminated from the program. If the student, however, feels that the procedures detailed here and as agreed upon by the student and committee with respect to the Comprehensive Exam Format and Qualifying Exam were not followed, the student may appeal the decision by formally notifying the Chair of the Department of Anthropology in writing before the end of that semester. The Chair will form an Appeals Committee comprised of three faculty members who did not participate on either the Comprehensive or Qualifying Exam Committees to review the case. The student will then have two weeks' time to submit a detailed written statement articulating what procedures were not followed and document any perceived bias during the process. This statement, together with supporting documentation (email correspondence, etc.) must also be submitted to substantiate any claims of irregular practice and/or bias to the Appeals Committee. The Appeals Committee will review the case and make a determination before the beginning of the next semester. At that time, all parties will be notified in writing of the outcome of the Appeals Process and the Chair of the Department and Graduate Director will be copied on that correspondence.

REQUIREMENTS FOR TEACHING YOUR OWN COURSE

In order to qualify to teach a course for the department or for the evening school, you must have completed your Comprehensive Exams and the Qualifying Exams. No one will be allowed to teach his or her own course without having done this.

DATA COLLECTION AND FIELD WORK

During fieldwork we expect students to remain in close touch with their advisors (e.g., through weekly email exchanges) and students may enroll in ANTH 797, 798 or 899, for example (if approved by the advisor), while working on the research and writing their dissertation.

DISSERTATION WRITING & DEFENSE

Ph.D. students must pass through several steps before they begin writing the dissertation. In addition to completing coursework, they must pass the Comprehensive and Qualifying Exams. It may also take considerable time to gather data for the dissertation, which may involve writing grant proposals, protracted periods of fieldwork, and analysis. We thus encourage students to meet with their dissertation committee Chair in the first semester of the first year to begin mapping out a timeline of benchmarks toward the dissertation. Students should attempt to be at the writing stage by no later than their fourth year in the Ph.D. program.

During the writing of their dissertation, students are required to stay in close touch with advisors and committee members and may enroll for several semesters in ANTH 899, just the same as above when they were collecting data or were doing fieldwork. (NOTE: *Students must be enrolled during the semester they plan to graduate.*) We expect all students in residency to attend Department and related colloquia and participate in the life of the Department.

The Chair and committee members will decide how they would like the student to submit drafts of the dissertation. In some cases, the Chair may prefer to have the first look and decide when it is ready to be passed to the other committee members. In other cases, it is appropriate to give sections to the other committee members at the same time, especially in situations where committee members have expertise in particular aspects of the dissertation.

Once the dissertation is complete and in its penultimate form, the committee Chair will decide that it is ready for a formal defense. Committee members should be given a near complete draft at least four weeks *before the defense*, and the defense should be held at least two weeks *before the final deadline for thesis submission* (check in the Main Office for list of dates for each semester). This defense will be advertised via e-mail to the Department and will be open to the public. Following the defense, the Committee discusses the dissertation in its most recent form and makes suggestions for necessary revisions. This meeting should take place immediately after the public defense and will be limited to the Committee and the student. If the dissertation requires minimal or no revisions the committee may *sign the signature page*, which the student is responsible for bringing to the meeting (please see the Graduate Coordinator). If the dissertation requires more than minimal revisions, committee members will wait until the *revisions have been made before they sign the page*.

Students will *submit their thesis through the online portal*. The department's contact at the Graduate School will review your thesis for formatting. They will return your document with any corrections that need to be made. The date for submitting the thesis to the Graduate School for each semester varies. There is a calendar on the Graduate School's webpage. Make sure you check these dates, so you do not miss any important deadlines. Once the dissertation has been submitted and approved, go to the Graduate School webpage and complete the SED Survey. If the SED Survey is not completed, you will not be cleared to graduate.

Z-STATUS – SPECIAL ENROLLMENT STATUS

Z-Status is a way to continue being a full-time student while only taking 1-credit hour. You can only use this option for three semesters while you are here. It is generally used when you are doing research during the regular academic year and not receiving funding from the department. It will allow you to still be considered full-time so that any student loans you have will not become due during this time period. Unfortunately, it is a lengthy process to get approved, so make sure that you begin the appropriate paperwork as soon as you know you will need it. The form can be found on the Graduate School's webpage.

Z-Status is also required *when you are a TA* for a class during the summer sessions.

Information for All Students

Portfolios and Evaluations

It is the responsibility of all graduate students in the M.A. and Ph.D. Programs to keep and regularly maintain a portfolio of their work at USC. At the end of the year, students will meet with their thesis directors to present portfolios of their work and to discuss their progress in the program. The portfolio is a way for students to keep track of their work and professional development, and to demonstrate that they have received training in and exposure to all four fields of anthropology, and a range of experiences and ideas. At the end of the year the director will review the portfolio and discuss it with the student. The thesis director will submit a summary of the students' progress to the Graduate Director for inclusion in the student's file.

The portfolio should include the following kinds of materials:

1. Program Related

- copies of all necessary forms and paperwork (program of study, committee, topic, concurrent enrollment, summer field practicum, notification of passing comprehensive exams, etc.)
- Thesis / Dissertation proposal

2. Education

- a list of courses you have taken and those you expect to take
- copies of assignments and term papers done for courses (professors' comments on the papers/assignments are also useful)
- documents relating to the acquisition of skills necessary for your program (GIS, language, field school, methods classes, etc.)

3. Publications and Papers

- copies of published papers
- copies of manuscripts of papers submitted for publication

4. Conference Activities

- copies of conference papers given
- copies of submitted and/or published abstracts
- programs of conference sessions chaired
- volunteer activities at conferences
- list of conferences attended (even if you did not present or volunteer)

5. Public Presentations and Outreach

- talks given on and off campus
- visits to elementary or high schools, societies, clubs etc.
- participation at public events
- guest lectures in courses (include flyers or announcements of your presentations)
- letters acknowledging your professional activities

6. Grants, Funding, Awards and Honors

- grant applications (whether awarded or not)

- nominations for awards (whether awarded or not)
- grants awarded
- scholarships and fellowships
- travel grants
- awards for service
- student paper competitions
- other awards related to your professional work and scholarship

7. Teaching

- materials you developed for teaching such as syllabi, assignments, tests etc.
- teaching journal (if you kept one)
- courses, workshops, lectures, etc. on teaching that you attended
- anything you did to enhance your abilities as a teacher (books, internet searches, discussions etc.)
- student evaluations of your teaching

8. Professional Development

- list of colloquia, presentations, lectures, etc. attended
- field projects, consulting, discussion groups, etc. you have been involved with
- involvement in professional associations, societies, and student organizations

Students are not expected to have everything on this list every year, but we do expect your record to show that you are pursuing a variety of professional experiences beyond the curriculum.

Students are advised to make file folders with the above headings in order to file all the relevant documents, as they are available. The CV is a table of contents with individual entries under the headings. Keeping all of this up to date throughout the year is strongly advised as it is much more difficult to locate and assemble all the pieces at the end. Students are also forewarned that April is the busiest time of the year and that extra time for doing this will be in short supply. Presentation of the portfolio and student evaluation can be done in conjunction with the thesis proposal defense or any other committee meeting taking place at the end of the spring semester, and then again at the final committee meeting, thesis defense or exit interview.

