

**The Anthropology  
Graduate Student Handbook**

**Department of Anthropology**

**Graduate Program Founded in 1977**

**The University of Memphis  
Manning Hall**

**Fourteenth Edition  
August 2016**

**A Tennessee Board of Regents Institution  
An Equal Opportunity/Affirmative Action University**

**Department of Anthropology  
The University of Memphis**

**Chair**

Dr. Ruthbeth Finerman  
finerman@memphis.edu  
(901) 678-3334

**Assistant to the Chair**

Paulette Wilkerson  
pwlkrsn@memphis.edu  
(901) 678-3329

**Graduate Coordinator**

Dr. Kathryn Hicks  
kahicks2@memphis.edu  
(901) 678-2080

**Office Administrator**

Evell F. Ballard  
efballrd@memphis.edu  
(901) 678-4283

**Main Office**

Room 316 Manning Hall  
8:00 a.m. to 4:30 p.m.  
(901) 678-2080

<b>FORWARD</b>	<b>IV</b>
THE ANTHROPOLOGY	1
GRADUATE STUDENT HANDBOOK	1
<b>I. GRADUATE PROGRAM IN APPLIED ANTHROPOLOGY</b>	<b>1</b>
A. Introduction to the Program	1
B. Advising and Mentoring	1
<b>II. GRADUATE PROGRAM SPECIALIZATIONS</b>	<b>2</b>
A. Required Core Anthropology Courses	2
B. Requirements for the Concentration in Medical Anthropology	2
C. Interdisciplinary Graduate Certificate in Museum Studies	2
<b>III. ANTHROPOLOGY GRADUATE CURRICULUM</b>	<b>3</b>
A. Course Prerequisites	3
B. Anthropology Course Offerings	3
C. Course Scheduling	4
D. Registering for Courses	4
<b>IV. ANTHROPOLOGY GRADUATE FACULTY</b>	<b>5</b>
<b>V. RESEARCH PROGRAMS</b>	<b>6</b>
<b>VI. RESOURCES FOR GRADUATE STUDENTS</b>	<b>6</b>
A. Student Identification	6
B. Email/Internet	7
C. Graduate Financial Aid	7
D. Graduate Assistantships in Anthropology	7
E. Guidelines for Graduate Teaching Assistants	7
F. Participation in Professional Organizations and Conferences	8
G. Funding for Travel to Professional Conferences	9
H. Anthropology Student Club	9
I. Participation in Departmental Events	10
J. Special University Workshops and Instructional Services	10
<b>VII. POLICIES ON THE USE OF DEPARTMENT RESOURCES</b>	<b>10</b>
A. Main Office	10
B. Photocopying	11
C. Mail	11
D. Facsimiles	11

E. Office Supplies	11
F. Audiovisual Equipment	11
G. Research Equipment	11
H. Keys	12
I. Research Lab	12
J. Office Space	12
K. Computer Lab	12

## **VIII. STANDARDS FOR GRADUATE STUDENT CONDUCT** **13**

A. General Comportment	13
B. Research Ethics	13
C. Biannual Review of Graduate Students	14
D. Grievance Policies and Procedures	15
A. General Information	15
B. Written Examinations	16
C. Oral Examination	18
D. Comprehensive Exams, Misc.	19

## **X. THE PRACTICUM** **19**

A. Proseminar	19
B. The Practicum Project	19
C. Practicum Agreement	20
D. Practicum Report Policy	20
E. Practicum Report Structure	21
F. Practicum Forum	22

## **XI. PROCEDURES AND CRITERIA FOR GRADUATION** **23**

A. Intent to Graduate Procedure	23
B. Prerequisites and Criteria to Qualify for Graduation	23

## **APPENDIX I: MA DEGREE PROGRAM** **24**

## **APPENDIX II: DEPARTMENTAL INFORMATION AND FORMS** **30**

Application for Graduate Assistantship	31
Graduate Assistantship Responsibilities	32
Graduate Assistant Evaluation	33
Advances in Anthropology Student Conference Fund	35
Advising Sheet	36
Medical Concentration Advising Sheet	37
Agreement to Supervise a Restricted Course	38
Master's Degree Advising Committee Form	39
Comprehensive Written Examinations Planning Form	40
Practicum Agreement Boilerplate	41

Site Mentor and Agency Agreement Boilerplate	42
Practicum Report Check List	43
MA Learning Goal Outcome Assessment: Practicum Forum	44
Practicum Product Check List	45
M.A. Learning Goals and Objectives	46
MA Learning Goal Outcome Assessment: Biannual Review	47

## Forward

Welcome to the graduate program in Anthropology at The University of Memphis.

Anthropology at the University of Memphis can trace its roots to 1961, when courses were added to the Department of Social Sciences. Anthropology was granted departmental status in 1972, and plans began for a graduate program. A unique vision emerged to serve the region and promote graduate employment by focusing on Applied Anthropology. And, rather than require a conventional thesis, Master's students would complete a practicum, making the department and its alumni a key asset to the community. The degree was approved in 1976 and the Master of Arts program began in 1977. The department continues to grow and evolve, but maintains its commitment to integrity and excellence. It has received national recognition as one of the premier graduate programs in applied anthropology.

This handbook is a guide for graduate students in the Department of Anthropology at The University of Memphis. It introduces you to the Department's mission, its faculty, resources and facilities, course requirements, University and Departmental policies, procedural deadlines, programs leading toward the Master's degree, and guidelines for the production of practicum reports. Among other things, this handbook is intended to help you understand, plan for, and meet the requirements of the Department and Graduate School. Please acquaint yourself with these key conditions. Many requirements are matched with a specific form you must complete, in cooperation with your advisor.

This handbook is intended to provide key information, but it is not an adequate substitute for the faculty advisor; all graduate students should work closely with their mentors and degree committees to ensure that their course of study is of the highest possible quality. For further information on policies and procedures, students should also consult the University's *Graduate Catalogue* (<http://www.memphis.edu/gradcatalog/>).

We trust that your graduate experience in Anthropology at The University of Memphis will be intellectually rewarding. The offices of the Chair and the Graduate Coordinator will make every effort to ensure your success in our program.

**THE ANTHROPOLOGY  
GRADUATE STUDENT HANDBOOK  
The University of Memphis, Department of Anthropology**

**I. GRADUATE PROGRAM IN APPLIED ANTHROPOLOGY**

**A. Introduction to the Program**

The Department offers a graduate program leading to a Master's degree; however, the focus is on fulfilling student needs, not merely producing degrees. It is designed to provide an advanced education and an opportunity to develop competency and professionalism in selected areas of specialization in Applied Anthropology. Students may also choose to pursue a concentration in Medical Anthropology. The department is a partner in the Interdisciplinary Graduate Certificate in Museum Studies, and in the Certificate in Non-Profits program. Graduates of our Master's program find work in the public and private sectors, with agencies working in community health and development.

**B. Advising and Mentoring**

Advising is essential to effective and high-quality degree work. The graduate program stresses intensive mentoring; students should consult advisors frequently. In their first semester, new graduate students are assigned an interim faculty advisor, who will assist them in initial course planning. Interim advisors are selected by the Graduate Committee, based on academic compatibilities identified from the student's application.

Graduate students should establish a permanent faculty advisor during their first year of study. Students may choose to retain their interim advisor, but can also change; the goal is to ensure that students establish a rapport and a productive working relationship with at least one faculty mentor. Different faculty may be asked to assume separate roles as a student's major advisor and as their practicum supervisor. Students may secure a practicum assignment with one faculty member and ask another to chair their advising committee. Students must formally request their advisor's consent to serve as major advisor.

Graduate students should assemble an advising committee by the end of their first year, and no later than the semester they intend to take their comprehensive exams. This committee assists in completing the practicum, and comprehensive exams and consists of at least three individuals: a faculty member who serves as committee chair and two other members. At least three committee members must hold a Ph.D. degree or the equivalent; two of these will consist of anthropology faculty holding graduate status. Under special circumstances, non-faculty may be added as an external member (e.g., practicum supervisors). However, this member will only assess the student's practicum report, not their comprehensive exams. Such appointments should be made in consultation with the committee chair. All students must formally request a faculty member's consent to serve on their advising committee.

