

# **University of Nevada, Las Vegas**

## **Department of Anthropology and Ethnic Studies**

### **PhD Student (without an incoming master's degree)**

#### **e-Guidebook**

Welcome to UNLV and the Department of Anthropology and Ethnic Studies. To help guide you along the pathway toward your graduate degree, we have created this guidebook. Here, you will find timelines helping you chart your expected progress toward your degree (Part I). You will find information regarding course requirements (Part II). You will find information about becoming a graduate assistant (or GA) (Part III) as well as administrative requirements, including forms that must be turned in to the department or the Graduate College (Parts IV and V). You will also encounter suggestions about professional development (Part VI). We hope this information helps propel you toward success in graduate school and beyond.

The graduate program in anthropology at UNLV provides each student with the educational background necessary for participation in the field as a professional. Students who receive a PhD degree receive a grounding in all four subdisciplines of the field by taking the Core Seminars and a thorough understanding of the methodological and theoretical underpinnings of their specialty. Completion of the PhD dissertation demonstrates the student's ability to define a problem for study, summarize the relevant professional literature, systematically collect and analyze data, and interpret the results in light of contemporary theory.

A student with the PhD is prepared for employment as a professional anthropologist by government agencies or private firms. The PhD in anthropology demonstrates the ability to teach and conduct original research that expands the sum of human knowledge, qualifying the recipient to teach and do research at both the graduate and undergraduate level in a university, college, or community college.

#### **I. Timeline to Degree Progress**

Year 1:

Required coursework: Take Core I and II unless you successfully petition out of these courses. Take Proseminar I and II.

Suggested coursework: Full-time students are expected to complete 18 credits per year.

Administrative requirements: Forms to be completed:

- Appointment of Advisory Committee
- In consultation with your Advisory Committee, chose program format for MA degree en route to PhD.
- Proposed Doctoral Degree Program (before beginning your third semester as a PhD student).
- Annual Progress Form (found at the end of this handbook)

Students must be enrolled for a minimum of 6 credits each calendar year.

Professional development suggestions: Be active in attending and presenting in regional and national meetings. Plan for pilot dissertation research (if relevant).

The first year of graduate education is designed to ensure that all students have a comprehensive understanding of the four subdisciplines of the field of anthropology by successfully completing the Core sequence. These courses are team-taught by two faculty members each semester. Successful completion of the Core sequence is required for continued participation in the graduate program. By the end of the first year, the student should:

- begin to outline a research project for the PhD dissertation.
- request and obtain the cooperation of a faculty member to serve as chair of the PhD committee
- with the advice and consent of the committee chair, form a dissertation committee consisting of three members of the anthropology faculty and an outside member of the University Graduate Faculty
- In consultation with your Advisory Committee, chose program format for MA degree en route to PhD.
- Once each academic year, every student in the doctoral program shall deliver a 20 minute, conference style paper to the assembled faculty for critique and suggestions on organization and verbal presentation of material. Content of the paper may be based on field data, analysis of information generated in the laboratory or library, or even on course work.

#### Year 2:

Required coursework: Take at least six courses meeting department requirements and in consultation with your advisor

Administrative requirements: Forms to be completed:

- Prospectus Approval Form for MA degree
- Annual Progress Form

Students must be enrolled for a minimum of 6 credits each calendar year.

Professional development suggestions: As a more advanced graduate student, be sure you are active in attending and presenting in regional and national meetings. Complete your requirements for your MA degree en route to your PhD.

Once a student has received their MA degree, he or she must write and successfully defend a research proposal to their advisory committee. The proposal should describe the research the student intends to conduct for his or her PhD. The style of the proposal should be determined in consultation with the chair of the advisory committee, and will usually follow a widely used granting agency format (e.g., NSF, NIH, Wenner-Gren, etc.) Minimum requirements for the departmental proposal include: general aims; hypothesis or research questions; methods, and significance. Once each year, PhD students must deliver a 20-minute, conference style paper to the assembled faculty.

After a student has successfully defended their dissertation proposal, they may enroll in Dissertation (ANT 798). No more than 12 credits of Dissertation may be applied to the student's degree program. A student may enroll for more than 12 credits of Dissertation during a graduate career, but the additional work will not be counted as part of the PhD requirement. Up to 6 credits of Directed Reading (ANT 701), Independent Research (ANT 799), Archaeology Field Practicum (ANT 688) may be included in the student's program. In addition, students should carefully note the requirements that:

- 6 credits must be taken in the student's subdiscipline
- coursework must include a designated course in research design
- an advanced course in statistics be completed if the student did not have such a preparation at the undergraduate level
- each academic year they must deliver a 20 minute, conference style paper to the assembled faculty

#### Year 3 and onwards:

Required coursework: All required coursework (600 and 700 level classes and seminars) should have been completed by the end of year 3.