Scheduling Meetings

Students are responsible for scheduling thesis committee meetings and faculty must make every effort to schedule blocks of time for such meetings. Students must remember that Department of *Anthropology* faculty are on 9-month appointments and therefore are not available for meetings or reading thesis drafts during semester breaks and the summer unless this has been arranged in advance. It is expected that students will hold a full committee meeting, once the thesis / dissertation is finished, for a discussion of final revisions and/or final signings. Students should not expect to hold these final meetings outside of *normal semester boundaries*.

Student Status During Thesis & Dissertation Writing

Students must remain officially active by signing up for at least one credit hour during all semesters when they require advisement. In addition, students are required to *remain active with at least one hour of thesis credit during the semester in which they are to receive their degree*. Students who are doing fieldwork or writing off campus and are not using university facilities and faculty time do not need to enroll, however, *failure to enroll for one year will require a Change of Status form*. Students who are not enrolled for 3 or more years must reapply, submit new supporting documents, and pay a fee. The thesis or dissertation cannot be formally accepted until comprehensive examinations have been passed. Doctoral students may also apply for Z-status for up to one academic year.

Grades, Credits, and Time Limits

Graduate students can enroll in courses numbered 500 and above for graduate credit. Students are expected to complete all requirements for the M.A. degree within two years and requirements for the Ph.D. in 5 years. However,

additional time is sometimes needed for the completion of the thesis and Ph.D. Students who anticipate continuing into the Ph.D. program must complete all M.A. requirements, including the thesis, before they will be permitted to begin work on the Ph.D. program requirements. If a student has not completed their thesis in the standard two-year time frame, they should anticipate completion by March 1 of their third year in order that faculty may prioritize thesis work of students in their second year.

Grounds for Termination M.A.: Students who have not completed all the other requirements for the degree, constituted their committees, and had their thesis proposal approved by the end of their second year (fourth semester) might not be permitted to continue. Students who have not made significant progress on their thesis for any two-year period beyond the end of their program will be considered to have withdrawn from the program. Students are expected to complete the M.A. program within a maximum of five years. Extensions will be granted only under exceptional circumstances. *Comprehensive exams must be revalidated after 2 years.* The student's Thesis Committee and the Graduate Director will determine the appropriate form for the revalidation of exams. *After 6 years, courses must be revalidated to count towards the degree.* The Anthropology faculty will determine which courses are appropriate for revalidation. The Graduate School's "Permit for Revalidation Examination"(PRE) /GS 04 must be completed for the revalidation process. Courses transferred from other institutions might not be revalidated. Revalidation of a course requires that the student pays a fee of (currently) \$25.00 per credit hour and demonstrates a contemporary knowledge of the course content by passing an examination administered by a faculty member who currently teaches the course. If a course is determined not to be appropriate for revalidation (as would be the case if the content or focus had changed significantly), then the student may be required to retake the course.

Grounds for Termination Ph.D.: Ph.D. students are expected to complete all requirements for the Ph.D. in 5 years after admission to the Ph.D. program. Ph.D. *comprehensive exams expire after 5 years.* A Ph.D. *student who does not take any credit hours for three years consecutively will be dropped from the program* per Graduate School regulations. *After 10 years, courses must be revalidated to count towards the degree.* The Anthropology faculty will determine which courses are appropriate for revalidation. The Graduate School's "Permit for Revalidation Examination" (PRE) /GS 04 must be completed for the revalidation process. Courses transferred from other institutions might not be revalidated. Revalidation of a course requires that the student pays a fee of (currently) \$25.00 per credit hour and demonstrates a contemporary knowledge of the course content by passing an examination administered by a faculty member who currently teaches the course. If a course is determined not to be appropriate for revalidation (as would be the case if the content or focus had changed significantly), then the student may be required to retake the course.

Course loads for M.A./Ph.D. students may not exceed 15 hours per semester and normally range between 6 and 12 hours per semester. Students are classified as full-time with 9 or more hours during Fall and Spring semesters and 6 hours during summer semesters. **Student assistants (RAs, IAs and TAs) must carry a minimum of 6 hours to be considered full time,** but no more than 12 hours a semester.

Minimum Grade Requirements & Descriptions

Although different instructors in the Department may have different interpretations of the grading scale, in the most general terms:

A is for truly outstanding work.

A- and B+ are for very strong work; at the level we hope for.

B is passing, but not up to standard.

B- is a definite low pass.

C+ and C are unsatisfactory for graduate work.

At the University of South Carolina, minus (-) grades are not used on transcripts, but instructors frequently use them in class so that students know where they stand.

S and U indicate, respectively, satisfactory (passing) and unsatisfactory (failing) performance in courses carried under the Pass-Fail option. The S/U designation is also used for some research courses, workshops, and seminars in which the regular academic grades are not used. The use of the Pass-Fail grading option in such courses is indicated in their bulletin descriptions. No course carried under the Pass-Fail option will affect a student's grade point average or the evaluation of suspension conditions.

T is assigned to indicate enrollment in Thesis Preparation (799) and Dissertation Preparation (899). Courses with this symbol will be counted as hours attempted and hours earned only. Grade points will not be awarded. For unsatisfactory work, the grade of U will be assigned. A grade of I cannot be assigned in courses numbered 799 and 899.

I Incomplete is assigned at the discretion of the instructor when, in the instructor's judgment, a student is unable to complete some portion of the assigned work in a course because of an unanticipated illness, accident, work-related responsibility, family hardship, or verified learning disability. The grade of I is not intended to give students additional time to complete course assignments unless there is some indication that the specified condition or event prevented the student from completing course assignments on time. By arrangement with the instructor, the student will have **up to 12 months** in which to complete the work before a permanent grade is recorded. **Re-enrolling in the course will not make up an Incomplete.** An Assignment of Incomplete Grade form (AS-5) must be completed by the instructor and submitted to the Office of the University Registrar explaining the reason for the I and conditions for make-up. A grade of I is not computed in calculating a student's grade point average. After 12 months, an I that has not been made up is changed to a grade of F or to the back-up grade indicated by the faculty member on the Assignment of Incomplete Grade form. **Students will not be allowed to graduate from any program (M.A., Ph.D., or Certificate) with an "I" on their transcript.**

AUD indicates a course was carried on an audit basis. This course will not count towards your total number of credit hours needed for graduation.

Academic Problems

The following lists academic warning signs of students having difficulty in the program of study. Students and advisors should confer immediately should any of these signs become apparent.

Academic Warning Signs	Consequences
Individual Course	
Course Grade of C+, C, or U	No Credit for Course
Semester/Annual Averages	
Semester or annual GPA less than B (3.0)	Academic Probation
Consecutive semesters less than B (3.0)	Possible Suspension from Program
Four courses of less than B (3.0) during Coursework	Automatic Suspension from Program by Graduate School

Cumulative Averages

The following academic/grade point minimums are required to qualify for an M.A. or Ph.D. degree. Not meeting any one of these will disqualify a student from the Graduate Program. Specific approval from the Department of Anthropology is necessary for requalification.

- A cumulative B (3.0) for all courses;
- A cumulative B (3.0) for all 700-level and above courses.

In addition, a total of 12 hours of less than B work will disqualify a student from the Graduate Program. Specific approval from the Department of Anthropology is necessary for submitting a request to the Graduate School to waive the 4 'C' rule.