## **II. GRADUATE PROGRAM SPECIALIZATIONS**

Degree candidates must meet Graduate School requirements (see *XIII Procedures and Criteria for Graduation*). Candidates in anthropology must also demonstrate proficiency in core knowledge within the discipline. However, the program is flexible, particularly with respect to training towards student interests. Students are urged to consult their faculty advisor to plan a course of study that will satisfy their intellectual interests and long-term professional goals.

In all, students must complete at least 36 credit hours of coursework, including a practicum. At least 26 hours must be taken at the 7000 level; 6 hours of practicum are applied to this total. No more than 9 hours of independent study may apply to degree hours (6 hours max. anthropology plus 3 hours collateral). Students are required to pass written and oral comprehensive exams.

Once accepted into the program, a student is expected to enroll every semester (excluding summer sessions) and make satisfactory progress toward the degree. A student who does not enroll for one semester must apply for readmission (see the most current Graduate Bulletin). Students who are engaged in a culminating project must enroll on a continuous basis (fall and spring) until the project is complete.

Specific requirements for degree and for concentrations offered follows:

### **A. Required Core Anthropology Courses**

1. ANTH 7075 Methods in Anthropology (4 hours)
2. ANTH 7076 Anthropological Data Analysis (4 hours)
3. ANTH 7200 Roots of Anthropological Theory (3 hours)
4. ANTH 7255 Applied Anthropology and Development (3 hours)
5. ANTH 7984 Proseminar (1 hour, taken the first fall semester of graduate study)
6. Completion of 6 hours in the practicum (ANTH 7985)

### **B. Requirements for the Concentration in Medical Anthropology**

1. Completion of all required core (general) anthropology courses and program requirements
2. Completion of 2 required courses for a concentration in medical anthropology:  
    ANTH 6511 Medical Anthropology (3 hours)  
    ANTH 7511 Medical Anthropology Theory & Practice (3 hours)

### **C. Interdisciplinary Graduate Certificate in Museum Studies**

(Min. of 18 hours; collateral degree hours determined on a case-by-case basis).

The Graduate Certificate in Museum Studies prepares students who are currently enrolled in a graduate program to enter the museum profession. Training prepares students for entry-level positions in museum administration, education, collection management, registration, exhibition development, curation, and public programs. The program, administered jointly by the Department of Anthropology and the Department of Art, involves faculty from different colleges and encompasses



electives from a variety of departments. Students interested in completing this Certificate should contact Dr. Connolly. Requirements for the certificate are:

1. Completion of 2 required Museum Studies core courses:  
    ANTH 7661 Museum Practices (3 hours)  
    ANTH 7662 Museums and Communities (3 hours)
2. Completion of at least 6 hours in electives; at least 3 hours must be taken from outside of Anthropology. See the on-line *Academic Regulations* in the *Graduate Catalog* for approved electives.
3. Completion of at least 6 hours in ANTH 7669 Museum Internship.

### **III. ANTHROPOLOGY GRADUATE CURRICULUM**

#### **A. Course Prerequisites**

Each new graduate student must present evidence of competence in undergraduate courses that qualify him/her for graduate study in anthropology. Normally, the student should have satisfactorily completed undergraduate courses in cultural anthropology and in anthropological theory and methods. If not, the student will be required to enroll in ANTH 7975: Directed Individual Readings to address areas of deficiency.

The Department requires that all graduate students, including international students, be computer literate. In particular, students must be competent in the use of email, word processing (e.g., Word), and basic spreadsheet applications (e.g., Excel). Students may be required to master additional applications for specific courses (e.g., GIS, ATLAS).

All graduate students must have satisfactory writing skills. Students should have some background in quantitative data analysis (i.e., college algebra, undergraduate statistics) before enrolling in Techniques of Anthropological Data Analysis (ANTH 7076). Individual courses may specify additional prerequisites for registering; graduate students should consult print and online versions of the University's *Graduate Catalog* for current information on specific course restrictions and should plan their course of study in close collaboration with their faculty advisor and advising committee.

#### **B. Anthropology Course Offerings**

A copy of the anthropology graduate curriculum is reproduced in *Appendix I* of this handbook; however, the Department regularly modifies and expands its curriculum to ensure that the program provides training in the fundamentals and in application-based anthropology. Students should consult print/online versions of the University's *Graduate Catalog* for up-to-date information on courses, course descriptions, credit hours, and prerequisites.

Students should also check the University's *Schedule of Classes*, published every semester, to identify new course offerings and unique Special Topics courses that are occasionally organized by the faculty. A wide range of courses offered at the 6000 level is open to both undergraduate and graduate students. Such courses are co-listed at the

4000 level when they are open to undergraduates. Courses at the 7000 or 8000 level are open only to graduate students. Graduate Coordinator approval is required to take any credit hours at less than the 6000 level; such approval may be granted in special circumstances (e.g., graduate students needing undergraduate statistics to take ANTH 7076 or students needing undergraduate language courses to prepare for field research).

The Department also features several independent study courses in a one-on-one tutorial structure with a faculty supervisor to permit graduate students' undertaking intensive reading, research, and/or writing on a topic not ordinarily featured in the curriculum. Students interested in taking an independent study course are required to secure the permission of a faculty supervisor, who will prepare a contract for the course of study. Graduate students may apply no more than 9 credit hours of independent study toward their required degree hours: 6 in anthropology, and 3 hours in another discipline.

### **C. Course Scheduling**

Normally, core and required specialty courses are offered on a consistent rotation, giving students at least one opportunity to register for any given course during a typical two-year full-time graduate career. In order to sustain both the undergraduate and graduate programs, and to provide breadth of instruction, many courses cannot be offered every semester, or even every year, though, most courses are taught once every three to four semesters. Consequently, graduate students should register for key courses as soon as they are offered and should not anticipate that a required or desirable course will be offered again during their term of study.

Coursework should be planned in close collaboration with a faculty advisor. Graduate seminars are rarely offered in the summer; however, practica and select courses (e.g., independent studies) are commonly conducted then. Students are encouraged to contact the Anthropology Graduate Coordinator with any questions or concerns about course scheduling.

### **D. Registering for Courses**

Course registration is completed online; permits for courses that are restricted or closed can be requested through the Anthropology main office (MN 316). Registration procedures and fee payment options are available online on the University's website. A few points should be kept in mind:

1. Graduate students must be admitted to the University in order to register for classes.
2. Returning graduate students who were not enrolled the prior semester must submit a Readmission Application to Graduate Admissions (Administration Building, 216). This process may be completed by telephone at (901) 678-2911.
3. Graduate students in the program should contact their faculty advisor for advising information, and see the Chair or Anthropology Secretary for registration clearance.

4. Graduate Assistants and Teaching Assistants must obtain fee waiver forms from the department prior to registering. You must bring proper identification. Assistantship contracts should be completed two months before the start of classes.

#### **IV. ANTHROPOLOGY GRADUATE FACULTY**

**Christopher P. Barton** (Ph.D. Temple University, 2014; Instructor) Historical archaeology; applied anthropology; African Diaspora studies; public archaeology; consumer culture; race, class, and gender studies; childhood studies; North America ([cpbarton@memphis.edu](mailto:cpbarton@memphis.edu)).

**Keri Brondo** (Ph.D. Michigan State University, 2006; Associate Professor and Director, International Studies Program) Applied anthropology; gender, development, and indigenous land rights; conservation; tourism; consumerism and environmental sustainability; applied qualitative methods; Central America, United States ([kbrondo@memphis.edu](mailto:kbrondo@memphis.edu)).

**Michael R. Duke** (Ph.D. Texas, 1996; Associate Professor) Medical anthropology, substance abuse, sexual risk, mental health, immigration, labor, research methods, social theory, Latin America, Caribbean, Micronesia ([m.duke@memphis.edu](mailto:m.duke@memphis.edu)).

**Ruthbeth D. Finerman** (Ph.D. UCLA 1985; Professor and Department Chair) Medical anthropology, international health services delivery, family health, maternal-child health, health disparities, mental health; South America, Latin American immigrant populations ([finerman@memphis.edu](mailto:finerman@memphis.edu); 678-3334).

**Kathryn Hicks** (Ph.D. Northwestern 2008; Associate Professor and Graduate Coordinator) Biological anthropology, developmental systems theory, political economy, stress, social justice, nutrition, environmental health, United States, Bolivia ([kahicks2@memphis.edu](mailto:kahicks2@memphis.edu)).

