Ball State University Department of Anthropology

Graduate Student Handbook 2009-2010

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Program Description

The Department of Anthropology offers a Master of Arts graduate degree in anthropology. The M.A. degree program is designed to provide students with a broad understanding of general anthropology as well as research experience in a specialized area. Core courses in three major subdisciplines are required, as well as a theory or methodology course. A required 6-hour thesis gives students the opportunity to acquire skills in research methods and techniques. Beyond these requirements, each student's area of specialization is typically related to areas of research specialization pursued by department faculty. Given the size of the BSU anthropology faculty, the department cannot be all things to all students. Graduate students should understand that their thesis research should generally parallel areas of research specialization pursued by department faculty members, since faculty members will help guide student thesis research. The section titled "Anthropology Faculty Members" presents a summary of research areas for faculty members that are qualified to serve on thesis committees. The faculty research areas listed in this section are based upon the previous publication records of regular faculty members.

While some graduates of the department's M.A. program pursue Ph.D. degrees, many students develop careers in cultural resources management, museums, or other types of applied anthropology. The strongest area for student career development in the program is archaeology (North American prehistoric and historical archaeology). Other strong foci include applied cultural anthropology and ethnohistory. The department offers over forty courses for graduate students, who are always assured a placed in any class being taught in the department. All required courses are taught every year, and most other courses are taught on an alternating year cycle. The program usually takes a minimum of two and a half to three years to complete although a few students have completed their's in two years. Students have SIX years to complete the degree. If the degree is not completed in six years courses will have to be revalidated or repeated for academic credit to stand and an extension must be approved by the Dean of the Graduate School.

There are nine regular full-time faculty members in the department, four full-time instructors, and the staff of the Archaeological Resources Management Service (ARMS). The faculty brings to the classroom a broad range of "real world" and academic experience. Using the master's thesis as a vehicle for original research and intellectual growth leads to close cooperative relationships between students and the faculty members who form their thesis committees.

Browse the departmental Web site at www.bsu.edu/csh/anthro for more information about the anthropology program and faculty. The faculty encourages applicants to contact them by e-mail.

Anthropology Department Resources

The department is located on the third floor of Burkhardt Building, and all anthropology classes are held on this floor. Because graduate classes have fewer than twenty-five students and often only a dozen or so, it is easy for students and faculty to get to know each other as individuals. The small classes also allow ample opportunity for discussing ideas and for hands-on experience.

Anthropology Faculty Research Facilities

Bioarchaeology Lab (BB 313)

The bioarchaeology lab contains human skeletal remains and a comparative animal bone collection and is the research lab for Dr. Hogue, a bioarchaeologist.

Archaeological Resources Management Service (ARMS, BB 314)

ARMS personnel conduct contract and grant sponsored archaeological field and lab work. ARMS provides a biannual field school to students and part-time, temporary student employment. Dr. Mark Hill is the director of ARMS.

Historical Archaeology Lab (BB 318)

The lab in BB 318 is typically used as a research area and office for students working on historical archaeology theses under the direction of Dr. Mark Groover.

Bioanthropology Lab (BB 321)

Department instructional skeletal collections are stored in the bioanthropology lab. BB 321 also serves as a classroom and research facility for Dr. Evelyn Bowers..

Archaeology Lab (BB 014)

The lab in the basement of Burkhardt Building (BB 014) serves as an archaeology lab for faculty and students. It is also used as a classroom.

Anthropology Student Resources

David L. Scruton Reading Room (BB 315B)

The reading room in the departmental office contains over 1,000 books, journals and magazines that can be borrowed for student use. The books cover a variety of topics in the four fields of anthropology. Bound theses by department graduates are also available for reference. Students are encouraged to use the books in the reading room and to use the department library as a study space.

Museum (BB 320)

The museum located on the same floor as the department provides students with experience in planning and installing exhibits. The museum is updated each year with new student exhibits.

The Native American Studies Resource Room (NASRR, BB 319)

Books and other media pertaining to Native American studies are located in BB 319. A computer is also available in BB 319 for student use.

Student Study Lounge (BB 322)

A student study lounge equipped with a computer is located in BB 322.

Graduate Assistant Offices

The office for the four department graduate assistants is located in BB 321A. Other graduate assistants and lab instructors will be provided office space if possible. The department would like to provide desk space for as many first year students as possible.

Other Department Resources

Main Office BB 315

The department chairperson (Dr. Hogue) and administrative coordinator (Ms. Blair) are located in BB 315. In the department's main office, students may review the current American Anthropological Association Guide (directory of anthropology research firms government agencies, museum academic departments, and

membership). Posted on the bulleting boards are announcements of departmental activities, meetings, and faculty and student research and course information. Other boards display announcements describing field schools, trips, conferences and workshops, and position vacancies. In the department library is a file containing brochures describing graduate programs of universities within the United States and those abroad.

Break Room (BB 323)

The department break room containing a refrigerator, microwave, and sink is located in BB 323.

National Office for Lambda Alpha Anthropology Honor Society (BB 319A)

The national office for Lambda Alpha Anthropology Honor Society is located in BB 319A. Ms. Barbara Di Fabio is the Lambda Alpha administrative coordinator. Please consider joining Lambda Alpha. For membership information contact Dr. Mark Groover, the faculty representative for Alpha of Indiana, the BSU Department of Anthropology's Lambda Alpha chapter.

Anthropology Regular Faculty Members Qualified to Serve as M.A. Thesis Committee Chairpersons and Committee Members

Based on BSU Graduate School policy, M.A. thesis committee chairpersons must be Regular Graduate Faculty and hold a Ph.D. degree. Listed below are anthropology regular faculty members qualified to serve as M.A. thesis committee chairpersons and committee members.