Applying for Graduation after Deadline

Applications for GRADUATION submitted after the announced filing deadline will be accepted if supported by a letter from the student's Graduate Director and accompanied by a special processing fee of \$25.00, which increases by \$25.00 for each additional month after the deadline.

Student Participation in the Program

Graduate education requires a strong professional commitment on the part of students. Much more than course work, it is a means for becoming a professional. As such, students are **expected to actively participate** in the range of professional activities available at the University. Students should regularly attend Department lectures and colloquia, as well as colloquia in other departments related to their field of study. Advanced students are encouraged to participate in and present papers at regional and national meetings, as well as to publish their research in appropriate places.

Colloquia

Students can learn a great deal about public presentations and about the state of knowledge in the various sub-disciplines of Anthropology through attending presentations by other scholars. The department sponsors a colloquium series throughout the semester. Students are expected to attend these and **should therefore keep the colloquium time slot free throughout the academic year.**

Importance of Public Presentations

In order to gain practice in communicating the ideas of anthropology to a wider audience, each student will be expected to make a public presentation of some sort during their second year in residence: for example, a presentation to an elementary or high school class, a college class, civic club, or an oral or poster presentation at a professional meeting. Students are encouraged to present their research at professional meetings. The department provides small stipends to defray the cost of travel to such gatherings. For example, the Southern Anthropological Association meetings, the Southeastern Conference on Linguistics meetings, the South Carolina Archaeology Meetings and Southeastern Archaeological Conference provide excellent opportunities for student presentations. Students are especially encouraged to present field school and thesis/dissertation-related research.

Schedule of Expected Progress for Master's Students

Timeline 1 represents an ideal pathway for students pursuing the four-field academic track, and we will be flexible, within reason, as needed. Timeline 2 represents the pathway for students pursuing the professional track in

archaeology who ideally complete their degree after their third semester in the degree program following summer of supervised research / internship.

Timeline 1 – Standard M.A. in one of the four fields (including anthropological archaeology) with cross-subfield training.

<i>Semester</i>	<i>Coursework</i>	<i>Thesis</i>	<i>Other Requirements</i>
Year 1 – Fall	ANTH 703 6 additional hours		Breadth (out-of-subfield course). Pursue summer research funding
Year 1 – Spring	9 credit hours	Circulate Thesis Topic to faculty. Form thesis Committee. Research Proposal Presentations. Comprehensive Exams.	<u>Forms Due:</u> Program of Study Thesis Topic Thesis Committee MPOS
Year 1 – Summer		Data collection	Fieldwork Form completed before work begins
Year 2 – Fall	6 hours 3 hours thesis writing	Analyze data & thesis writing	
Year 2 – Spring	3 hours coursework 3 hours thesis writing	Complete thesis	Apply for graduation

Timeline 2 - MA Professional Track in Archaeology

<i>Semester</i>	<i>Coursework</i>	<i>Thesis / Internship Project</i>	<i>Other Requirements</i>
Year 1 – Fall	ANTH720 or ANTH745 3 credit hours	Choose Chair of Thesis/Internship Project	MPOS submitted
Year 1 – Spring	ANTH 742 ANTH 750 3 additional hours	Circulate thesis topic to faculty. Establish Full Committee. Research Proposal Presentations. Comprehensive Exams.	<u>FORMS:</u> Thesis/Internship Topic Thesis /Internship Committee
Year 1 – Summer	3 credits : ANTH 799 (Thesis project hours)	Data collection	<u>Forms:</u> Fieldwork form <i>before work begins</i>
Year 2 – Fall	6 credit hours 3 credits ANTH 799 (Thesis project hours)	Analyze data complete thesis / intern project	Present Project? Apply for graduation

Schedule of Expected Progress for Ph.D. Students

This proposed schedule will vary depending on the nature of the dissertation project and the amount of time necessary for data collection, analysis, and dissertation writing. The following represents an ideal timeline, and we will be flexible, within reason, as needed. The proposed credit hours reflect the expectation that students will have alternate sources of funding during the time they are off campus collecting data for their dissertations. We hope to

be able to provide teaching assistantships for one year of dissertation writing (subject to availability of funds and contingent on student progress) and students must be registered for at least 6 credit hours at that time.

<i>Semester</i>	<i>Coursework</i>	<i>Dissertation</i>	<i>Other Requirements</i>
Year 1 - Fall	6 hours		2 out-of-subfield courses (different than MA period) Explore/apply for funding
Year 1 – Spring	6 hours	Choose Dissertation Chair Circulate Dissertation Topic Complete Dissertation Proposal Action Form / Present Dissertation Topic to Department	Doctoral Committee Appointment Request Form
Year 1 – Summer		Research Site Visit / Prepare for data collection & Fieldwork	Prepare Annotated Bibliographies for Comps / Explore and apply for external funding
Year 2 – Fall	6 hours	Comprehensive Exams Work on Dissertation Proposal	DPOS completed 24 months from starting Ph.D. program Explore/apply for funding
Year 2 – Spring	6 hours (some may be 899)	Defend Dissertation Proposal = Qualifying Exam	Explore and apply for external funding
Year 2 – Summer thru Year 3 – Summer	At least 1 hour Spring & Fall semesters	Data Collection / Fieldwork	Explore and apply for external funding
Year 4 – Fall thru Year 4 Spring	At least 1 hour during Spring & Fall	Data Collection / Fieldwork / Write Dissertation	Explore and apply for external funding
Year 4 – Summer thru Year 5 Fall	At least 1 hour of course work	Write Dissertation	Explore and apply for external funding
Year 5 - Spring	At least 1 hour 12 hours of 899 must be completed by this time	Apply for graduation Defend Dissertation	Dissertation Defense done at least 2 weeks before defense / SED Survey

Funding

Students who enter the Ph.D. program without the M.A. may receive funding from the Department of Anthropology for up to 5 years while those entering the Ph.D. program with the M.A. may receive funding for up to 3 years. We expect all students to explore and apply for external funding to support their graduate education (NSF Grad fellowships, etc.). Students are expected to seek funding from outside the department and by doing so can often increase the length of time they are funded. In general, students who have funding from outside the department that is equal to, or more than the funding offered by the department will not receive department funding during those semesters unless there are teaching assistantships that have not yet been filled. Students who receive a small amount of funding from outside the department may receive department funding to raise the level to that offered by the department. Students who have had outside funding for much of their program may receive funding from the department during their final stages of writing the dissertation. The only funding offered by the department are

teaching assistantships; therefore, students can *only receive it if they are present on campus*. While we endeavor to find funding for all students, funding is always subject to availability and contingent on the continued good standing of the student. A student admitted to the ***M.A.-Ph.D. program must complete the M.A. in two years or funding will cease until the M.A. is completed*** and a decision to continue to the Ph.D. program is made by the faculty. Only then will additional funding be released.

Assistantship

The Anthropology Graduate Program offers several graduate assistantships. Selections of graduate assistants are based on student qualifications and the needs of the department. Assistantships within the Department of Anthropology involve assisting faculty members in teaching their courses while those offered through the South Carolina Institute for Archaeology and Anthropology involve assisting with research. Students who do not receive department assistantships are encouraged to seek assistantships in other departments. For example, the Women's and Genders Studies Program, the McKissick Museum and other departments and programs often offer assistantships that provide the opportunity for students to widen their network on campus and to become involved in innovative and exciting projects where they can enhance their skills.