**Katherine Lambert-Pennington** (Ph.D. Duke University, 2005; Associate Professor) Indigenous culture and culture change, postcolonialism, race, racism and social inequality, identity and community, governmentality and nationalism, Australia and United States ([almbtrpn@memphis.edu](mailto:almbtrpn@memphis.edu)).

**Ross D. Sackett** (Ph.D. UCLA 1996; Instructor) Quantitative analysis, ecological anthropology, evolutionary anthropology, nutritional anthropology ([rsackett@memphis.edu](mailto:rsackett@memphis.edu); 678-1424).

**Micah M. Trapp** (Ph.D. American University, 2011; Assistant Professor) Refugees and humanitarianism; migration, diaspora, and transnationalism; anthropology of food and household food economies; socioeconomic status; development; West Africa and United States ([mmtrapp@memphis.edu](mailto:mmtrapp@memphis.edu))

## Emeritus Faculty

**Linda A. Bennett** (Ph.D. American University 1976;) Alcoholism, applied clinical research, family rituals, ethnic identity, Europe, United States, former Yugoslavia ([lbennett@memphis.edu](mailto:lbennett@memphis.edu)).

**Stanley E. Hyland** (Ph.D. University of Illinois- Urbana 1977) Urban anthropology, applied anthropology, community development and poverty, research design and evaluation, voluntary associations, North America ([shyland@memphis.edu](mailto:shyland@memphis.edu)).

## **V. RESEARCH PROGRAMS**

The Department of Anthropology is recognized for the strength of its faculty and their scholarly interests. Research activities reflect the common interests and diverse intellectual inquiries of the faculty, several of whom conduct research that crosses area specializations. Specific foci include:

- Community development (neighborhood development; organizations; poverty; housing; education; consumerism; land rights; African diaspora)
- Community health (health disparities; culturally competent care; stress; health and race; mental health; health program evaluation)
- Food and nutrition (foodways; food systems; diet and nutrition)
- Environment, sustainability and health (environmental justice; pollution; ecotourism)
- Cultural heritage (cultural identity, heritage preservation, tourism, education)
- Globalization (international development, migration and humanitarianism in Africa; Australia; Latin America)
- Alcohol and drug studies (alcohol and culture; substance use, treatment)
- Reproductive health (sexual risk, maternal-child health, HIV/AIDS)
- International health (Africa; Latin America; United States; immigrant health in the U.S. Mid-South)
- Museum Studies Program (ethnology and material culture; museums, education and public programs; artifact preservation and exhibition development)

## **VI. RESOURCES FOR GRADUATE STUDENTS**

### **A. Student Identification**

All students must obtain a University Identification Card in order to use campus services (e.g., check out library books). To obtain a University ID Card visit Wilder Tower; bring official photo identification (e.g., driver's license, passport). The process is simple and usually takes minutes to complete.

## **B. Email/Internet**

All University students should establish and use university email accounts by visiting <https://iam.memphis.edu/idmaint.jsf>.

## **C. Graduate Financial Aid**

Numerous options for financial support are available to graduate students; however, the nature of these awards and loans, selection criteria, application forms, application deadlines, regulations, applicable tax codes, and a host of other features change constantly. The University Financial Aid Office is equipped to provide the most current information on funding options. They maintain a detailed Internet page on the University's website, produce a monthly newsletter on new financial aid sources, and directly counsel individual students seeking information on support.

The Financial Aid Office is open during normal University business hours: 109 Wilder Tower. Phone: (901) 678-4825; <http://www.memphis.edu/financialaid/>.

## **D. Graduate Assistantships in Anthropology**

Graduate Assistantships (GAs) and Teaching Assistantships (TAs) are granted to a limited pool of applicants. Stipends are competitive and are bestowed upon qualified applicants based upon GRE scores, letters of support, the student's letter of application and progress toward the degree. An assistantship waives tuition for each semester in addition to the stipend. In order for a student to have tuition waived, he/she must be enrolled and must have signed the GA contract by the first day of classes.

The faculty evaluates the student's performance each semester, and award renewal is contingent upon a satisfactory review, including satisfactory completion of both degree work and GA responsibilities. See Appendix II for review criteria. Students must also maintain a 3.0 GPA and must be enrolled for at least 9 credit hours to qualify for assistantships.

All GAs must turn in monthly time sheets. Full-time GAs must work for the Department 20 hours a week; half-time GAs must work 10 hours a week. Duties may include assisting in research, assisting faculty with courses, and collaborating with Department staff in computer work, cartography, photography, GIS, the main office and labs. Working more than 20 hours a week is restricted and requires approval by the Graduate School.

## **E. Guidelines for Graduate Teaching Assistants**

A chief mission of the Department of Anthropology is to teach undergraduate students. If you are assigned to teach a class, the Department is entrusting its reputation on your performance. You are expected to conduct your classes in a professional manner, which will serve to command the respect of your students.

Teaching Assistantships are given only to graduate students who have completed at least 18 hours of coursework. Graduate Teaching Assistants in Anthropology should have audited or taken the course they plan to teach, be familiar with course content and philosophy, and able to compile a set of current lecture notes, handouts and exams. All Teaching Assistants must attend the University's Center for Academic Excellence TA training. Contact the Undergraduate or Graduate Coordinator for any questions concerning the class you will teach.

As with all Graduate Assistants, TAs must fill out a contract with the Department before registering and receiving a fee waiver for course registration. Bring proper identification (e.g., your University ID) with you to complete the contract; the Department will advise you when waivers are ready. For details, contact the Assistant to the Chair at (901) 678-3329.

All graduate students who plan to apply for a Teaching Assistantship should secure and review the Department's *Guidelines for Part-Time Instructors and Graduate Teaching Assistants in Anthropology* at the earliest opportunity. The can also be accessed online: [http://www.memphis.edu/anthropology/pdfs/ga\\_guidelines.pdf](http://www.memphis.edu/anthropology/pdfs/ga_guidelines.pdf) (scroll down the page and click on "Teaching Guidelines"). This handbook, which was developed and updated in collaboration with Department instructors, offers helpful recommendations for organizing and conducting classes, and enumerates University legal policies as well as expected instructional practices specific to the Anthropology Department. A hard copy of this manual can be viewed in the Anthropology Main Office.

The Department Chair will also distribute information on teaching policies and procedures to all TAs at the start of each new term.

## **F. Participation in Professional Organizations and Conferences**

All graduate students are urged to join key professional organizations relevant to their career interests and to participate in professional conferences (e.g., the American Anthropological Association (AAA), the Society for Applied Anthropology (SfAA), Southern Anthropological Association). Association member benefits include access to their newsletters and leading journals; contact with other students, professionals and institutions; and opportunities to attend conferences. All graduate students are strongly urged to join the Society for Applied Anthropology.

Many organizations offer special student member services. Most offer discounted rates for student membership and conference registration, and feature awards for student research papers and poster presentations. Students in medical anthropology should join the American Anthropological Association's Society for Medical Anthropology (SMA) and those interested in community development may wish to join the Society for Urban, National, and Transnational Anthropology (SUNTA).

## **G. Funding for Travel to Professional Conferences**

Graduate students participating in professional meetings are eligible for travel support from the Department and/or the Graduate Student Association (GSA). Funds are quite limited. The Department's Advances in Anthropology Fund provides small travel grants to students who are giving papers or otherwise participating in a conference.

Students should apply for travel funding, even if they do not yet have a letter of acceptance in a program. Copies of the Department application form are available in the Department office. Contact the GSA at 678-1408 for details on their travel funds. To apply for a College of Arts & Sciences Travel Enrichment Award visit [http://www.memphis.edu/cas/faculty-resources/research\\_grants\\_funding/travel\\_enrichment\\_fund.php](http://www.memphis.edu/cas/faculty-resources/research_grants_funding/travel_enrichment_fund.php).

When traveling on university or grant funds, certain policies are mandated, and essential for travel cost reimbursements. Key regulations include:

1. All University travel must be approved in advance. The "Request for Travel Authorization" form is accessed online through Business and Finance. University cash advances for travel are not permitted.
2. Arrangements for transportation and lodging on State funds must be made through the University's travel office. Reimbursement will not be authorized for transportation and lodging that you arrange on your own.
3. Receipts and detailed travel records are required for reimbursement. A Travel Expense Claim Form and all original receipts should be submitted immediately upon return from your trip. Copies of this form and current travel reimbursement rates are posted online.
4. Students should notify all course instructors of plans to travel during an academic term, obtain permission in advance, and make up for coursework missed. TAs must also get qualified instructors to handle their classes.