Professors

Dr. Ronald Hicks, Ph.D., Professor; University of Pennsylvania, 1975

Research areas: Archaeology; Prehistoric religion in Ireland as revealed through interrelationships of early literature, archaeology, and folklore; archaeoastronomy; chronology and distribution of prehistoric cultures in Indiana

Dr. S. Homes Hogue, Ph.D., Professor and Department Chair; University of North Carolina, Chapel Hill, 1988 Research areas: Biological Anthropology; Human osteology, bioarchaeology; zooarchaeology, Southeastern United States

Associate Professors

Dr. Evelyn J. Bowers, Ph.D., Associate Professor; University of Pennsylvania, 1983 Research areas: Biological Anthropology; Human growth and development

Dr. Mark D. Groover, Ph.D., Associate Professor; University of Tennessee, 1998

Research areas: Archaeology; Historical archaeology of U.S. Southeast and Midwest, rural life.

Dr. James M. Nyce, Ph.D., Associate Professor; Brown University, 1988

Research areas: Cultural Anthropology; technology, Romania

Assistant Professors

Dr. Gail Bader, Ph.D., Assistant Professor; Brown University, 1984 Research areas: Cultural Anthropology; technology, Romania

Dr. Colleen E. Boyd, Ph.D., Assistant Professor; University of Washington, 2001 Research areas: Cultural Anthropology; Ethnohistory of Native North America, Northwest Coast and related

environmental issues; cross-cultural epistemologies; theories of history, identity and place.

Dr. Mark Hill, Ph.D., Assistant Professor, ARMS Director; Washington State University, 2009 Research areas: Archaeology, Midwest late archaic period

Dr. Paul B. Wohlt, Ph.D., Assistant Professor; University of Minnesota, 1978

Research areas: Cultural Anthropology; Third world development; social organization; exchange systems; tropical agriculture; demography; Papua New Guinea; intentional communities.

Instructors Qualified to Serve as M.A. Thesis Committee Members

Based on BSU Graduate School policy, instructors holding the M.A. degree and that possess associate graduate faculty status can serve on M.A. thesis committees. Listed below are BSU anthropology faculty and staff that are qualified to serve on M.A. thesis committees.

Dr. Xianghong Feng Ph.D. University of Washington, Assistant Professor (1 year contract) Research areas: Applied anthropology, tourism, China

Mr. Ricardo Fernandez, ABD, University of Kentucky, Instructor

Research areas: Prehistory, history, and ethnohistory of South America, historical archaeology, emergence of complexity, intermediate level societies, colonialism, globalization, pre-industrial political systems, ceramic analysis; Latin America, southern cone of South America, U.S. Upper Midwest

Mr. Gerald Waite, M.A., Instructor; Ball State University, 1994

Research areas: Cultural Anthropology; Vietnam, refugees, and processes of resettlement, examining the operating mechanisms of the "post revolutionary village." South France Gitane populations and religious expressions of ethnicity. Ongoing, with Southwest Native Americans with a focus on disenfranchised populations and the maintenance of cultural boundaries. Midwestern U.S., cultural history and settlement patterns.

Ms. Beth McCord, M.A., ARMS Director of Research, Instructor; Ball State University, 1994 Research areas: Archaeology; Prehistory; Adena/Hopewell studies; ceramic analysis; soils; Midwestern United States.

Anthropology Faculty in Other Departments

Dr. James Coffin, Professor of Anthropology and Director, Center for International Programs Research areas: Contemporary problems of Native Americans; acculturation of immigrants to Jamaica

Program Curricula

(3)

32 Semester Hours	
Required courses (14 hours)	
ANTH 600 Graduate Seminar	(2)
ANTH 601 Scope of Cultural Anthropology	(3)
ANTH 603 Scope of Archaeology	(3)
ANTH 605 Scope of Physical Anthropology	(3)

Electives (12 hours)

ANTH or other courses approved by the graduate advisor

Research requirement (6 hours)

Approved method or theory course

THES 698 Thesis (6)

(32 hours)

Course Scheduling and Electives

Students are encouraged to start the program in the fall semester so that they can complete the required core courses first. Graduate seminar and the scope courses in cultural and physical anthropology are offered in the fall; scope of archaeology is offered typically in the spring. Because very few regular graduate courses are offered in the summer, students are encouraged to use summer sessions for field studies. Except for the 600-level courses, all other graduate-level courses are taught with a comparable undergraduate course.

Electives (all 3 hrs credit except where noted.)

ANTH 501	History of Method and Theory in Anthropology
ANTH 505	Topics in Physical Anthropology (3-9)
ANTH 506	Anth of Physical Growth and Development
ANTH 507	Applied Anthropology
ANTH 512	Ecological Dimensions of Culture
ANTH 515	Human Paleontology
ANTH 516	Human Osteology
ANTH 521	Social Organization
ANTH 525	Physical Diversity and Adaptation
ANTH 527	Culture and Medicine
ANTH 529	Laboratory Methods in Archaeology
ANTH 530	Topics in Native North American Cultures
ANTH 531	North American Indians
ANTH 532	Native Americans of the Great Lakes
ANTH 534	Midwestern Archaeology
ANTH 537	Contemporary Problems of American Indians
ANTH 540	Anthropological Field Trip (3-6)
ANTH 541	Anthropology and Women
ANTH 542	American Culture
ANTH 543	Historical Archaeology
ANTH 545	Archaeological Field School (3-6)

ANTH 550 Ethnographic Field School (9)

- ANTH 551 Witchcraft, Magic, and Religion ANTH 555 Primatology ANTH 557 Applied Archaeology ANTH 559 Ethnographic Methods ANTH 560 Topics in Ethnology ANTH 563 Theory and Method in Historical Archaeology
- ANTH 564 European Prehistory
- ANTH 570 Topics in Regional Ethnography
- ANTH 571 Ethnohistory
- ANTH 577 Topics in Museum Operations
- ANTH 580 Topics in Archaeology
- ANTH 581 Culture, Economy, and Development
- ANTH 582 Indians of the American Southwest
- ANTH 690 Independent Study in Anthropology (1-3)
- ANTH 696 Internship in Anthropology (3-6)