Suggested coursework: Consult with your advisor about possible additional coursework.

Administrative requirements:

- Prospectus Approval Form
- Advancement to Doctoral Candidacy
- Annual Progress Form

Professional development suggestions: Be active in attending and presenting in regional and national meetings. In years 2 and 3, apply for internal and external funding for your dissertation research. In years 3 and 4, you should be engaged in original dissertation research. In years 4 and 5, write up results of your research in your dissertation and for publication. Near the end of your PhD tenure, look for jobs or seek to extend your academic background with postdoctoral training or teaching. Work closely with your advisor and dissertation committee.

## II. Course Requirements

Course requirements are given in the Graduate Student Handbook.

## III. Administrative Requirements

These requirements have been listed throughout this guidebook under the appropriate year. To find electronic copies of these forms, go to [http://graduatecollege.unlv.edu/info\\_students/program\\_forms.htm](http://graduatecollege.unlv.edu/info_students/program_forms.htm). At the end of each year, you are required to submit the annual progress form found at the back of this guidebook to your advisor.

To remain as a student in good standing, a student must

- complete a minimum of 6 credits each calendar year
- maintain a grade point average of 3.0
- receive no more than one grade of C or lower in a course that is part of the graduate program
- complete the Annual Progress Form at the end of this handbook and present it to his or her advisor before the end of each Spring semester.
- submit a Proposed Doctoral Degree Program to the Graduate College prior to the completion of the fifth semester of enrollment.
- successfully defend a departmental research proposal by the end of the third year

## IV. Graduate Assistantships (GAships)

Each semester the Department of Anthropology and Ethnic Studies offers several Graduate Assistantships to PhD students. Each student can apply for up to 10 semesters of assistantship. Applications for GA positions are submitted annually. The GA will perform no more than 20 hours of work that is shared between two department professors.

These GA positions are highly competitive and there is no guarantee that each PhD student will receive an assistantship or the full 10 semesters. There is a UNLV wide teaching course offered at the start of each semester that is required for all new GAs. At the end of each GA semester the student will receive an evaluation (see attached) from the professors to whom they have been assigned. These performance evaluations and the student's standing in the department (e.g., GPA) will be drawn upon for allocations of future GAships.

## V. Committee Organization

### Advisor Assignment

Upon admission to the Graduate College, you are assigned an advisor by the anthropology faculty. The faculty takes great care in selecting an advisor for each

graduate student by carefully considering how your interests match with those of the faculty. In addition, as we want to ensure that each student is provided with the necessary guidance throughout their career at UNLV, the faculty also considers the relative number of students each faculty member is currently mentoring when matching students with an advisor. If you should wish to petition for a change of advisor, speak to the graduate coordinator. If the graduate coordinator is your advisor, then you should speak with the department chair. While you have the option to petition for a change of advisor, these requests cannot always be accommodated.

#### Committee Selection

By the completion of your second semester of study (12 credits of coursework), you must have, in consultation with your advisor, selected two members of the Anthropology and Ethnic Studies faculty to serve as your thesis committee as well as one faculty member from another department to function as the Graduate College Representative. If you elect to do so, you may request permission from the Graduate Dean to place one additional member from outside the Department of Anthropology and Ethnic Studies on your thesis committee.

When you have received consent from the selected faculty members, you must submit the Appointment of Advisory Committee Approval Form to the Graduate College. This form can be found at the following URL:

[http://graduatecollege.unlv.edu/PDF\\_Docs/AdvisoryCommittee.pdf](http://graduatecollege.unlv.edu/PDF_Docs/AdvisoryCommittee.pdf)

#### VI. Professional Development

In your second and third years, attend the relevant academic conferences including national and regional meetings (e.g., American Anthropological Association, Society of American Archaeologists, Physical Anthropology, Southwest Anthropology Association). At these conferences, you will encounter the cutting-edge in theory and empirical research—the latest ideas that may not yet have appeared in print. Exposure to these ideas will undoubtedly shape your research. You will also have opportunities to network with graduate students, professors and others who share your interests. These networking opportunities can yield important collaborations. They also begin making you a known commodity, an important factor when you subsequently look for a job.