While conference travel is an approved scholarly activity, nonessential travel during the academic term is unprofessional and strongly discouraged.

## **H. Anthropology Student Club**

Department graduates and undergraduates established the University of Memphis Anthropology Club (UMAC) to exchange information and discuss common interests in a supportive environment. In past years, the student club has organized local tours, anthropology film screenings, reading groups, guest speakers, and diverse social events. It has also played an active role in Departmental activities, including campus visits by prospective students and faculty hires. A faculty member serves in an advisory capacity

to assist the club with the preparation of special events. Contact the Department Chair or Graduate Coordinator for further information.

### **I. Participation in Departmental Events**

The Department features workshops, a practicum forum and other special events during the academic year. Graduate students are required to attend the practicum forum and special events, which are unique opportunities for scholarly exchange and professional development that form an integral part of their training.

### **J. Special University Workshops and Instructional Services**

The University of Memphis sponsors free workshops and training sessions throughout the academic year to aid in skill development. The Graduate School and Graduate Student Association host an Orientation for New Graduate Students at the start of each academic year (see The University website). Other campus resources, such as the Office for Student Development (221 Brister), Center for Writing and Communication McWherter Library) and Educational Support Programs (<http://www.memphis.edu/esp/>), assist with writing, teaching, and grant preparation skills, and provide additional instructional services for graduate students (e.g., language testing and skill training for international TAs).

The Learning Lab of the Advanced Learning Center in the FedEx Institute of Technology organizes computer-related training and workshops on computer applications, including email and Internet use, creating a web page, GIS training, and software packages like SPSS and Microsoft Office (Excel, Word, PowerPoint). Computer skills workshops are usually repeated throughout the academic year, but other types of training tend to be offered once per semester or as online tutorials. All workshop schedules are subject to change each semester, and some require advance registration. For a complete listing of programs and services, visit the ALC website.

## **VII. POLICIES ON THE USE OF DEPARTMENT RESOURCES**

### **A. Main Office**

The Department office (Manning Hall, room 316) is a business office; please restrict visits to business matters (e.g., picking up mail or forms, reserving or using approved equipment) and treat our staff with courtesy and respect. Department staff carry a full workload of official duties; they should not be distracted from their work, and should never be asked to provide secretarial services (e.g., typing, printing, copying, collation, faxing, handling telephone calls) for graduate students. The office is open during regular business hours, 8:00 a.m. to 4:30 p.m. You can reach the main office at (901) 678-2080.



## **B. Photocopying**

While the Department has a copier in the main office, only authorized use is allowed and it requires a personal access code. Student use is authorized for: 1) TAs preparing materials directly related to teaching a course; 2) GAs doing authorized copying for a faculty member; 3) a graduate student with a code number assigned to his/her own grant; 4) special one-time-only requests approved by the Chair. No personal use of the copier is permitted.

University students are given an allowance for printing from computers; for details visit McWherter Library. All personnel share the Department copier. Students with large authorized copying tasks should yield use to others with smaller or more urgent copying needs. Notify the office staff of equipment problems immediately. Students must obey University and Federal laws regarding the duplication of copyrighted materials. Course readings should be viewed on Ecourseware.

## **C. Mail**

Mail is delivered to the Department each weekday. Graduate students share mail boxes in the main office. Deposit outgoing stamped mail in the office's outgoing mail tray. Use of Department stationary or University bulk stamping is prohibited.

## **D. Facsimiles**

The Department FAX machine in the main office, (901) 678-2069, is accessible during normal business hours. Students are permitted to receive a FAX and to send a campus or local FAX. Long-distance transmissions require approval of the Department Chair.

## **E. Office Supplies**

The Department does not provide office supplies (e.g., paper, pens, envelopes, computer disks, and sealing tape). The supply cabinet is off limits to all students. Teaching Assistants may request limited supplies from the office staff.

## **F. Audiovisual Equipment**

The Department has a collection of anthropological DVDs for use by TAs however these may not be removed from the building. Reserve items in advance; see the department secretary. Treat materials with care and return them immediately after use. Notify the secretary immediately if any DVDs require repair or replacement.

## **G. Research Equipment**

A variety of research equipment (e.g., digital cameras, videotape cameras, digital audio recorders, transcription machines, scanners) is housed in the Department. A list of these resources is on file in the main office. Graduate students may reserve and

check out any departmental research equipment through the Secretary. Individuals must pay for the repair/replacement of lost or damaged Departmental equipment.

## **H. Keys**

Each TA is issued a key to his/her assigned office; this key is your responsibility. Keys to the building and to individual labs and offices are provided on an extremely limited basis and require permission of the Chair. If you need building access during weekends and/or evenings, contact Campus Security. TAs must surrender any Department keys in their possession when their assistantship expires. Security is critical; unoccupied labs and offices must never be left open or unlocked. Unauthorized individuals may not enter the building after business hours. Notify the Chair immediately if you lose a key.

## **I. Research Lab**

The Department maintains an ethnographic research lab in Manning Hall, room 322. All Anthropology students and faculty may use the lab during access hours. Other campus and community groups may also contact the Chair to request possible lab access. The lab includes space for workshops, focus groups, and interviews, and computers with software for digital audio, video and photo editing; word processing; GIS; and data entry and analysis. Lab access hours are posted at the start of each term. Printers may be used only in order to print final drafts of papers/posters.

## **J. Office Space**

Teaching Assistants (TAs) and other graduate students have access to a shared student office/study space in Manning Hall, which is furnished with desks, chairs, and a bookcase. Please respect others who share this room by keeping spaces tidy and professional in appearance, and be as quiet as possible when others are studying or meeting with students. All personal property must be removed from offices at the end of each semester; materials left in the Department will be discarded. The Department accepts no liability for personal property that is brought to campus or stored in offices or in the research lab.

## **K. Computer Lab**

In addition to the ethnographic research lab in MN 322, the Department shares a computer lab in MN 407. The lab is furnished with computers (PC), all networked to a central printer, and equipped with Internet, email, word processing, spreadsheet software, GIS and other applications. Students must supply their own printer paper. The lab is open most weekdays during normal operating hours, but is occasionally reserved for class instruction.

## VIII. STANDARDS FOR GRADUATE STUDENT CONDUCT

The Department of Anthropology has a longstanding reputation for scholarly and instructional excellence. These guidelines are designed to assist you in achieving the excellence we expect of budding professionals in our discipline. For complete details on campus-wide policies, including legal policies on academic conduct, see the University of Memphis *Student Code of Rights and Responsibilities*.

### A. General Comportment

Graduate students represent the Department and should be professional at all times in appearance, demeanor, correspondence, and public presentation.

Professionals in our discipline cultivate such qualities as responsibility, thoroughness, precision, and integrity. Accordingly, tardiness, incomplete grades in courses, sloppy work, dishonesty, and disorganized research and oral presentations are unacceptable. Our program also values partnership, collaboration and engagement where appropriate, however students are responsible for completing their own work.

Students are also required to adhere to University policy on academic conduct. Details on University legal codes and the policy of academic integrity are available in the *Student Code of Rights and Responsibilities*, and the *Graduate Catalogue*, posted online at: [http://web0.memphis.edu/gradcatalog/acad\\_reg/misconduct.php](http://web0.memphis.edu/gradcatalog/acad_reg/misconduct.php).

Note that the University of Memphis does not grant incomplete course grades or late withdrawal from courses except in exceptional circumstances (e.g., employment relocation). Moreover, full documentation is required to be considered for such requests. With the exception of the practicum (ANTH 7985) graduate students must re-register for any course for which they receive a grade of “IP” (In Progress).

### B. Research Ethics

All members of the Department of Anthropology must adhere to University and anthropological ethics guidelines. As representatives of the University of Memphis, all students planning research involving the use of human subjects must obtain clearance and permission from the Internal Review Board (IRB) before any data collection can begin. Researchers are required to complete CITI training before they can apply to the IRB. For complete details, visit <http://www.memphis.edu/rsp/compliance/education.php>.