NATIVE AMERICAN STUDIES

Students who want to concentrate in Native American Studies may use these courses as electives for the M.A. program:

- ANTH 530 Topics in Native North American Cultures
- ANTH 531 North American Indians
- ANTH 532 Indians of the Great Lakes
- ANTH 534 Midwestern Archaeology
- ANTH 537 Contemporary Problems of the American Indians
- ANTH 540 Anthropological Field Trip (3-6)
- ANTH 571 Ethnohistory
- ANTH 582 Indians of the American Southwest
- ENG 558 American Indian Literature
- HIST 515 History of Indiana
- HIST 519 The Trans-Mississippi Frontier
- HIST 521 Indians in United States History
- **RELST 503 Reading and Special Study**

Department of Anthropology Program Information for Master's Students Recommended Curriculum Timeline

Fall Semester of First Year:

It is strongly recommended that you make an appointment with your graduate advisor to create your tentative plan of study for all the semesters in which you plan to take courses. If an advisor/mentor has not been assigned to you please see the department chair. Your advisor/mentor should be selected based on the research interests of the student. If students attend full-time, they can complete their coursework in two academic years.

One credit hour of ANTH 600, Graduate Studies Seminar, must be taken during the fall semester.

Spring Semester of First Year:

Take the second credit hour of ANTH 600, Graduate Seminar.

Select your thesis committee members.

- 1. A committee should be formed no later than completion of 18 credit hours toward the MA.
- 2. At least two of the committee members must be from the Department of Anthropology. All of the committee members preferably will hold the Ph.D. degree. A third member and any additional members may be from outside the department (or from outside the university--e.g., if you are writing up fieldwork carried out as a team member on a research project headed by someone from another university, a government agency, or a consulting firm). Please note, however: external committee members must be approved for graduate faculty status by the BSU Graduate School. The potential committee member must request approval from the Department Chair and provide a current CV. The individual must be approved for graduate faculty status before a thesis proposal can be approved by the Graduate School.
- 3. The chairperson of the committee must be from the Department of Anthropology and should be a person whose research area is related to your proposed research topic. The committee chairperson must also hold the Ph.D. degree; anthropology instructors with only an M.A. degree are not qualified to chair M.A. thesis committees. They can serve as committee members. An anthropology thesis committee shall contain only one faculty member with an M.A. degree and must be composed minimally of two faculty members that hold the Ph.D.
- 4. After forming your committee, write your thesis proposal in consultation with your thesis committee chairperson and members. Please refer to the section on thesis proposal on page 12 of this document. Ideally students will have an acceptable thesis proposal finished by the end of their first spring semester. ANTH 600 is intended to facilitate this goal. Meet and discuss your thesis topic and proposal with your committee members individually or as a group. When your draft proposal is completed and approved by your committee chairperson, then the proposal should be submitted to your other committee members for review. After your committee signs your thesis Topic Approval Sheet, submit the approved proposal and signed approval form to department chair for signature. Make a copy of the form for your personal file and give the copy to the department's administrative coordinator to file. Please note that students using human subjects in their research must seek IRB approval.

After the committee has approved your topic, submit the signed Topic Approval Sheet and a one-page abstract of the thesis proposal to the Graduate School. After these items have been submitted, you may sign up for thesis hours. You cannot sign up for thesis hours until your proposal has been approved by the department and the graduate school.

4. Students are expected to give a public presentation of their thesis project which will serve as their defense. Presentations must occur during the academic year when faculty and students are available.

Summer Semester of First Year:

Work on your thesis proposal.

If your thesis proposal has been accepted, Enroll in **THES 698** (may be taken during academic year also). Students can register for 6 hours in one semester or 3 hours over two semesters. If your thesis proposal is accepted you can begin to conduct your thesis research.

Fall Semester of Second Year:

You should have completed most **required** courses by the end of this semester.

Determine which electives you want to take according to your area of interest. Courses offered by other departments must be approved by a graduate advisor before enrolling.

Work on completing your thesis proposal if it has not been accepted. It should be completed and accepted by the end of the fall semester or early spring semester.

Spring Semester of Second Year:

Finish all coursework, including any incomplete grade requirements.

Work on your thesis and/or submit your thesis draft to your committee chairperson for first draft review.

Ideally, your first draft should be a completed document that you feel is ready to turn in to the graduate school. Your chairperson will review the document for editing corrections and content. When the reviewed draft is returned to you then correct the editing errors and address the content suggestions, after discussing the suggestions with your chair. When the first draft has been revised, then submit the second draft to your remaining committee members and chair for review and repeat the above review process of addressing editing and content comments. Remember that your chair and committee members are expected to review your thesis but not write the document for you. It is professionally inconsiderate to submit an incomplete document in an in-progress rough draft state to your chair and committee members. Also, keep in mind that the faculty members of your committee have a variety of obligations that may delay reading your thesis draft immediately. Because of timing issues and the fact that you may have to complete several drafts of your thesis, be sure to allow plenty of time.

Also, faculty members are on a 9-month employment contract from August to May. Between June and July they are not being paid by the university and technically are not required by the terms of their employment contract to review your thesis. You may ask committee members to review your thesis during the summer, but they are not required to read your draft. Please remember these important details when planning your graduation timeline. Also, the thesis draft review process may require several review cycles. Completing your thesis draft often involves at least three (or more) draft review cycles (e.g., first draft review by chair, second review by chair and committee members, third and final draft review by chair).

Summer Semester of Second Year:

Work on completing your thesis. Note that many faculty members may be conducting fieldwork elsewhere and will not be available to work with you on your thesis during the summer months. If you plan to complete your degree in the summer, make sure your committee members are in agreement with your summer schedule.