Although the amount of an assistantship award can vary, students who have assistantships will generally qualify for in-state tuition and tuition fee abatement. While the abatement will substantially assist with the cost of tuition, the student will still be required to pay a series of other fees.

Assistantships held by M.A. students require 15 hours of work per week; assistantships held by Ph.D. students require 20 hours of work per week. There may also be half-time assistantships, which require 7.5 to 10 hours of work per week for M.A. and Ph.D. students, respectively. The Graduate Director assigns assistantships on the basis of student interests and abilities as well as faculty and department need.

At the end of each semester, the Graduate Director reviews the allocation of assistantship funds and may reallocate them based on merit, assistantship performance, and available funds.

Ordinarily an average grade of B+ will be required to keep an assistantship. Students may apply for assistantships in their second year even if they did not receive one in their first year. All students serving as Instructional Assistants or Teaching Assistants are required by the Graduate School to take a University Instructional Development Project workshop, held shortly before the Fall Semester begins.

Graduate School Support

The Graduate School offers fellowships to incoming students and allows each department to submit two applications per year. The Department of Anthropology automatically considers everybody who has been accepted into the Graduate Programs. The Graduate School also co-sponsors fellowships for minority students with the Southern Regional Education Board. Interested students should contact the Graduate School for additional details and information on other assistantships and fellowships.

Other Financial Aid

Students are strongly encouraged to pursue additional financial support through the federally sponsored Work-Study program, administered at USC through the student Financial Aid Office, 1714 College St. (777-8134). The student Employment Office, located on the 6th floor of the Business Administration Building, maintains listings of graduate assistantship opportunities available through other departments. They can be reached by phone at 777-7280.

Department Graduate Travel

The Department will only fund graduate students for conferences at which they are presenting. When returning from your conference you must submit a copy of the conference program cover and the page with your name on it. If you are requesting funds during the academic year for fieldwork, please include the completed Contract for Summer Field Practicum (Form #27) with your travel info sheet (Form #29).

The Department *only accepts two requests for travel per academic year*. If you are planning to travel during the Fall semester, forms must be completed and turned into the Graduate Director no later than September 22. For the Spring semester forms must be turned in by December 11. Some exceptions can be made but priority will go to those students who turn in their requests by the appropriate dates.

If you are **traveling in the Fall semester before September 4, please turn in your form as soon as possible. The travel **paperwork for the university must be submitted before you leave** for your trip in order for you to be reimbursed.*

Please read [Travel Reimbursement Information for Students](https://sc.edu/study/colleges_schools/artsandsciences/anthropology/my_anthropology/graduates/index.php) to learn important additional information on requesting and being reimbursed for travel. This information can be found with other key documents in the “forms” section located at https://sc.edu/study/colleges_schools/artsandsciences/anthropology/my_anthropology/graduates/index.php.

Requests for funding for summer research should be made to the department by April 1. Please complete both the Contract for Summer Research-Field Practicum (Form #27) and the Request for Conference-Research Travel (Form #29).

Facilities

The Department makes every effort to provide all students with office space. We encourage students to utilize offices, laboratories, archives, libraries, and photographic and computer facilities. The Department of Anthropology does not, however, provide office or photo supplies, or free photocopying; students must obtain specific permission from the appropriate faculty or staff member should they require such supplies. In addition to the program's facilities, the College of Arts and Sciences Computing Laboratory provides state-of-the-art computer facilities for students in the College. Here students can access computers for analysis, mapping, and word processing. The Department also maintains a Computer Lab for students.

Forms for Completing your M.A. & Ph.D. in Anthropology

The following section includes the forms required for the successful completion of the Master's and Doctoral Programs. (Please get original forms from the Graduate School website for those with the “*” in front of them and from the Graduate Coordinator for all others – these are only copies.) ***It is the student's responsibility to maintain an up-to-date copy of these forms on file in the Main Office of the Department of Anthropology.***

*** All forms with an * are found on the Graduate Schools web page**

https://www.sc.edu/study/colleges_schools/graduate_school/graduate-studies/forms_library/index.php

All forms from the Graduate School must be typed. They will not accept handwritten forms.

Forms for Master's Students

- 1 ***Master's Program of Study (MPOS)**
-Must be completed and on file with Graduate School 12 months prior to graduation.
- 2 Thesis Proposal form – to be completed by Thesis Committee
- 3 ***Master's Comprehensive Exam Verification Form**
- 4 Approval of Thesis Committee

- 5 Approval of Thesis Topic
- 6 Permission to Register for 799
- 7 *Thesis Signature and Approval Form (G-TSF)
-this form must be signed and submitted to the Graduate School within a couple of days of uploading your thesis

Forms for Ph.D. Students

- 8 *Doctoral Program of Study (DPOS)
-must be completed and on file with Graduate School by the end of 4th semester and after comprehensive and qualifying exams are passed.
- 9 Research Skills Form
- 10 *Doctoral Committee Appointment Request Form - GS48 (G-DCA)
- 11 Doctoral Comprehensive Exam
(Ph.D. Committee Evaluation of Annotated Bibliographies and Essays)
- 12 *Ph.D. Comprehensive Exam Verification form
- 13 Dissertation Proposal Action Form (written portion of exam)
-this form also includes your working title for your dissertation
- 14 *Doctoral Qualifying Exam Verification Form (Qualifying Exam Verification Form)
- 15 Permission to Register for 899
- 16 Ph.D. Annual Student Progress Report (to be completed by student each Spring semester)
- 17 *Dissertation Signature and Approval Form (G-DSF)
-the form must be signed and submitted to Graduate School within a few days of uploading your dissertation
- 18 *Z-Status Form (Request for Special Enrollment GS-ZS)
(Guidelines included – **READ CAREFULLY**)

Forms for ALL Students

- 19 Advisory Worksheet (see online spreadsheet on shared One Drive)
- 20 *Application for Degree or Certificate (AS-126)
-must be completed and turned in when you apply for graduation
- 21 *Program of Study Adjustment Form - GS-43 (POSA)
-Details any changes in Program of Study (Grad School Website)
- 22 *Concurrent Enrollment (G-CON)
-Needed if student is enrolled in another degree program or a certificate program
****Must also complete an additional POS for any other degree program***

- 24 Time Sheet
-Must be filled out and signed each week by all teaching assistants
- 25 *Independent Study Contract (G-ISC)

Travel Fund Forms

- 27 Contract for Summer Field Practicum
-This form must be done before leaving for summer research, it is also used as part of your request for summer travel funds
- 28 Verification of Required Supervised Fieldwork
- 29 Request for Conference-Research Travel
-Must be completed when requesting travel funds from the department. This form needs to be turned into Amber Compton a minimum of 3 weeks before the actual travel dates.
- 30 *Graduate School Travel Grants Award Form Instructions – Ph.D.’s ONLY

*Must be completed 12 months prior to graduation and filed with the Graduate School.



Master's Degree or Certificate Program of Study

is form should be filled out on your computer, then saved with a new file name to your local disk.

Next, print the form and obtain the necessary signatures.