Graduate Students often have the opportunity to work on research projects either as part of their coursework, practicum, or in their role as Graduate Assistants. Students are encouraged to use these experiences to present posters and give presentations at conferences and in some cases publish as a co-author with the projects' faculty supervisor. Keep in mind the following protocols regarding the use of data and co-authorship:

**Use of Data:** Students' use of data associated with service learning, a practicum, or a faculty research project is subject to the guidelines and rules set forth by funding agencies, the community partner (in the case of practicum and engaged scholarship) and the faculty member. Students should discuss any presentation or article ideas and/or plans with practicum site supervisors, community partners, and/or faculty member prior to submitting an abstract or beginning to prepare the presentation. Likewise, once an idea has been approved and the presentation or manuscript has been prepared, practicum site supervisors, community partners, and/or faculty should have the opportunity to review and sign off on it before it is submitted or presented.

**Co-authorship:** Co-authorship is defined as two or more authors jointly making intellectual and written contributions to a presentation or manuscript; such contributions include, but are not limited to, conceptualizing the research questions or problem; constructing the theoretical/analytical framework; data analysis; and developing conclusions. Activities such as data collection, literature reviews, copy editing, formatting/layout, or indexing do not necessarily qualify as contributions toward co-authorship; however, they will/should be acknowledged by the faculty author. Activities connected to graduate assistantship duties or other paid positions do not automatically qualify a student to be a co-author.

Students should discuss authorship with the faculty member, practicum site supervisors and/or community partner at the outset of the process; generally, if students are using data collected as part of a larger body of research, faculty, practicum site supervisors, and/or community partners should be listed as authors/contributors on any presentations or publications. However, this process should be discussed well in advance of making any presentation or submitting a manuscript for publication. Whether the student is listed as first, second, or other author should be negotiated with the supervising faculty member or principal investigator, practicum site supervisor, and/or community partner, and is subject to any guidelines set forth by funding agencies or other relevant governing bodies.

### **C. Biannual Review of Graduate Students**

Each semester, the Anthropology Graduate Faculty reviews its graduate students. A number of criteria are evaluated, including the student's progress toward the practicum and degree, comportment/ethics, written and oral communication, and regular consultations with their faculty advisor. A graduate student's primary faculty advisor oversees this review and works with advisees who merit improvement in one or more areas. Students receive an evaluation letter at the conclusion of each semester and should meet with their advisor to discuss the review. Students who fail review and who fail to progress toward the degree may be subject to dismissal from the program. Graduate Assistants are also reviewed biannually. See Appendix II for review criteria used by faculty supervisors.

## D. Grievance Policies and Procedures

While cases of interpersonal conflict and academic misconduct are uncommon in the Department and across the University, resources exist to resolve disputes. The following protocol is approved to manage problems, should they arise within the Department of Anthropology. Be aware, though, that confidentiality cannot be guaranteed on all matters: all University of Memphis personnel are required by law to report accusations of sexual harassment to the campus Office of the Legal Counsel.

1. **Instructor.** Graduate students with course-related concerns should first discuss the matter with their classroom instructor. Most problems can be easily and quickly addressed by advising the teacher about an issue.
2. **Faculty Advisor.** Graduate students should take any grievance to their faculty advisor. The advisor is in the best position to offer guidance. They can work with the Department to resolve problems, and can contact the appropriate University personnel to resolve disputes.
3. **Graduate Coordinator.** Should an advisor be unable or unwilling to resolve a grievance, graduate students should see the Anthropology Graduate Coordinator. The Coordinator can take complaints to the Graduate Committee for Departmental deliberation and action.
4. **Department Chair.** If steps 1-3 cannot resolve a grievance, students should meet with the Chair. The Chair is directly authorized to act on behalf of both the Department and the University Administration.
5. **Vice Provost for Graduate Studies.** In the rare case that steps 1-4 cannot resolve a grievance, graduate students may meet with the Vice Provost for Graduate Studies (Administration, room 215, 678-4653). The Vice Provost can take administrative action, if warranted. However, students should first exhaust the above options prior to seeking administrative action; otherwise, the student will very likely be referred back to their Department.
6. **Student Judicial & Ethical Affairs Office.** While this office represents University interests, they can offer information on legal action for a grievance.

## IX. COMPREHENSIVE WRITTEN AND ORAL EXAMS

### A. General Information

A comprehensive examination is required of all candidates for the Master of Arts in Anthropology. The purpose of the exam is for students to demonstrate their ability to synthesize knowledge from throughout their graduate training, including from coursework and their practicum, and to reflect on the relationship between theory,

methods and practice. Evaluation of the comprehensive exams is based on the program goals and objectives found in the appendix.

The exams may be taken by students in good standing (minimum GPA 3.0) after completing all required core and concentration courses or the term when final requirements are taken. Comprehensives should be taken during or after the completion of the practicum, but can be taken before completion of the practicum in certain circumstances.

Comprehensives are held twice during each academic year: once in the fall and once in the spring. The Department faculty sets exam schedules at the start of each semester. Written examinations are held over a two-day period. The oral examination takes place on a third day.

The exam consists of two portions: The first is a set of written exams completed over two days, focused on the core courses and on each student's specific interests and program of study. The oral portion of comprehensive exams occurs on Day 3, which is scheduled approximately a week after the written exams are completed. Candidates are expected to demonstrate excellence in performance throughout all portions of the exam.

Each candidate should finalize his/her committee by the end of the first year. The committee consists of at least three members, including a chair. Candidates must select a committee in consultation with their chair, request each member's participation, and obtain their written consent to serve. Committee members should have Graduate Faculty status or its equivalent (e.g., comparable professional experience). The committee chair will compile the written exam, in consultation with the candidate.

## **B. Written Examinations**

Written exam topics are to be planned out in consultation with the committee chair at the start of the semester. Day 1 exams consist of two synthetic questions based on the four core classes, one linking content from ANTH 7075 and 7076 (Anthropological Research Methods and Data Analysis), and the other ANTH 7200 and ANTH 7255 (Anthropological Theory and Applied Anthropology). Students should contact the instructors of these courses for guidance on studying for the exam. Students are responsible for drafting sample questions for Day 2 exams and submitting them to their committee within the first month of the semester in which they plan to take comprehensive exams, and for planning a meeting with their committee to discuss and refine these sample questions. The committee will write the final Day 2 exam questions.

Exams are four hours in length each day. Typically, exams are held on consecutive days, and run from 9 a.m. until 1 p.m. Candidates who arrive late will not receive additional time to complete the exam.

Candidates are expected to prepare typed exam essays on computers. Requests to complete essays in longhand must be approved in advance by the committee chair. A computer lab will be reserved for written exams. Unauthorized individuals may not enter the lab during exams. Academic misconduct of any form is not tolerated.

Students registered with Disability Resources for Students (DRS) may request special accommodations for testing; provide documentation from DRS to the Graduate Coordinator at the start of the semester. Flash drives, practice essays, books, articles, and similar materials are forbidden. Email, internet, cell phones, and similar items must remain off. No food or beverages can be consumed in the lab.

Students may bring essential items (e.g., prescription medication) and take breaks as needed, but candidates must remain near the lab at all times; all conversation is forbidden.

**Academic misconduct of any form during comprehensive exams will result in immediate expulsion from the university.** Students must adhere to the University policy on academic conduct, posted online at: <http://www.memphis.edu/studentconduct/misconduct.htm>. Written comprehensive exams will be checked through turnitin.com or a comparable anti-plagiarism program.

Typically, candidates will be provided with a packet containing their exam questions. Before composing essays, candidates should create and save a file on the Desktop under their surname. It is advisable to begin each essay on a new page with the candidate's name and the title of the topic. It is not necessary to save each answer under a different file heading.

It is also helpful to paginate and to create a running header by surname, but neither is required. It is advisable to correct spelling and grammar only after all questions have been completed if time permits. Candidates are urged to save files regularly. A faculty supervisor will assign candidates to computers, distribute exam packets, and proctor the exam. The proctor will announce when the exam period has ended. All candidates must stop writing when informed that the exam period has expired. Should a problem arise, contact the main office (678-2080) or exam proctor.

All written exam essays are graded by each of the advisory committee members and by the person who posed the question (if not a committee member). Written exams are evaluated for (1) content (depth of detail, accuracy of detail, integration of source material); (2) analysis (critical thinking, original contributions to theory and/or practice, synthesis); and (3) style (clarity of writing, organization of ideas).

Passing or failing an individual question is decided by majority vote, or by the evaluation of the committee chair in case of a tie. In voting decisions, committee members should pay particular heed to the evaluation of the person who has posed the question. Committee members are not bound by this person's evaluation.