Fall Semester of Third Year:

Submit your final thesis draft to chair and committee members for final approval. Schedule and present your public lecture on your thesis.

Semester in Which You Plan to Graduate:

To apply for graduation, you must complete an **application** in the Graduate School.

There are separate deadlines for application and for submitting the finished thesis to the Graduate School.

The application deadline comes very early in the semester. However, students should not apply for graduation prematurely. The department strongly urges that students keep in touch with their committee members as to their thesis progress. The department discourages students from applying for graduation unless the committee is certain that they will finish the thesis and any other program requirements by the Graduate School's deadline for that semester.

Final approval to participate in commencement ceremonies before the requirements are completed is determined by the Dean's Office within the College, requiring a letter of support from the department chair. Approval depends on whether the student and committee believe the program requirements will be finished within a timely manner.

When it is determined that a student will finish program requirements on time, the Department must submit a final program checksheet to the Graduate School to certify that all program requirements have been or will be met within that semester.

This check sheet is signed by the thesis chair and department chair. Without this final checksheet, the student is unable to graduate.

THE THESIS

The student must submit to the Graduate School:

- **An electronic copy of the thesis**
- **An electronic of the abstract**
- **TD** signature form in hardcopy
- **❖** Final signature page in hardcopy

The student must submit to the DEPARTMENT:

❖ one unbound copy of your thesis and signed approval sheets to the department for binding. Thesis should be 100% cotton rag paper. This will be the copy that is kept in our Anthropology reading room and checked out by others.

Before leaving campus, provide the department with your updated mailing address

If a student does not complete his/her thesis s/he must enroll in MASTR 600.

Master's Candidate 600:

-Must be taken for *zero credit hours* each semester after students have completed all degree requirements but have yet to finish their thesis or any other course that still has an Incomplete.

- -Students enrolled in MASTR 600 are entitled to the rights and privileges of a regular student, allowing them to check out resources from the library and utilize university computing services. There is a \$50 fee for enrollment. This is not a regular course, but serves only to *maintain active student status* and is required for students who need to continue using the university's facilities to complete their thesis or other incomplete course requirements. Registration for MASTR 600 is *not required in the summer* but is permitted.
- -Students who fail to register for MASTR 600 during the required semesters must retroactively register and pay for missed semesters before the master's degree will be conferred. (This applies only to 2005 and after).
- -Students who have not yet registered for thesis hours but need access while working on incomplete grades and not otherwise registered for classes, may register for MASTR 600 with the approval of their department chair and the dean of the Graduate School. Please see Administrative Coordinator to obtain permission to register for this.

Department of Anthropology Guidelines for Writing Thesis Proposal

Proposal

Once the thesis committee and a suitable research topic are selected, a thesis research proposal describing the research design must be written and submitted to the committee for approval.

Style Guides

The proposal must be written using the style/format adopted by one of the major anthropological journals, *American Anthropologist*, *American Antiquity*, *American Journal of Physical Anthropology*. These style guides are available on-line.

The Proposal

A research design is a "programmatic statement outlining four key elements as a blueprint of research: statement of purpose, synthesis of the existing database, research domains, and relevant research strategy. Stated another way, a research design is a statement of research to be carried out indicating the problem, what is already known, the specific types of data to be sought, the methods proposed for gathering and analyzing these data, and anticipated results.

A standard thesis research proposal should, at a minimum, include the following elements:

- a) research topic and purpose
- b) significance of the study and expected results
- c) theoretical perspective/literature research
- d) methodology
- e) references cited

Research Topic and Purpose

Begin your proposal with a concise statement of the research topic and purpose situating the research question in the existing discourse of the discipline. What is problematic? What do you plan to investigate? The problem you wish to study can either be a very broad one or a very narrow one.

Significance and Expected Results

Why is this question of interest? What is the potential importance of the proposed research? What contributions to the discipline are expected to result? What will the research results contribute to our knowledge and understanding of human behavior in either a specific situation or in general?

Theoretical Perspective/Literature Research

Describe the theoretical basis of the proposed research deriving from your review of the literature on current and previous related research. In other words, review the work that has already been carried out on this problem. What literature is out there? What is the background to the research problem? Where have the relevant concepts been developed? Where has our existing knowledge on the topic been most clearly presented? Where have opposing points of view been presented? Where have unresolved issues been raised? Identify who has done this work. What is the relationship of your proposed research to this previous work? How will it complement or supplement it? Is it intended to correct shortcomings? What research concepts will be employed? What are your basic assumptions about the topic? What models or paradigms are you using as the basis for your approach? What are the specific hypotheses that will be tested or the basic theoretical or methodological issues for which a resolution will be sought?

Methodology

Provide information concerning the setting where your research will be carried out. Why is it appropriate for your study? If there is any question as to the feasibility of the project, this should be addressed here. Is there any problem of accessibility to the site/region/people? What sort of special facilities or other considerations may be required? What techniques will be employed to obtain the data necessary to test the hypotheses or resolve the issues? What sorts of data do you need? Exactly how are you going to collect data? How much data do you need? How can you gather it in such a way that best manages bias? What is the proposed timetable? What permissions are necessary to get access to the data. (If you are using human subjects in your research, you must obtain permission from the Institutional Review Board before proceeding with your research - see below.) What university or department facilities or equipment will be needed? How will you analyze the data. What kind of analyses do you plan to carry out? Will these require some sort of outside expertise or advice? Are you doing a statistical analysis? What constitutes a valid sample? What sampling method will you use? How will the data be recorded? How will you prepare your data for analysis? What sort of data retrieval system will you use?

References Cited

A list of bibliographic references cited in the proposal, in a standard anthropological format, must be appended. This is not expected to be a comprehensive listing of literature that you will use in your theses.