Present professional papers and/or posters at these and other local professional conferences. Try collaborating with a faculty member to initiate opportunities to present at conferences; talk with your advisor or other faculty members about getting involved in this critical part of professional development. It is required that you gain the approval of your committee chair to present your work at any conference. While it is important to share the knowledge you are gaining through your research, it is equally important that your research is ready for this stage of your professional development. Participation in conferences without your committee chair's approval will be taken into consideration in evaluating your progress in your program as well as in any applications for Graduate Assistantships, scholarships, and the like.

Apply for grants for your research. Without funding, how can you conduct your research? Grant writing is a skill that you need to succeed in gaining support for your research in graduate school, but also beyond. Common sources of funding are internal (Graduate Research Training Assistantships, Graduate and Professional Student Association Grant, Edwards and Olswang Scholarship, Rocchio Scholarship; see your advisor for further information) and external (National Science Foundation, National Institutes of Health, the Wenner-Gren Foundation, the Social Science Research Council; see the American Anthropological Association website for additional suggestions). There are also many funding opportunities for exemplary graduate students (for instance, to pay for travel to conferences or various awards and fellowships) through disciplinary associations.

Talk with your advisor and other faculty members about their grant writing activities. There are no inconsequential grants, remember, money tends to follow money. It is important to begin your track record of being able to get funding for your academic pursuits.

If you wish to continue academic pursuits beyond completion of your PhD, submit manuscripts for publication while you are in graduate school. Collaborating with your advisors can be an excellent way to co-author papers. Share your manuscripts with fellow graduate students, advisors, and other experts in your field, asking for honest, constructive feedback to help you publish your research. Publishing your work takes much time and effort but demonstrates to granting institutions that you are producing scholarship. And as with grants, there are no small publications, all of them count toward your training and intellectual development. Talk with your advisor and other faculty members about their scholarship and publishing accomplishments and the strategies they practice.

Develop your talents as an instructor. Many of the skills required to effectively teach are beneficial in any career path you take. As a teacher, you advance your verbal skills. You seek creative ways to engage students of varied backgrounds, and develop abilities to integrate technology like PowerPoint into the classroom. The university offers resources to help you hone your teaching skills (the teaching center in Lied Library; <http://tlc.unlv.edu/links.html>).

Become a member of the anthropological community. There are many opportunities to become involved in the life of the anthropological community. There are local opportunities, such as your own UNLV Anthropology Society or Lambda Alpha. These associations with your graduate colleagues can be incredibly satisfying and a critical part of your professional development. There are also opportunities to get involved in service work such as with the Anthropology and Ethnic Studies Department (i.e., as a graduate student representative). There are also many opportunities to become involved in service at the regional and national levels; professional associations offer various seats on boards to graduate students. Taking advantage of service positions while a graduate student is an important part of training and a unique opportunity to network with a wide range of faculty. Talk with more advanced graduate students that have successfully worked to integrate themselves into anthropology with their research, scholarship, instruction, and service activities.

PLEASE PRINT LEGIBLY OR TYPE

Student's name: \_\_\_\_\_ Degree sought: \_\_\_\_\_

Date: \_\_\_\_\_

I. Summarize all graduate coursework completed or in progress since beginning at UNLV.

Course title Grade earned

II. Scholarly accomplishments in the previous academic year (please include fellowships, grants, and awards received, oral and written presentations given, articles published, and any other relevant information)

III. Objectives for the next academic year (courses planned and research goals)

IV. Address objectives described during the previous progress report

**Graduate Assistant Semester Performance Evaluation**

Graduate Assistant Name: \_\_\_\_\_

Semester: \_\_\_\_\_

Supervising Professor: \_\_\_\_\_

Please rate the GA on a scale of 1 to 4 or NA

1 = unsatisfactory 2 = satisfactory 3 = commendable 4 = outstanding

1. The G.A. completed assigned tasks on time \_\_\_\_\_

2. The G.A. work is thorough (without much oversight) \_\_\_\_\_

3. The G.A. communicates well \_\_\_\_\_

4. The G.A. shows initiative in tasks performed \_\_\_\_\_

5. Rate G.A. overall performance \_\_\_\_\_

6. I would request this graduate student as my G.A. again \_\_\_\_\_

Please include a brief narrative with your observations of work of your assigned G.A.:

G.A. signature \_\_\_\_\_ Date \_\_\_\_\_

Supervising Professor \_\_\_\_\_ Date \_\_\_\_\_

Department Chair \_\_\_\_\_ Date \_\_\_\_\_