Written exams are graded High Pass, Pass, Fail, or Conditional Pass. A conditional pass may translate to Pass through successful performance in the oral examination, or a student may be asked to write new essays as a take-home assignment after the oral exam. A conditional pass may also translate into a Fail if the oral exam/essays are deemed unsatisfactory. Any student who fails the comprehensive exam will have one opportunity to retake it (both written and oral portions). Comprehensives cannot be retaken until exams are administered during the following semester.

### **C. Oral Examination**

The purpose of the oral comprehensive exam is for students to deepen and refine their analysis of key concepts with guidance from faculty, reflect on their experience in the program, and address any deficiencies in their written exams.

Orals are scheduled by the student in consultation with their committee. They should follow soon after completion of the written exams. Typically, orals are 1-2 hours in length and do not include a break. Any faculty member may read any written exam or attend any oral. Unauthorized individuals may not attend the exam.

Normally, orals are moderated by the candidate's committee chair. During the oral, committee members may ask any question deemed appropriate. Typically, questions focus on the candidate's written exam responses and practicum. Overall performance on the whole of the oral exam must be acceptable to the advisory committee (not more than one dissenting vote is allowed).

Upon conclusion of the oral, the committee will inform the candidate of their grade on all written and oral portions of the comprehensives. This will complete the comprehensive examination. All comprehensive exam results (pass or fail) are reported immediately and in writing to the Graduate School.

The following are guidelines for faculty and students in preparing for and running oral exams:

1. Instructors of core classes and committee members should provide written feedback to the committee chair in advance of the oral exam.
2. None of this written feedback will be shared with the student in advance of the exam, and none of the comments should be sent to the student after the exam without the permission of the commenter.
3. Committee chairs can inform students in advance of the oral exam if they need to prepare to address deficiencies with particular questions. Students will not be informed whether they passed or failed the written exams prior to the oral exam, since this determination will be made based on committee discussion and student performance at the oral exam.
4. Faculty may plan to meet a half hour before the student arrives to discuss priorities for the oral exam and to develop a consensus on the evaluation of the written exam.



## **D. Comprehensive Exams, Misc.**

A student's Comprehensive examination, with the grades given, must be retained in the Department files for three years. Any exceptions to the comprehensive examination policies and procedures of the Department of Anthropology must be approved by the student, the student's committee, the Graduate Coordinator, the Department Chair, and, if necessary, the Graduate School.

## **X. THE PRACTICUM**

The practicum is the centerpiece of our graduate program, providing practical experience in applied anthropology. Students usually work collaboratively with agencies engaged in applied research, community development and/or community health, and use anthropological knowledge and skills to solve real-world problems.

Students in practica typically engage in activities such as research, grant writing, data analysis and program implementation and/or evaluation for governmental and non-governmental, non-profit and for-profit organizations such as health clinics, schools, police precincts, churches and community development agencies at the local, regional, national, or international level.

To earn practicum hours, students register for 6 hours of ANTH 7985. These 6 credit hours comprise completion of at least 300 hours of practicum project work, plus a written report and an oral presentation in a practicum colloquium. Each student is also encouraged to present their practicum results at a professional meeting, such as the SfAAs or AAAs.

### **A. Proseminar**

MA candidates are required to complete the 1-hour ANTH 7984 Proseminar in their first semester. The Proseminar prepares students on the practicum process (e.g. finding a partner organization, developing a practicum agreement, setting goals and objectives); performance (expectations, mentors, technical and writing skills, critical thinking); skills (data collection and analysis, technical writing); reporting (structure, content, presentation style, linking theory and practice); and professionalism (job search, vita, cover letter, interviewing, ethics), plus practicum planning exercises and attendance at the Practicum Forum.

### **B. The Practicum Project**

The practicum project can be completed by working 20 hours per week for one 15-week semester. However, depending on the agency and assignment, students may arrange a more flexible schedule to fulfill required hours. For instance, students may work fewer hours per week over a longer period (e.g., 10 hours per week for one academic year), or they may work extended hours for a shorter period (e.g., 40 hours

per week for 7.5 weeks during the summer). In some cases, students may be permitted to register for practicum hours in a given semester but complete their assignment during a different period.

In order to ensure that the practicum is a rewarding experience, students must work closely with a faculty advisor and an agency supervisor to plan their assignment. Students can ask different faculty members to serve as their practicum advisor and their degree committee chair. While the practicum is usually undertaken late in the degree program, students should begin planning early in their graduate career, in consultation with their faculty advisor(s).

When performing a practicum, the student is an ambassador of the Department and the contracting agency. The practicum also creates a foundation for future collaboration between the University and the contracting agency. Therefore, it is essential that students fulfill all commitments and conduct assignments in a responsible and professional manner.

### **C. Practicum Agreement**

Students should prepare a formal “practicum agreement,” specifying all duties and obligations necessary to fulfill their assignment. The agreement describes what the student will do, how she/he will do it, what the student expects to learn from the experience, and who is responsible for evaluating the practicum performance. The student, their practicum advisor, and their agency supervisor should all sign copies of the statement; each should retain a copy for their records. Ideally, the student’s full committee should be appointed before the practicum, though this is not mandatory. Once the committee is formed, all committee members should be given a copy of the agreement. A boilerplate for the practicum agreement is included in the appendix.

### **D. Practicum Report Policy**

The program is designed to focus on the practicum experience. Upon successful completion of practicum responsibilities, all graduate students are required to submit a formal report. Practicum reports should follow the general structure outlined below. Students should work with their practicum supervisor to determine the appropriate report length. This report is an important department-specific product that is distinct from other practicum deliverables.

The practicum report addresses each of the program learning goals (see appendix). It is viewed as an essential record of the student’s ability to apply anthropological theories, methods and ethical principles in the conceptualization, design, implementation, and analysis of a community-based research project, and to demonstrate effective written communication.

Due dates for a practicum report draft and submission of the final, approved report should be set by the advising committee chair. At a minimum, a full draft should be

distributed to the graduate student's full advising committee **at least six weeks** before the end of the semester in which the student intends to graduate. Allow a minimum of two weeks for faculty members to review and return drafts with comments. All committee members must approve the final practicum report. Approvals can be made electronically (sent by email) to the committee Chair. Once approved, electronic copies of the final report must be submitted to the advising committee, practicum supervisor, and the Anthropology Graduate Coordinator, who will place the report on file in the Department's permanent digital record.

## **E. Practicum Report Structure**

The report is typically 15-30 typed double-spaced pages. Below are specific guidelines for what you should include in your report. Because practicum assignments vary, students should consult with their committee for specific guidance on report preparation.

A Practicum Report Checklist is included in the appendix to further assist in its production. The report structure is as follows:

1. **Title page.** Provide a brief title specifying the agency, the nature of the assignment, and the student's name. Near the bottom of the page, include this statement: "This report is submitted in partial satisfaction of the requirements for the Master of Arts in Anthropology." Below this statement the student should enter the semester in which the report will be filed (e.g., Spring 2017).
2. **Executive Summary** (1 page). Offer very brief bullet points summarizing items 3-6, below. This should form the second page of the report.
3. **Introduction.** Begin the report by summarizing the nature of the practicum (i.e., evaluation, grant writing, etc.). It should include a description of the supervising agency (the administrative context within which the practicum was conducted), an outline of assigned responsibilities (attach a practicum agreement, job description, or scope of work as an appendix), and a summary statement of the assignments goal(s) and greater significance.
4. **Background and Theoretical Framework.** Provide a context for the practicum, drawing on relevant literature, and provide the theoretical foundation for your work.
5. **Practicum Assignment and Methods.** Provide specifics on assigned duties and/or research methods used.
6. **Results and/or Outcomes.** Provide a detailed discussion of data, findings and/or outcomes achieved by the practicum.

7. **Discussion & Significance.** Prepare a substantive statement on the practical and theoretical value of the practicum experience, and explore the implications of any research or practical outcomes. Drawing on your results and outcomes section, discuss and critically analyze links between your training, anthropological literature and the practicum.
8. **Concluding Remarks.** Reflect critically on any challenges and discoveries, and any disparities between the outcomes you anticipated and those you achieved during the course of the assignment. Offer summary remarks which you feel are relevant to the general conduct and/or organization of your practicum. This statement should also offer recommendations for modifications in future comparable practica.
9. **Appendices and attachments.** These may be minimal or extensive, as appropriate and depending upon the nature of the practicum assignment. The practicum agreement, job description, and any materials prepared by the student as a part of the project should be included (e.g., grants, bibliographic references, reports, or evaluations produced as a part of the practicum duties).
10. **Vita.** Attach a copy of your current curriculum vitae.