Use of Human Subjects

If human subjects will be used in your research, you must obtain approval from the Institutional Review Board of the Office of Sponsored Programs. The university's protection policy must be followed in using human subjects. Approval must be sought by the student at least three weeks before the initiation of the research to allow time for IRB review. IRB approval information is available on-line at the BSU Office of Sponsored Programs web-site.

Topic Approval Sheet

A Topic Approval Sheet must be signed by all committee members and the department chair after the proposal has been approved. Submit a copy of the proposal and the signed approval sheet to the administrative

coordinator to put in your personal file. Submit the original Topic Approval Sheet and a **one-page abstract** of the proposal to the Graduate School. (Your proposal will be reviewed more quickly by the Graduate School if you submit a one-page abstract, but the department requires a more extensive proposal.)

Enrollment in THES 698

After the Graduate School approves your proposal, contact the administrative coordinator to obtain permission to enroll in THES 698. You may register for thesis hours only after the proposal has been approved by the thesis committee and the Graduate School. THES 698 can be taken for 3 credit hours during two semesters or for 6 credit hours in one semester. Students will receive an incomplete grade in the course until the thesis is completed and approved.

After Proposal is Approved

If any significant aspect of the proposed research changes--e.g., the primary topic--this should be discussed with the committee as soon as possible. It may be necessary to submit a new proposal or even to alter the membership of the committee.

You should discuss with the thesis committee such questions as: Do they prefer to see a chapter at a time or nothing until a complete manuscript is available? Will there be meetings of the full committee to discuss the material submitted or will each member submit comments to the chair to compile and pass on to you?

The Graduate School has specific requirements for the final copies of the theses regarding paper to be used, typing format, etc. Style (e.g., bibliographic format) is normally at the discretion of the department. The style chosen should be a style adopted by one of the major anthropological journals, *American Anthropologist*, *American Antiquity*, *American Journal of Physical Anthropology*. These style guides are available on-line.

Graduate School Requirements for Writing a Thesis,

General Statement for All Papers and Projects

While the student's department and advisory committee have the responsibility for determining the manual or style to be followed in writing a research paper, thesis, creative project, or dissertation, such matters as *spacing*, *professional typing standards*, *etc.*, must be in accordance with this document.

All papers and projects must be submitted by the deadline date established for each semester. For the exact date, see the Graduate School website at http://www.bsu.edu/gradschool/graduation/).

INSTRUCTIONS FOR MASTER'S DEGREE STUDENTS

Important! Please read the following instructions before submitting the final copy of your research paper, thesis, or creative project.

While your department and advisory committee have the responsibility of determining the manual or style to be followed in writing a research paper, thesis, or creative project, matters such as spacing and professional word processing standards, etc., must be in accordance with Graduate School general requirements listed below.

1. Format Requirements

- Software: All papers must be saved as a Microsoft Word document or PDF file with font size no smaller than 11 points. View the TechClips instructions on how to create a PDF file.
- Paper: White, 8 ½ inches by 11 inches; to be used for all hard copy submissions to the Graduate School (e.g., ETD Signature Form, Final Approval Form 3-hour form, 6-hour form)
- Margins (required throughout the text)
- o Top: 1 inch; 2 inches on first page of each chapter. Three blank lines should be left between a chapter title and written material following.
- o Left-Hand: 1 ½ inches
- o Right-Hand: 1 inch
- o Bottom: 1 1/4 inches
- Page Numbering: The placing of page numbers is determined by the manual of style selected by your department, but the page number is to be omitted on the first page of each chapter.
- Spacing: The main body should be double spaced. Footnotes and endnotes are to be single spaced.
- Pages: Only one side of the page is to be used.
- Attachments: Attachments not adaptable to PDF format (e.g., multimedia, photographs) are to be submitted via appropriate software as separate files from the main body of text and bibliography.

2. Specific Requirements for Research Paper (RES 697), Creative Project (RES 697 or THES 698), or Thesis (THES 698)

• Get detailed information and sample copies of title pages, abstracts, and acknowledgement pages at Graduate School Requirements for Writing a Research Paper, Thesis, Creative Project, or Dissertation.

3. REQUIRED Hard Copy Submissions to the Graduate School for ALL Master's-Level Papers: The following forms which must be submitted to the Graduate School in a hard copy (paper) format:

- Research Paper, Thesis, Creative Project, or Dissertation (**ETD**) **Signature Form** signed by all committee members and the department chairperson or designate
- The **Final Approval Form** (3-hour form; 6-hour form) signed by all committee members and the department chairperson or designate
- Incomplete ("I") removal form, if applicable, for RES 697 or THES 698 (department is responsible for submitting this form to the Graduate School)

- 4. Checklist for Submission of Final Copy of Research Paper, Thesis, or Creative Project (all the below items must be completed to be considered for degree conferral).
- Complete electronic document conversion to acceptable format (i.e., Microsoft Word or PDF). Visit the TechClips for PDF conversion instructions.
- Download, print, complete, and acquire signatures of committee members and department chairperson (or designate) on the Research Paper, Thesis, Creative Project, or Dissertation (ETD) Signature Form and submit it to the Graduate School.
- Download, print, complete, and acquire signatures of committee members and department chairperson (or designate) on the Final Approval Form (3-hour form; 6-hour form) and submit it to the Graduate School.
- Submit the Incomplete ("I") Removal form, if application, to the Graduate School (departmental responsibility).
- Upload and electronically submit the final research paper, thesis, or creative project. This includes the abstract, title page, and acknowledgement page (if applicable).

5. Electronic Submission of Final Research Paper, Thesis, or Creative Project

- All papers and projects must be received in the Graduate School by the deadline date established for each semester. Find the exact date here.
- The electronic routing to all committee members and the department chairperson/designate may take several days to complete, therefore we suggest that all files be uploaded one week prior to the published Graduate School due date.
- You MUST upload all files at one sitting. Once you click the submit button, you CANNOT go back and add additional files later.