Last Name:		First Name:		MI:	USC ID:
Street:		City:		State:	Zip:
Email:			Phone:		
Degree:	Major:			Track:	

Admitted to Program	Term	Year	Foreign Languages required:	Date Completed

Other Requirements:

--

Program of Courses

In the spaces provided below, list all courses for which approval is requested in the master's degree (including thesis, if required) or certificate program. Example: ENGL 751 Amer. Novel in 20th Cent. Do not list courses not specifically required for the master's or certificate program. Note that any course on this program which exceeds the 6-year limit (before the degree is awarded) must be revalidated or replaced with another course.

Dept Prefix	Course Number	Abbreviated Course Title	Term Completed	Year	Credit Hours	Grade	Where Taken

**SEE GRAD SCHOOL
WEBSITE**

Approval Signatures

Student _____ Date _____

Graduate Director of Program or School _____ Date _____

Major Professor _____ Date _____

Dean of the Graduate School _____ Date _____

**Master's Degree or Certificate Program of Study**[illegible]

Approval Signatures

*****BOTH PAGES MUST BE SIGNED IF COURSEWORK EXTENDS TO SECOND PAGE*****

Student	Date
---------	------

Graduate Director of Program or School	Date
---	-------------

Major Professor	Date
------------------------	-------------

Dean of the Graduate School _____ Date _____

MUST BE COMPLETED ON LETTERHEAD

Date: _____

Thesis Proposal

Name: _____

Passed: _____

Revisions Needed: _____

SAMPLE

Expected Completion Date: _____

Completion Date: _____

Thesis Director

Graduate Director



MASTER'S COMPREHENSIVE EXAM VERIFICATION

Today's Date: _____

Student's Name: _____

Department: _____

USC ID# _____

Date of Comprehensive Exam: _____

**SEE GRAD
SCHOOL
WEBSITE**

I verify that the above-named student has successfully passed the
Master's Comprehensive Exam.

Department Graduate Director:

Graduate School Coordinator's Initials: _____

MUST BE ON LETTERHEAD

Date: _____

TO: DEAN OF GRADUATE SCHOOL

The Director of the Anthropology M.A. Program has approved the following Thesis Advisement

Committee for _____ / USC ID: _____

*Printed Name**Signature*_____
Chair_____
Chair


The Department of Anthropology has also approved the following Thesis topic:

THESIS COMMITTEE CHAIR_____
GRADUATE DIRECTOR_____
CHAIR, DEPARTMENT OF ANTHROPOLOGY

MUST BE ON LETTERHEAD

Date: _____

TO: DEAN OF GRADUATE SCHOOL

The Department of Anthropology has approved the *following* Thesis topic for

USC ID

SAMPLE

THESIS COMMITTEE CHAIR

GRADUATE DIRECTOR

CHAIR, DEPARTMENT OF ANTHROPOLOGY

**THE GRADUATE COORDINATOR CAN PROVIDE THIS
FORM TO YOU. MUST BE RETURNED TO HER WHEN YOU
ARE ADVISED EACH SEMESTER.**

Permission to Register for ANTH 799 (Thesis Writing)

This contract must be completed, signed by both student and instructor, and filed in the Department office before being cleared to register for ANTH 799.

Student Name: _____ USC ID: _____

Instructor Name: _____

Course: ANTH 799 Semester: _____ Year: _____

Schedule Code: _____

Brief description of material to be covered, work to be done:

SAMPLE

Schedule of meetings between student and instructor:

Final grade to be based on: _____

Beginning date: _____ Planned completion date: _____

Student signature and date: _____

Instructor signature and date: _____

Research Skills

Student: _____

Research Skill #1: _____

Description: _____

Form of Completion: _____

Date of Completion: _____



Research Skill #2: _____

Description: _____

Form of Completion: _____

Date of Completion: _____

Advisor Signature: _____ Date: _____

Graduate Director: _____ Date: _____

G-DCA



THE GRADUATE SCHOOL

DOCTORAL COMMITTEE APPOINTMENT REQUEST

This form should be filled out on your computer, then saved with a new file name to your local disk. Next, print the form and obtain the necessary signatures.

Doctoral Committee Membership

In order to serve on a doctoral committee, all **regular committee members** must hold a **regular, associate, or term** appointment to the graduate faculty (your Graduate Program will have information as to the status of relevant faculty). The major professor must have a regular or associate appointment to graduate faculty. Term appointment graduate faculty are not eligible to serve as the major professor but may serve as an additional major professor along with a regular or associate graduate faculty member. Each doctoral committee must have an **outside member** (with the exception of DMA students whose major is NOT piano). Each doctoral committee should have no more than one outside member.

The outside member: (i) may be a faculty member at USC or a faculty member at another institution nominated by the Graduate School, or may be a qualified professional from the private or government sector who is qualified in the student's research area and is approved by the Dean of the Graduate School; (ii) is a faculty member at USC or a faculty member at another institution nominated by the Graduate School, or may be a qualified professional from the private or government sector who is qualified in the student's research area and is approved by the Dean of the Graduate School; and (iii) is approved separately for each committee.

**SEE GRAD
SCHOOL WEBSITE**

Major points that should be noted with regard to committee membership:

1. A majority of the committee composition must be regular and/or associate members of the Graduate Faculty.
2. A doctoral committee member whose Graduate Faculty eligibility expires (e.g., emeritus faculty) while a student is still pursuing the degree may continue to serve until the student completes the program or the committee is dissolved. To continue to serve in the capacity as major professor or regular member is a special exception. This request (with a valid academic justification) must have the endorsements of the unit faculty, chair of department, graduate director, and academic dean. Once these approvals are affirmed, the petition is presented to the Dean of the Graduate School for final approval. Otherwise, a change in the committee composition must be presented to the Dean of the Graduate School replacing the now ineligible member.

Doctoral Committee Functions

WRITTEN AND ORAL COMPREHENSIVE EXAM COMMITTEE administers the written and oral portions of the comprehensive exam.

DISSERTATION COMMITTEE directs the student in the preparation of the dissertation, examines the student on the dissertation, and informs the Dean of the Graduate School as to whether the student passed or failed. The dissertation cannot be submitted to the Graduate School until it has been approved and signed by members of the dissertation committee.

Instructions for Filling Out This Form

Student should complete each item on the following page. Check the appropriate committee(s) to which this request applies (Comprehensive Examination/Dissertation) to assure compliance with Graduate School policy. Each committee must include an outside member and at least three other members (the major professor and two or more members from the student's degree program). Upon completion of the form, student should sign the form and pass it along to the program's Graduate Director. The Graduate Director, after approving the composition of the committee, should sign the form and transmit it to the Graduate School.

G-DCA



THE GRADUATE SCHOOL

DOCTORAL COMMITTEE APPOINTMENT REQUEST

This form should be filled out on your computer, then saved with a new file name to your local disk. Next, print the form and obtain the necessary signatures.

Last Name: First Name: M.I.