## **F. Practicum Forum**

The practicum forum is held every Spring semester and in Fall semesters as needed. The presentation allows students to practice their oral communication of anthropological themes and topics, and share what they have learned through the course of their practicum experience with other students and faculty. Presentation slots are 30 minutes in duration, with 20 minutes for a formal presentation and 10 minutes for Q&A/discussion. Students must present in the Fall or Spring prior to graduation from the program. In order to qualify to present at the practicum forum, students must have submitted a draft practicum (minimally to their Committee Chair) 3 weeks prior to the presentation date. Presentations should be tightly developed and well-rehearsed and cover the content of a student's practicum report. Following their presentation, students must submit their PowerPoint and notes pages to their Graduate Committee (see Appendix II for Checklist).

## **G. Practicum Product Submission**

To complete the practicum requirement, students must submit copies of the following items to all committee members, plus the Graduate Coordinator and Department Chair: (1) practicum report (2) agency deliverables (3) Practicum Presentation Powerpoint with notes pages and (4) CV/Resume. Electronic submissions are acceptable. Students must obtain signatures on their practicum checklist form (see Appendix II) and return the form to the Graduate Coordinator. Once the signed checklist form is received, the Graduate Coordinator will send notification to

practicum supervisor to issue a completion grade for the practicum hours. Failure to submit practicum deliverables and the signed form will result in a delay in graduation.

## **XI. PROCEDURES AND CRITERIA FOR GRADUATION**

### **A. Intent to Graduate Procedure**

All Master's candidates must meet key filing deadlines for the semester in which they intend to graduate; no exemptions are permitted. Deadline dates change each semester but are posted on the Graduate School website. The deadlines include two stages:

1. Candidates must file two forms early in the semester: the "Intent to Graduate Card" and a "Master's Degree Candidacy Form." Both forms are available online. Note that the second form must be reviewed and signed by the advising committee chair, Graduate Coordinator, and the Dean's Office.
2. The student's Master's degree advising committee chair must file a completed "Comprehensive Examination Results Form" with the Graduate School during the final weeks of the semester. All committee members must sign this form.

### **B. Prerequisites and Criteria to Qualify for Graduation**

All candidates for the Master's degree must meet both Anthropology requirements and these Graduate School criteria in order to graduate; no exemptions are permitted.

1. At least 26 credit hours toward the degree must be at the 7000 level.
2. The student must have at least a 3.0 GPA on all coursework. Grades of "D" or "F" are not accepted for graduate degree credit, but are computed into the overall GPA. No more than 7 hours of "C" can count toward requirements.
3. Students must have at least a 3.0 GPA in all graduate work when the Intent to Graduate Card is filed. Grades for the final semester cannot be used to correct GPA deficiencies.
4. At least 70% of the course credits required in a degree program must be earned AFTER you are accepted into that degree program. This is irrespective of credits earned as a non-degree student. Graduate students can apply no more than 9 hours of coursework taken as a Non-Degree Student toward their Master of Arts in Anthropology.

## **Appendix I: MA Degree Program**

### **Course Descriptions**

#### **ANTHROPOLOGY (ANTH)**

##### **ANTH 6111 - Evolution and Human Health (3)**

Implications of human evolutionary history for understanding human variation and contemporary health issues, including chronic and infectious disease; focus on importance of ecological and social context in shaping human development across the lifespan.

PREREQUISITE: ANTH 1100, or permission of instructor.

##### **ANTH 6120 - Africa's New World Communities (3)**

Survey of African-American cultures in the New World emanating from 17th and 18th century slave trade; focus on African Diaspora; Caribbean, Central America, South America, and North America.

##### **ANTH 6220 - Cultural Perspectives on the Environment (3)**

Role of culture in the use and management of natural resources; discusses how societies construct knowledge about nature and attribute value to it; examines how indigenous knowledge, alternative value systems, and traditional management strategies influence policy decisions at the local, national, and international levels.

##### **ANTH 6270 - Ancient Human Social & Environmental Change (3)**

(Same as ESCI 6270). Examination of past people and their environments from the Ice Age to recent times; archaeological and paleoecological data. Three lecture hours per week.

##### **ANTH 6302 - Native People of North America (3)**

Intensive ethnological study of various prehistoric cultures from earliest times until historic contact.

##### **ANTH 6325 - Archaeological Field/Lab Techniques (3)**

(Same as ESCI 6325). Instruction in field excavation, specimen preparation, use of survey instruments and photography, map making, archaeological record keeping; methods and techniques in archaeological laboratory analysis; emphasis on organization and supervision of laboratory procedures. PREREQUISITE: permission of instructor.

##### **ANTH 6350 - Archaeology of Collapse (3)**

(Same as ESCI 6350). Emphasis on archaeology of regional politics and archaic states throughout the world. Overview of social and political collapse of complex societies.

##### **ANTH 6411 - Urban Anthropology (3)**

Anthropological studies of pre-industrial and industrial cities; urbanization, movements of social transformation and other processes of adjustment to an urban milieu; urban slums, ethnic enclaves, and housing developments in cross-cultural perspective; urban and social kinship and social organization; urban community development; urban research techniques.

**ANTH 6412 - Neighborhood Development (3)**

(Same as PADM 6412). Role of various institutions and their relationship to developmental needs of inner-city neighborhoods; evolution of American cities as context for understanding urban neighborhoods, poverty, and community problem-solving; particular attention given to role of government, corporations, and foundations in shaping policy at local level.

**ANTH 6413 - Anth of Tourism & Environment (3)**

Anthropological theories on conservation, indigenous rights, sustainability, and development as related to tourism development; assessment of ecotourism strategies, including community-managed conservation tourism, "voluntourism," participatory sustainable tourism, and the role of nongovernmental organizations in tourism management; special emphasis on indigenous rights.

**ANTH 6414 – Anthropology of Work (3)**

This course provides a survey of anthropological perspectives on work. Topics include: cross-cultural perspectives on work, gender, and personhood; labor migration; formal and informal labor markets; globalization; workplaces as ethnographic field sites; organizational and occupational hierarchies; paid and unpaid labor; occupational health; and work, leisure, and everyday life.

**ANTH 6415 – Anthropology of Human Rights (3)**

Anthropological approaches to critical human rights issues, debates, practices including gender, children, health, land, genocide, resettlement; broadly-defined human rights in specific national and cultural contexts; explores what anthropology, practitioners, and ethnographic methods offer our understanding of how human rights are interpreted and negotiated.

**ANTH 6416 - Culture/Identity/Power (3)**

Anthropological approaches to human identity in cross-cultural contexts. Examines how culture and power inform understandings and practices related to difference and stratification, and the forces of identity formation and reproduction cross-culturally with emphasis on ways that race, ethnicity, class, gender, sexuality, religion, nation, and community are constructed, negotiated, and resisted.

**ANTH 6417 - Hidden Worlds of Food (3)**

Anthropological study at the intersection of the global industrialized food system and emerging alternatives; construction and negotiation of value, taste, and meaning of food throughout the life cycle of the food system, from field to fork and table to trash; marginality, power, and social action in food systems. PREREQUISITE: ANTH 1200 or permission of instructor.

**ANTH 6431 - Shopping as a Social Science (3)**

Advanced study of shopping and consumption from an anthropological perspective; contemporary consumer culture in the U S and around the world; emphasis on how consumption shapes/reflects individual identities and cultural trends; consumer movements

and anti-consumerism; sociocultural and environmental impacts of consumer behavior; the role of ethnography in the market.

**ANTH 6510 - Health/Culture/Environmental Justice (3)**

Creation of health inequalities through socio-cultural forces that shape differential exposure to environmental hazards; basic concepts in cultural ecology and environmental health; anthropological approaches to understanding human biology; race and class as influences of disease risk in U. S. and global south; grassroots and community-based research efforts to combat environmental health inequalities.

**ANTH 6511 - Medical Anthropology (3)**

Surveys the anthropology of health, illness, and curing systems, and how cultural, evolutionary, and environmental forces shape health and healing. Topics include ethnomedicine, nutrition, mental health, reproduction, addictions, health ecology, and evolutionary medicine. Examines how illness perceptions and health behaviors yield deeper insight into identity, values, agency, and health disparities. Considers roles for applied medical anthropology to improve care.