Students' Responsibilities

Application for Graduation

- a) All students must file an application for graduation to receive their diplomas. Students may apply on-line at http://www.bsu.edu/gradschool/graduation/ or come to the Graduate School for an application. In general, applications for graduation are due by the end of the fourth week of fall and spring semesters or the end of the second week in a summer semester. For the exact date see the above website.
- b) The University Bookstore must receive the student's cap and gown measurement form promptly. Payment is due at the time the cap and gown is ordered.
- c) Prior to the completion of course requirements, those students who have received a National Defense or Direct Student Loan, or a Nursing Student Loan from Ball State University must make an appointment for an "Exit Interview" in the Student Aid Finance Office (AD 201).

a) Ordinarily papers are due four weeks before the close of fall and spring semesters and two weeks before the close of summer semester. For the exact date, see the Graduate School website at http://www.bsu.edu/gradschool/graduation/.

Plagiarism

Students are encouraged to click on the link below and read the article on plagiarism. It gives helpful hints on how to avoid and prevent academic theft.

Preventing Plagiarism (http://www.psychologicalscience.org/teaching/tips/tips_0403.html)

Graduate School Revised 3/5/2007 Ball State University 2000 W. University Ave. Muncie, IN 47306 Copyright © 2007

Thesis Proposal Checklist
Department of Anthropology

____ Decide on a thesis topic.

 Choose a committee chair within the Department of Anthropology.
Choose two additional committee members who are qualified to sit on thesis committees. (At least one other committee member must be selected from the Department of Anthropology. All members must be approved for graduate faculty status by the Graduate School, including off-campus members.)
Prepare a minimum 10 page proposal for all committee members to include the following:
Statement of the research problem Background review of relevant literature Outline of proposed methodology for gathering and analyzing data Statement of significance/potential importance of findings References cited/bibliography
 Give copies of proposal to each committee member.
 Obtain signature of all committee members and department chair on Topic Approval Sheet. (may be obtained in BB 315 or online)
 Submit copy of proposal and copy of Topic Approval Sheet to administrative coordinator for your file.
 Submit one-page abstract of proposal and original Topic Approval Sheet to Graduate School.
After Graduate School approves thesis proposal, submit research protocol to the IRB at the Office of Research if you are using human subjects.
Register for THES 698 hours (3 hours in two semesters or 6 hours in one semester) after Graduate School approves proposal. See administrative coordinator for permission to register for thesis hours.

Writing the first draft and revising:

After completing the first draft submit the document for review to your thesis committee chairperson. After receiving the marked up draft revise the document. There are typically two types of reviewer's comments: editing corrections and content suggestions. Editing errors must be corrected to produce a cleanly written document. Content suggestions should be discussed with the thesis chair and other committee members. After receiving first draft approval from your committee chair submit the thesis draft for review to your other committee members. Typically a thesis draft will go through two to three (or more) review/revision cycles. The best writing strategy is to have as complete as document as possible for your first draft, including all front matter, references cited, and figures/tables.

Obtaining Approval Signatures and Graduate School Submission

After the thesis has been completed, obtain approval signatures from committee members and submit the required copies of the thesis to the BSU Graduate School and Department of Anthropology.

Miscellaneous Information

Academic Load:

- If you hold a **graduate assistantship**, you must take a *minimum* of 6 hours of coursework during each semester to be eligible for the assistantship. You may take as many as **12** hours.
- -The maximum number of hours allowed per academic-year semester is 15 for all other graduate students who do not hold an assistantship.
- -Consult the *Graduate Catalog* for number of credit hours required to maintain eligibility for financial aid.
- -Students in assistantships paid by the department may also work up to 10 hours a week in the archaeology lab or elsewhere on campus (as regular student employees), but approval must be obtained from the Graduate School first. A letter from the department chair must be sent to the graduate school on behalf of the student.

Substitution/Transfer Courses:

- -To substitute a course to meet a program requirement or use a course for transfer credit from another university, you must obtain approval from the graduate program advisor.
- -Transferring courses also requires approval from the Graduate School. Up to 9 semester hours may be transferred to Ball State, according to university policy. The research requirement (THES 698) must be completed at Ball State University.

GPA:

A student must maintain a 3.0 GPA to remain in good academic standing.

Courses where a **C**- grade or lower is earned will not count towards a student's graduate coursework.

Funding for Research and Travel:

- -Funding for research and travel to professional conferences can be requested through the Office of Academic Research. Typically these allocations range from \$50 to \$300.
- -Funding is also available for travel through the Byron L. Troyer Scholarship/Grant Foundation. Just ask for an application form in BB 315. These grants also range from \$50 to \$300. Only one Troyer Grant per student per year can be awarded

Research Opportunities:

If you wish to get involved in faculty research, you are encouraged to find out which faculty have interests similar to yours and approach those faculty members for possible research collaboration. Research by faculty is indicated on the faculty portion of the website. www.bsu.edw/csh/anthro/ Interests are also listed in the master's program booklet. To obtain course credit for research involvement, you can request permission to enroll in ANTH 690, Independent Study in Anthropology.

Master's Candidate 600:

- -Must be taken for *zero credit hours* each semester after students have completed all degree requirements but have yet to finish their thesis or any other course that still has an Incomplete.
- -Students enrolled in MASTR 600 are entitled to the rights and privileges of a regular student, allowing them to check out resources from the library and utilize university computing services. There is a \$50 fee for enrollment. This is not a regular course, but serves only to <u>maintain active student status</u> and is required for students who need to continue using the university's facilities to complete their thesis or

other incomplete course requirements. Registration for MASTR 600 is *not required in the summer* but is permitted.