Street: USC ID:

City: State: Zip:

Department/Program:

Major: Degree Sought:

This application is for the appointment of the:

1. ☐ Written and Oral
2. ☐ Dissertation Committee

**SEE GRAD
SCHOOL WEBSITE**

Committee Members (Please list names and titles of all members who will sign.):

Major Professor:

Additional Major Professor
(if applicable):

Member:

Member:

Member:

Outside Member:

Name of USC department/program or other institution affiliation for outside member:

Student signature: _____ Date: _____

APPROVAL:

Graduate Director: _____ Date: _____

Dean of the Graduate School: _____ Date: _____

**DOCTORAL COMPREHENSIVE EXAMINATION
PHD COMMITTEE EVALUATION OF ANNOTATED BIBLIOGRAPHIES AND ESSAYS**

Date enrolled in program			
Student Name			
Email Address of Student			
Title of Dissertation Proposal			
Examination Date :	Time :	Place :	
Dissertation Director and Committee Members	SEE GRAD SCHOOL WEBSITE		

EVALUATION

(E : Excellent VG : Very Good G : Good S : Satisfactory US : Unsatisfactory)

THEMES OR TOPICS OF BIBLIOGRAPHIES AND ESSAYS

A	
B	
C	

ESSAYS	THEME A	THEME B	THEME C
Depth of knowledge and understanding			
Integration or synthesis of knowledge			
Critical engagement with the theme(s)			
Coherence and structure of essay			
Precision and clarity			
Grammar and spelling			

ORAL PRESENTATION AND DISCUSSION	THEME A	THEME B	THEME C
Argument, reasoning, and structure of thoughts			
Facility of expression, clarity of responses to questions, precision of vocabulary			

COMMENTARY

Strengths

**SEE GRAD
SCHOOL WEBSITE**

Aspects for improvement

Oral Presentation

Recommendation to the Graduate Director

☐ **Exam passed** (attach the evaluation of _____ student)

☐ **Passed with conditions**
The student must satisfy the following _____ sing:

**SEE GRAD
SCHOOL WEBSITE**

☐ **Examination must be re-taken by:** _____ **(date)**

(A memo must accompany this form clearly stating the aspects of the examination and/or dissertation proposal that must be improved as well as the format which the re-examination will take)

Name of the Dissertation Chair(s)	
--------------------------------------	--

Final Evaluation : _____ (letter grade : A, A-, B+, B, B-, C+, etc.)

Signature of Dissertation Chair(s)

Date

Dissertation Proposal – Qualifying Exam Written Portion of QE’s Action Form

Student: _____ Date: _____

Working Title of Dissertation: _____

Action Taken (check one)

_____ Proposal Approved _____ Proposal Approved Conditionally*
 _____ Proposal in need of re-review with another meeting (before beginning data collection)

Date Meeting Set: _____
 Prospectus Approved: _____
 Chair Signature: _____

SAMPLE

* Summary of Conditions: _____

Action Acknowledgement:

Dissertation Chair: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Student: _____

** Must be signed by at least 2 committee members and chair**

NOTE: Once Oral portion of QE’s are complete, please fill out the Graduate Schools QE Verification form.

**THE GRADUATE COORDINATOR CAN PROVIDE THIS
FORM TO YOU. MUST BE RETURNED TO HER WHEN YOU
ARE ADVISED EACH SEMESTER.**

Permission to Register for ANTH 899 (Dissertation Preparation/Writing)

This contract must be completed, signed by both student and instructor, and filed in the Department office before you will be cleared to register for ANTH 899.

Student Name: _____ USC ID: _____

Instructor Name: _____

Course: ANTH 899 Semester: _____ Year: _____ Schedule Code: _____

Number of Credits being taken: _____

Date of Comps: _____

If these have not been passed, please _____ will be taking dissertation
hours (instead of signing up for _____ in Practicum in Anthropology):

SAMPLE

Brief description of material to be covered, work to be done (please make sure amount of work is comparable to the amount of credits being taken):

Schedule of meetings between student and instructor:

Final Grade to be based on:

Student Signature _____

Date

Instructor Signature _____

Date

Doctoral Program in Anthropology @ USC
Annual Student Progress Report

Name: _____ Date: _____

Address: _____ Phone: _____

City: _____ State: _____ Zip: _____

Entry Term: _____ USC ID _____

Field: _____ Subfield: _____

Current Advisor / Chair: _____

Research Interests (provide a **brief** description): _____

Timetable for Completion of Degree Milestones:

Milestone	Term	SAMPLE	
Research Skills (1)			
Research Skills (2)			
18 consecutive hrs			
Prospectus Approved			
Annotated Bib			
Bibliographic Essay			
Oral Exams			
Admitted to Candidacy			

Academic Honors and Achievements: _____

Plans for Research (timing, location, activity): _____

Funding Sources Applied for (and approximate time you expect to hear): _____

Research / Dissertation Plans (for candidates only)

Please indicate precisely where you are in progress to the degree:

Are you engaged in research? Yes _____ No _____

What Point? Beginning _____ Middle _____ Near End _____
Other (explain) _____

Are you writing chapters? Yes _____ No _____ How many? _____

Has your advisor seen your chapters? Yes _____ Not Yet _____

If you have revised your committee, have you filed your new form? Yes _____ No _____

If you are planning to defend soon, have you contacted your committee? Yes _____ No _____

Prospectus Title: _____

Dissertation Title: _____

SAMPLE

Please Attach a Personal Statement

(Describe your research and professional interest, your goals, and plans. Please be brief.)

Advisory Worksheet

Name: _____

Email: _____

Subfield: _____

Required Courses:

(PhD must take if not taken during MA) Semester Taken

ANTH 703 _____

ANTH 711 _____

Subfield Distribution:

If course not taken, please note reason

Archaeology

ANTH 720

and

ANTH 745

SAMPLE

Cultural

ANTH 730 _____

Physical / Biological

ANTH 762 _____

Linguistic

ANTH 747 _____

and

ANTH 748 _____

Distribution Requirement

Course

MA Students – 1 out-of-area _____

PhD Students – 2 out-of-area _____

(must be different than out-of-area
during MA)

PhD – Out of Department Course _____

Independent Study

-Please list whom the independent study was taken with and what specialization

Brief Description of Fieldwork:

Date when all required fieldwork to do the analysis is completed:

*MA students must have 27 hours of course work and 6 hours of thesis writing.

*PHD students must have 18 hours of course work and 12 hours of dissertation writing.

-There is no need to list your thesis / dissertation hours below

Elective Courses

Course

SAMPLE

Notes:

Committee

Chair: _____

Co-Chair: _____

Members: _____

Outside Member: _____

-please check with Cat to see if additional paperwork is needed for outside reader

MA Comprehensive Exam

PhD Qualifying Exam Date

Comprehensive Exam

SAMPLE

Concurrent Enrollment

-List the 3 courses that you will be using for both degrees

_____	_____
_____	_____
_____	_____

-List the 3 courses that will only be for your second degree / certificate

_____	_____
_____	_____
_____	_____

PUT IN GRADUATE DIRECTORS'S MAILBOX ONCE SIGNED BY ADVISOR

Professor: _____ Course / Sections: _____

Graduate Student: _____

Week Beginning: (Mon. Date) _____ (you can put more than 1 week on each time card)

[illegible]

Professor's Signature: _____

Student Signature: _____

Graduate Student Evaluation - End of Year Assessment

Please fill in the top portion of this form and then give to your advisor / chair. The advisor / chair will fill in the overall assessment portion of this form.