- -Students who fail to register for MASTR 600 during the required semesters must retroactively register and pay for missed semesters before the master's degree will be conferred. (This applies only to 2005 and after).
- -Students who have not yet registered for thesis hours but need access while working on incomplete grades and not otherwise registered for classes, may register for MASTR 600 with the approval of their department chair and the dean of the Graduate School. Please see Administrative Coordinator to obtain permission to register for this.

Graduation:

When graduate students think they are near graduation (but still have to complete the thesis or make up an incomplete or the like), they have been in the habit of filing an application for graduation with the Graduate School. The Graduate School then contacts the department and the Administrative Coordinator prepares a Final Graduate Checksheet which, when approved, verifies that all requirements for graduation have been or will be completed. That form requires the signature of the Major Advisor (normally the Chair of the Thesis Committee) and the Department Chair. Without this form, you cannot graduate.

In the past, we have had some problems with this procedure. They go something like this: the student applies to the Graduate School, then invites everyone in his/her family to graduation ceremonies—and they all live in New Zealand or somewhere. They all book flights with non-refundable tickets. The student does not complete the work but wants to go through graduation ceremonies anyway. Either the Department says 'no' and somebody loses a lot of money---or the Department feels sorry and says 'yes', and somebody attends the ceremonies, gets a job and never finishes. This may not seem like a big deal to you, but it can lead to a lot of complications for us. **DO NOT DO THIS.**

NOTE: The application for graduation deadline comes *very early* in the semester of graduation - so plan ahead and keep in touch with your committee. In *special* circumstances, permission to attend an early commencement may be requested.

The way to go about this is:

- Consult with your Thesis Committee Chair and the Department Chair
- The Department Chair will consult with the Dean in the College of Sciences and Humanities and the Dean of the Graduate School to seek approval.

Extensions:

Students have SIX years to complete the degree. If the degree is not completed in six years courses will have to be revalidated or repeated for academic credit to stand and an extension must be approved by the Dean of the Graduate School.

Plagiarism: Not allowed.

Position Description: Graduate Assistant Department of Anthropology

I. Objectives/General Description: The Department of Anthropology has both annually funded graduate assistantships and occasional research assistantships supported by faculty or contract and grant funds from the department's Archaeological Resources Management unit. The graduate assistantships are offered in order to

provide graduate students with an opportunity to begin graduate training and to gain experience in research and teaching related matters. The assistantship is awarded for one year with renewal for a second year contingent upon satisfactory performance of duties. The assistantship also helps the department to attract and compete for the high quality student we seek.

II. Position Responsibilities/Duties: The primary responsibilities for the departmental graduate assistant should include, entering data, researching materials/annotating literature, assisting with grants, reports, and articles, and any other research oriented activities that will increase faculty research productivity during the academic year. Graduate assistants should be provided the opportunity to teach a class or two each semester. Graduate assistants can also assist with classes although research oriented tasks should take precedence.

Other responsibilities may include: assisting in introductory classes, and labs; leading review and discussion sessions; delivering (occasionally) a lecture on a topic in which they have specialized knowledge/experience; representing the department at campus events; planning and installing museum exhibits; and other similar duties as needed. They are expected to cooperate in discharging their responsibilities by substituting for one another or sharing tasks on an occasional or as needed basis just as regular faculty do.

Other graduate assistants work directly with the project director to conduct research, classify and analyze artifacts, and carry out other assignments directly related to a particular project.

- **III. Workload Requirements:** Graduate assistants are expected to work twenty (20) hours per week. These hours are structured around their own class load.
- **IV. Eligibility Requirements:** To be eligible for a departmental graduate assistantship, students must have been accepted for graduate study in the Department of Anthropology and must have a GPA of at least 3.0. Other graduate assistantships are appointed by the project director based on academic credentials, experience and the ability to meet the needs of a particular project.
- V. Application/Selection Process: Applicants for the departmental graduate assistantships must submit an assistantships application (available on the department website or from the administrative coordinator). At least one of the letters of recommendation for admission to the graduate program should be from a person who can evaluate the applicant's potential as a graduate assistant. Successful applicants are selected on the basis of their undergraduate records and letters of recommendation. Applicants for research assistantships should apply to the project director or director of the Archaeological Resources Management Service. Selection is on the basis of the student's record and experience.
- **VI. Supervision:** Overall supervision of departmental graduate assistants lies with the chair of the department who will make the assignments. Day-to -day supervision will be the responsibility of those faculty members being assisted. Other graduate assistants are supervised by project directors or the professional staff of the ARMS.
- **VII. Evaluation/Renewal/Termination:** Departmental graduate assistants will be evaluated by supervising faculty or staff near the end of each semester. Continuation of the assistantship into the next semester depends on the maintenance of a 3.0 cumulative graduate grade point average and favorable reports from the supervisors. If performance is deemed satisfactory, graduate assistantships are normally renewed for a second year. Other

graduate assistants are typically renewable on a semester-by-semester basis, depending on the available funding. Any conflicts or problems with the position should be discussed with the department chair.

- VIII. Fees/Tuition Remission: Assistantships carry a waiver of the contingent portion of the general fee (tuition). For students who have held assistantships for the entire academic year, this tuition waiver will also apply to the following summer. Half-time assistantships (rarely available) provide a waiver of one-half the tuition. Full-time graduate assistants also receive a remission of the graduate course fee and an out-of-state fee waiver. Students remain responsible for the dedicated portion of the general fee (applied to student services such as the Daily News, intercollegiate athletics, Campus Activities Fund, and activities such as lectures, concerts and cultural programs) as well as the technology fee and the Health Center fee.
- IX. Other: Graduate assistants can be expected to be treated like junior colleagues, and they are expected to conduct themselves in a professional manner. This involves strict adherence to norms of confidentiality, responsibility, and professionalism. As a condition of employment, all graduate assistants will be required to sign a "Ball State University Employee Confidentiality Agreement," promising not to disclose confidential information. Graduate assistants are also expected to be enrolled for a minimum of six credit hours per semester during the academic year.