TO BE COMPLETED BY STUDENT:

Student: _____

Thesis / Dissertation Director/Advisor: _____

Year _____ **MA** **PhD**

Paperwork: circle all that have been filed:

MA

Program of Study

Thesis Committee

Topic Form

Concurrent Enrollment

Summer Field Experience

PhD

Research Skills

Program of Study

Committee Form

Comprehensive Exam Verification

Qualifying Exam Verification

Credit hours completed _____

Committee members (In add

1. _____
2. _____
3. _____
4. _____

SAMPLE

Thesis / Dissertation Topic:

Qualifying Exams

Date Completed: _____

Comprehensive Exams

Date Completed: _____

Public presentations given:

Conference papers:

Publications:

Other Activities:

TO BE COMPLETED BY ADVISOR / CHAIR

Overall Assessment:

Directions for FORM #27

Description of Project:

Student must write a paragraph or more describing the work he/she is planning to undertake, outlining (as appropriate) the purpose of the project, the student's role, the expected outcomes in terms of education, data collection and the product required by the supervisor. The product can be a short report, weekly written updates, field journal, etc., decided in consultation with the supervisor. Project description should be attached to this page.

Budget:

Students who would like to be considered for departmental funding (when available) should include a budget that itemizes necessary expenses beyond ordinary subsistence, which will be incurred in the process of undertaking the project. Such expenses include travel (airfare, fuel for travel outside Columbia, hotels), tuition, supplies (plastic bags, audio, and video tapes, stationary, etc.), laboratory fees and so forth. Attach the budget to this page.

SAMPLE

Contract for Summer Research/Field Practicum**Student's Name:** _____**Faculty Supervisor:** _____**Title of Project:** _____
_____**Start Date:** _____ **End Date:** _____**Description of Project:**

SAMPLE

Budget: (Itemized list)*To be signed **BEFORE** the student goes into the field.*

This summer field practicum has been approved.

Supervisor's Signature_____
Student's Signature_____
Graduate Director****Make sure to complete Verification of Required Fieldwork Form (#28) when you return**

**Department of Anthropology
University of South Carolina**

Verification of Required Supervised Fieldwork

Student Name: _____ USC ID: _____

Title of Project:

Start Date: _____

SAMPLE

This project was satisfactorily completed:

Student's Advisor: _____
(printed name)

(signature)

(email address)

(date)

Request for Conference/Research Travel

Directions: Please complete this form and turn into your advisor. Your advisor will then turn into the Department

Name: _____ USC ID: _____

Purpose of Trip (Name of Conference): _____

Destination of Trip: _____

Dates of Trip: From: _____ To: _____

Time leaving Columbia, SC: _____ (Check Plane Receipt)

Title of Presentation (Must be _____)

SAMPLE

Transportation Costs	Personal Vehicle (\$0.54 per mile)	\$
Miles one way X....	To:	
Subsistence	Meals (see reimbursement scale below)	\$
	Hotel	\$
Other Expenses	Local Transportation / Parking	\$
	Registration Fees	\$
	TOTAL AMOUNT REQUESTING	\$

Are you requesting funds from other sources for this trip (such as the Grad School)? Y / N

If yes, from where? _____

If this funding is from the Graduate School, how many times have you applied for funding from them?

Significance of conference attendance with respect to Professional Development: _____

Student Signature

Advisor Signature

Advisor Ranking (If you have a student who is applying for funding for multiple conferences during the same funding period, please rank the relative importance of each conference for the student's professional development): _____

In-State Meal Reimbursements	B – 6 L – 7 D - 12	Out-of-State	B – 7 L – 9 D - 16	
---------------------------------	----------------------------	--------------	----------------------------	--

*If the paper / poster being presented has multiple authors, the student must have contributed at least 50%. Students presenting their own research directly related to their MA/PhD theses will be ranked higher than those that do not.

If you are going Out-of-Country, the per diem rate is figured by country and city from the State Department's website.

SAMPLE

2025 – 2026 Award Cycles

Cycle	Application Period	Travel Dates
1	June 1 - 7, 2025	July 1 - Sept. 30, 2025
2	Sept. 1-7, 2025	Oct. 1 - Dec. 31, 2025
3	Dec. 1-7, 2025	Jan. 1 - March 31, 2026
4	March 1-7, 2026	April 1 - June 30, 2026

About Award Cycles

Applications for travel grants are accepted in four cycles each year. The application portal remains open for one week each cycle and then grants are awarded on a rolling basis until funds for the cycle have been exhausted.

The Best Chance for Being Considered

Students who apply early in the award cycle will have a significant advantage.

Note: students must apply and be approved for funding in advance of the start date of travel. If your project includes travel outside of the United States, you will also be required to follow the [guidelines for international travel](#).

Travel Grant Eligibility

You must...

- Be enrolled in a degree-seeking doctoral or MFA program when you apply and when you travel.
- Present a paper/poster/creative work at a conference or meeting of national or international standing.
- Be the first or sole author of the work.
- Provide a PDF copy of your invitation to present or your acceptance notification. (If the conference acceptance notification is not received before the application deadline, attach a note in that field indicating it will be sent to Robert Sutherland rsutherland@mailbox.sc.edu.)

Applications accompanied by a departmental funding match are preferred.

How often can I receive a travel grant?

Students may receive no more than one travel grant in any fiscal year (July 1 - June 30) and no more than two while here at UofSC.

Travel Grants Cannot Be Used For:

- Field or Library Research
- Working Conferences
- Courses
- Retreats
- Workshops
- Attendance at a Professional Meeting
- Travel Already Started or Completed
- Professional Memberships

Award Amounts

Domestic Travel: Up to \$500

International Travel: Up to \$800

You may apply for additional funding through:

- Your Department
- **University Awards**
- **National Fellowships**

Application Process

You must complete your application prior to traveling.

1. Submit the Conference Travel Grant Request Form.

The link for the cycle one Travel Grant Request form will be active for submissions from June 1 – June 7, 2025.

2. Your advisor reviews your request.

Your academic advisor will receive a copy of the request via email. They will need to provide confirmation of your standing and progress to degree. You are responsible for following up with your advisor about your travel grant request.

3. The graduate director reviews your request.

Once your advisor signs off on your materials, the graduate director will receive notification to approve your travel request. You are responsible for following up with the graduate director about your travel grant request.

4. The Graduate School makes a decision about your request.

Once the graduate director approves your materials, the Graduate School begins its review. Only complete applications can be reviewed. The Graduate School reserves the right to require additional documentation to complete the review.

5. If approved, complete the Travel Authorization form.

Send your award notification email to your department's program administrator or business manager. They will help you complete the Travel Authorization (TA) form.

Submitting the Travel Authorization Form

Your department should send your TA form with the award notification email attached to the Travel Office. (The Graduate School does **not** have to sign the TA form if the award notification email is attached.)

Total TA Amount

Your form should include a separate line for the grant awarded by the Graduate School plus all support provided by the student's department.

Graduate School Account Information

Contact Robert Sutherland at rsutherl@mailbox.sc.edu.

6. Submit a Travel Reimbursement Voucher (TRV)

With the help of your department's program administrator or business manager, submit a Travel Reimbursement Voucher to the USC Travel Office.

When to Submit

Within 30 days of completing your travel.

International Travel Guidelines

Students traveling out of the country are required to follow certain health and safety international travel guidelines.

Travel Grant Contact

Robert Sutherland Email: rsutherl@mailbox.sc.edu.

International Travel Guidelines

Students traveling out of the country are required to follow the university's [**international travel guidelines**](#).

MY.SC.EDU | [DIRECTORY](#) | [MAP](#)
1705 COLLEGE STREET, SUITE 552, COLUMBIA, SC 29208 | PHONE: 803.777.4243 * FAX:
803.777.2972 | GRADAPP@MAILBOX.SC.EDU

***THE GRADUATE SCHOOL IS NOW LOCATED IN THE CLOSE-HIPP BUILDING ON THE
EAST END OF CAMPUS***

Anthropology Departmental Faculty

Monica Barra

(Ph.D., Graduate Center at City University of New York, 2018; Asst. Prof.)

Environmental racism and justice, critical anthropologies of North America, racial formations, political ecology/environmental anthropology, science studies

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Carlina de la Cova

(Ph.D., Indiana University, 2009; Assoc. Prof.)

Biological anthropology, skeletal biology, paleopathology, health disparities, African diaspora, bio history, medical history

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John Doering-White

(Ph.D., University of Michigan, 2019; Asst. Prof.)

Immigration, humanitarianism, violence, social entrepreneurship, Central America, Mexico, Detroit

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(Ph.D., University of Michigan, 2019; Asst. Prof.)

Environmental studies, environmental justice, ecology and agriculture, colonial and modern farming, Yucatan, Mexico

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Katherine (Kelly) Goldberg

(Ph.D., University of South Carolina-Columbia, 2018, Professional Instructional Faculty, Honors College)

African Diaspora, historical archaeology, public archaeology, ethnoarchaeology, museum studies, oral history, memorialization and heritage, culture contact, identity, ceramics, West Africa, Caribbean, Eastern United States.

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Christina González

(Ph.D., University of Texas – Austin, 2023; Asst. Prof. of Research)

Sociocultural anthropologist, native american and indigenous studies, museum studies

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Dillon Ludemann

(Ph.D., Binghamton University, 2022; Visiting Professor)

Linguistic anthropology, digital narrative, language ideology

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Marc Moskowitz

(Ph.D., University of California - San Diego, 1999; Prof. & Chair)

Cultural and visual anthropology, gender, popular culture, sexuality; China, Taiwan

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Jennifer Reynolds

(Ph.D., University of California - Los Angeles, 2002)

Linguistic and visual anthropology, language socialization, language ideology, transnational migration, childhood; Guatemala, Latin America, US

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David Simmons

(Ph.D., Michigan State, 2002; Assoc. Prof. & Faculty Principal, Galen Health Fellows Living/Learning Community)

Medical Anthropology, International Public Health; West and Southern Africa, Dominican Republic
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Kimberly Simmons

(Ph.D., Michigan State, 2002; Assoc. Prof.)

Cultural anthropology, race and ethnicity, gender, identity formation, women's formations, African Diaspora; US, Dominican Republic, Caribbean, Latin America

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Magdalena Stawkowski

(Ph.D., University of Colorado Boulder, 2014; Asst. Prof.)

Cultural/medical anthropology, technology and society, Cold War nuclear testing and health, toxicity, post-Soviet transformations, political economy, neoliberalism, Central Asia, Kazakhstan.

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Terrance Weik

(Ph.D., University of Florida, 2002; Assoc. Prof. & Graduate Director)

Historical archaeology; African Diaspora, antislavery resistance, ethnogenesis, Black and Indigenous studies, social identity; Latin & North America

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Anthropologists in Other Departments, Schools, or Institutes**Jessica Barnes – Geography Department**

(Ph.D., Columbia University, 2010)

Environmental anthropology; water politics; climate change; food security; Middle East

jebarnes@mailbox.sc.edu

Joanna Casey – Associate Professor (retired)

(Ph.D., University of Toronto, 1993; Assoc. Prof.)

Ethnoarchaeology, prehistoric archaeology, early farming communities, trade, gender, lithics; West Africa, Ethiopia

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Chester DePratter – SCIAA (retired)

(Associate Research Professor and Head, Research Division, SCIAA. Ph.D., Georgia, 1983)

Spanish explorations, contact period, Civil War prisons, coastal shell middens

depratter@sc.edu

Albert Goodyear – SCIAA (retired)

(Ph.D. Arizona State University, 1976)

Early Human colonization and dispersals, prehistoric hunter-gatherers, lithic technology, Topper Site Director

goodyear@sc.edu

David Hudgens - Regional Director for Asia - Darla Moore School of Business

(Ph.D., University of Pittsburgh, 2001)

Research and consulting on business and economic development in China.

dhudgens@moore.sc.edu

Adam King - SCIAA

(Ph.D., Pennsylvania State University, 1996)

Political organization, prehistoric chiefdoms; regional scale, change

aking@sc.edu

David Kneas - Geography

(Ph.D., Yale University, 2014)

Political ecology, historical ethnography, Latin America

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Jonathan Leader – SCIAA (retired)

(Ph.D., University of Florida, 1988)

Archaeometry, conservation, ethnohistory, pre-historic and historic archaeology; North America

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Kathryn J. Luchok

(Ph.D., University of North Carolina - Chapel Hill, 1993)

Women's Health, Maternal and Child Health, Health Equity/Disparities, Global Health, Social Justice, Applied Anthropology, Medical Anthropology, Sociocultural Determinants of Health, Health Services Research, Combining Research Methods, S.E. United States, West Africa, Nepal

luchok@mailbox.sc.edu

Mark Macaуда – Public Health

(Ph.D., University of Connecticut, 2007)

Applied anthropology; Program Evaluation; Tobacco prevention; Vector-borne disease; Adolescent reproductive health

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Payal P. Shah – Educational Studies

(Ph.D., Indiana University)

Girls' education; international development and education policy; qualitative research methodology

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Steven D. Smith - SCIAA

(Ph.D., University of South Carolina, 2010)

Anthropology of warfare, military site archaeology, and conflict archaeology

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Jim Spirek - SCIAA

(M.A./M.S., East Carolina University, 1993)

Civil War naval operations, 16th-c seafaring and ship architecture, SC maritime archaeology

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Keith Stephenson - SCIAA

(Ph.D., University of Kentucky, 2011)

Woodland and Mississippian Periods

stephensonk@sc.edu

DISTINGUISHED PROFESSORS EMERITUS AND RETIRED

Joanna Casey

(Professor Emerita, Ph.D. University of Toronto, 1993 – **Retired 2024**)

Lithics, early agriculture, household economics and trade

Karl G. Heider

(Carolina Distinguished Professor. Ph.D., Harvard, 1966 – **Retired 2008**)

Cultural, psychological, visual anthropology, ethnographic film, fiction film, nonverbal behavior; Indonesia (West Papua, Sumatra)

Alice Bee Kasakoff

(Distinguished Professor Emeritus, Ph.D., Harvard, 1970 – **Retired 2008**)

Social organization, demography, migration, history and anthropology; North American Indians

Kenneth Kelly

(Ph.D., University of California-Los Angeles, 1995 – **Retired 2020**)

Archaeology, historical archaeology, culture change, African Diaspora; West Africa, Caribbean

Morgan D. Maclachlan

(Distinguished Professor Emeritus, Ph.D., Stanford, 1971 – **Retired 2000**)

Economic anthropology, sex roles; India

Thomas Leatherman

(Distinguished Professor Emeritus, Ph.D., Amherst, 1987 – **Retired 2009**)

Biocultural anthropology, human adaptability, political ecology, health and nutrition; Peru, Andes, Mexico, Latin America.

IMPORTANT NOTE: Retired faculty may teach occasionally and may be willing to consult with students, however, they are under no obligation to teach or mentor students.