Department of Anthropology Graduate Student Grievance Procedure

A grievance may be considered to be a perceived violation of students' rights as outlined in the *Ball State University Faculty and Professional Personnel Handbook*. The Department of Anthropology affirms the right of its students to express grievances and accepts the responsibility to provide due process (to provide a means for the safe hearing of grievances) and to attempt a resolution of the expressed grievance that is satisfactory to the student. The departmental grievance procedure in no way precludes the use of legal or professional resources for addressing grievances.

Examples of grievances would include any words or actions on the part of other students, faculty, or staff in the department that limit students' access to learning, that limit their free speech, that limit their freedom of association and assembly, or that limit their freedom of expression and inquiry. Other examples include incompetent teaching by a faculty person; unfair or inequitable evaluation or grading practices; lack of respect from peers and faculty; unfair or unreasonable demands; coercion; sexual harassment; exploitation of ideas, products, work, time, or resources; and discrimination on the basis of sex, ethnic origin, or age. While this list covers many potential areas of concern, it is not exhaustive. The department assures students the right to a fair hearing and due process concerning any circumstance involving a member of the department (student, faculty, or staff) that has been perceived to be harmful, unfair, or otherwise damaging to the student.

The following steps of appeal are suggested in resolving a grievance:

1. Speak directly with the person involved to reach a mutually agreeable solution. The student should clearly, specifically, and reasonably present his/her complaint and request a resolution. The recipient of the grievance is responsible to openly and completely hear the complaint, consider it seriously, and respond honestly, with respect, in attempting to provide resolution. If the concerns cannot be resolved or if the student prefers not to talk with the person, proceed with the next step.

- 2. Present the grievance, verbally or in writing, to the department chair. The grievance should be discussed with the department chair in a timely manner rather than several weeks after its occurrence. The chair will openly and completely hear the complaint, consider it seriously and with respect, and act toward satisfactory resolution of the student's grievance. The chair will notify in writing the person against whom the grievance is held. The chair may intercede directly with the person against whom the grievance is held or schedule a meeting among all parties (including, with the student's consent, the student's advisor or other advocate), at which the chair will act as mediator. The chair may conduct an investigation by interviewing all relevant parties and any witnesses in an attempt to resolve the grievance. In these proceedings the chair is not an advocate for either party, but a neutral mediator. At any point, or if resolution is not achieved, the chair may decline to further pursue the grievance and recommend the student to the next level of appeal.
- 3. Present, in writing, the grievance to the chair of the Graduate Committee of the department. The written appeal should describe, in detail, the nature of the grievance and all parties involved. The Graduate Committee will convene within ten days of receipt of the complaint. At the initial hearing, the student, accompanied by an advocate of his/her choice, will be asked to present the grievance to the committee. Any committee member who may be biased or risks a conflict of interest shall withdraw from the proceedings and may be replaced at the discretion of the committee chair. The student has the right to request that any committee member be excluded from the hearing, which may be granted by the committee chair. The student is not required to be present at the same time as the person against whom the grievance is held but may attend if he/she so desires. Both the student and the person against whom the grievance is held may submit testimony of up to three witnesses (more may be used at the discretion of the committee). The committee may call as many witnesses as it believes are necessary. While the committee will attempt a straightforward resolution of the grievance to the satisfaction of the student, it may also, unlike lower levels, rule either in favor of or against the student's grievance, or reach no conclusion and recommend that the student appeal his/her grievance at the next higher level. Rulings require a simple majority of voting members of the committee. Should they rule against the student's grievance, the matter will be considered closed as a departmental issue. The student retains, however, the right to pursue other recourses at higher levels. A formal letter from the committee chair will summarize the findings and any recommendations of all hearings. Copies will be sent to all parties and kept on file with the department chair. All hearings will be considered confidential.

If the grievance is not solvable at the departmental level, the student should follow university policy and present the grievance to these areas in the order indicated until a satisfactory solution is reached:

- 4. Dean's Office of the College of Sciences and Humanities
- 5. University Academic Freedom and Ethics Subcommittee of the Professional Affairs Council
- 6. Dean of Students
- 7. Office of Affirmative Action
- 8. Office of the Provost and Vice President for Academic Affairs

Forms and Other Important Websites

These pages are available on line on the anthropology website: http://www.bsu.edu/anthropology

Courses for Masters Degree http://www.bsu.edu/csh/anthro/macourses

Courses for graduate minor program http://www.bsu.edu/csh/anthro/gradminor

Costs & Financial Aid

http://cms.bsu.edu/Academics/CollegesandDepartments/GradSchool/Admissions/CostsandFinancialAid.aspx

Careers in anthropology http://www.bsu.edu/anthropology/article/0,,48563--,00.html

Native American Studies Minor http://www.bsu.edu/anthropology/article/0,,43137--,00.html

Scholarships & Grants http://www.bsu.edu/anthropology/article/0,,43138--,00.html

Troyer grant application http://mdgroover.iweb.bsu.edu/troyergrant.doc

Undergraduate Catalog http://www.bsu.edu/catalog

Research News & Notes

http://www.bsu.edu/anthropology/article/0,1969,250937-16350-56545,00.html

Graduate Catalog

http://cms.bsu.edu/Academics/CollegesandDepartments/GradSchool/Academics/GraduateCatalog.aspx

Graduate School Forms

http://cms.bsu.edu/Academics/CollegesandDepartments/GradSchool/Forms.aspx

Mailboxes and Offices

Mailboxes are located in BB 315 and will be provided to graduate during the first two years. This will allow faculty to return assignments etc. to you. **Office space** will be made available to Graduate Assistants and extra desks may be available to students during their first year. Keys are available from Susan Blair in BB 315. Keys must be signed out and returned when space is no longer available.

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