**ANTH 6521 - Culture, Society & Mental Health (3)**

Examination of mental health and illness as a set of subjective experiences, social processes and objects of knowledge and intervention; cultural models of mental illness and healing; therapy as a cultural practice; substance abuse and addiction; mental health and relations of power; sociocultural dimensions of psycho-pharmacology.

**ANTH 6531 - Alcohol/Drugs/Culture (3)**

Cross-cultural comparison of beliefs, rituals, and meaning of substance use and abuse; examination of biological and cultural evidence on the origin and development of problems; implications for prevention, early intervention, and treatment.

**ANTH 6541 - Nutritional Anthropology (3)**

Cross-cultural comparison of human diet; assessment; cultural and health value of foods; hunger and malnutrition; acculturation and dietary change.

**ANTH 6551 - Culture/Sex/Childbirth (3)**

Review of biological, environmental, social, and cultural factors influencing human reproduction; comparison of cultural and clinical perspectives on sexual orientation and behavior, sexually transmitted diseases, fertility, birth control, pregnancy, birth, and postpartum care; evaluation of alternative delivery systems in Western and non-Western societies.

**ANTH 6571 - Race and Health Disparities (3)**

History of scientific racism and race in the public and healthcare spheres; current understandings of human biological and genetic variation; role of cultural constructions of race in differential exposures to health hazards and access to health care; racial health disparities; strategies for addressing health inequalities.



**ANTH 6660 - Museum Collections (3)**

(Same as ARTH 6660). Museum collection theory and methods, including collection policy, development, preservation, documentation, and interpretation. PREREQUISITE: Permission of instructor.

**ANTH 6661 - Collections Research (3)**

(Same as ARTH 6661). Introduces students in object-based disciplines to museum collections research methods and their applications to exhibitions, catalogs, and scholarly publications. PREREQUISITE: Permission of instructor.

**ANTH 6662 - Museum Exhibitions (3)**

(Same as ARTH 6662). Museum exhibition methods and theory, including research, design, layout, object selection and handling, installation, public programing, and evaluation. PREREQUISITE: Permission of instructor.

**ANTH 6680 - Applied Archaeology/Museums (3)**

(Same as ESCI 6680). Representations of cultural heritage in a broad array of public venues; repatriation, cultural patrimony, cultural resource management, civic engagement, rights and responsibilities of stakeholders, public involvement in museum representations, performance and education, culture and memory.

**ANTH 7075 - Methods In Anthropology (4)**

Critical examination of field methods and research designs in selected areas of anthropology; major trends in contemporary anthropological research as a preparation for applied research. PREREQUISITE: Non-majors must have permission of instructor.

**ANTH 7076 - Anthropological Data Analysis (4)**

Construction and analysis of data bases developed from ongoing anthropological projects; review of frequently used statistical techniques in anthropological literature, hypothesis testing, and methods of presentation. PREREQUISITE: ANTH 7075 or permission of instructor.

**ANTH 7200 – Roots of Anthropological Theory (3)**

Covers growth of anthropology as a discipline nationally and internationally and development of major theoretical paradigms; addresses all subfields of anthropology-- cultural, biological, archaeology, linguistic, and applied; designed and required for graduate anthropology students, but open to graduate students in other disciplines.

**ANTH 7250 – Community, Culture, & Program Evaluation (3)**

Cultural perspectives on program evaluation in community settings; theoretical and methodological approaches to evaluation of human service programs; culturally competent evaluations using ethnographic methods; role of anthropology in program evaluation at national and international levels. PREREQUISITE: Non-majors must have permission of instructor.

**ANTH 7255 - Applied Anthropology & Development (3)**

Surveys the role of anthropology and culture in globalization and development contexts and forms of anthropological application. Topics include: history and specializations in applied anthropology; anthropology of development; gender and development; methods and ethics in applied anthropology; distinctions between applied, engaged, practicing, public, action and activist anthropology.

**ANTH 7411 - Urban Anthropology In the Mid-South (3)**

Discussion and analysis of community economic development in the Mid-South region from prehistoric to present time; inter-relationship of cultural values, regional social structures and political economy in terms of international and national industrial trends.

**ANTH 7511 - Medical Anthropology Theory & Practice (3)**

Concepts and techniques to develop and improve prevention initiatives and health services and access to care, such as medical narrative, needs assessment, health program evaluation, health marketing, and cultural competency. Emphasis is placed on engagement and collaboration, and on applied medical anthropology's influence on policies, programs, and services that advance community wellbeing and reverse health disparities. PREREQUISITE: Non-majors must have permission of instructor.

**ANTH 7521 - Biocultural Epidemiology (3)**

Concepts and research uniting epidemiology and medical anthropology; explores epidemiologic web of agent, host, and environment in disease; stresses interplay of sociocultural, behavioral, and environmental risk factors; examines applications of epidemiology theory and methods to medical anthropology and global health policy.

**ANTH 7661 - Museum Practices (3)**

(Same as ARTH 7661). Museum administration, finance, collection management, conservation, education, exhibition design, marketing, and visitor services. PREREQUISITE: Permission of instructor.

**ANTH 7662 - Museums & Communities (3)**

(Same as ARTH 7662). History and theory of museums, governance, audiences, and current topics in the profession. PREREQUISITE: Permission of instructor.

**ANTH 7669 - Museum Internship (3-6)**

(Same as ARTH 7669). Structured experience in selected aspects of museum practice. Includes 150 contract hours in museum and colloquium. May be repeated for a maximum of 6 credit hours. PREREQUISITE: ANTH 7661, 7662 and/or permission of instructor. Grades of A-F or IP will be given.

**ANTH 7970 - Directed Indiv Writing (1-3)**

Intensive guided study of original data in areas selected by advanced students and accepted by the instructor; preparation of manuscripts for publication. PREREQUISITE: Permission of instructor. Grades of A-F, or I will be given.

**ANTH 7975 - Directed Indiv Reading (1-3)**

Intensive guided study in areas selected by advanced students and accepted by the staff. PREREQUISITE: Permission of staff. Grades of A-F, or I will be given.

**ANTH 7980 - Directed Indiv Research (1-3)**

Intensive guided study of original data in areas selected by advanced students and accepted by the staff; preparation for publication. PREREQUISITE: Permission of chair and the designated staff. Grades of A-F, or I will be given.

**ANTH 7984 - Practicum Proseminar (1)**

Training modules to plan, execute, document, and evaluate effective practicum assignments. Emphasis is placed on collaboration, engagement, and capacity building to benefit community partners, and on designing and conducting projects which strengthen skills, experience, and professionalism in applied anthropology. Grades of S, U, or I will be given.

**ANTH 7985 - Practicum (3-6)**

Supervised practical experience in the application of anthropological principles in an agency or facility appropriate to applied anthropology. Grades of S, U, or IP will be given.

*In addition to the courses below, the department may offer the following Special Topics courses:*

**ANTH 6990-6999. Special Topics in Anthropology. (3).**Addresses various areas of anthropology; topics are announced in the online course listing. May be repeated with change of topic.

**ANTH 7590-99. Special Topics in Medical Anthropology. (3).** Topics in Medical Anthropology. No more than six hours may be counted toward degree requirements in Anthropology. PREREQUISITE: Non-majors must have permission of instructor.

**ANTH 7690-99. Special Topics in Applied Anthropology. (3).** Topics vary and are announced in the online Course Listing. No more than six hours may be counted toward degree requirements in Anthropology. PREREQUISITE: Non-majors must have permission of instructor.

## **Appendix II: Departmental Information and Forms**

- Application for Anthropology Graduate Assistantship
- Graduate Assistant Responsibilities
- Graduate Assistantship Evaluation
- Advances in Anthropology Student Conference Fund
- Globalization, Development, and Culture Advising Sheet
- Medical Anthropology Advising Sheet
- Agreement to Supervise a Restricted Course
- Master's Degree Advising Committee Form
- Comprehensive Written Examinations Planning Form
- Practicum Agreement Boilerplate
- Practicum Site Mentor and Agency Agreement
- Practicum Report Check List
- Practicum Forum Evaluation Form
- Practicum Product Checklist
- MA Learning Goals and Objectives
- MA Learning Goals Outcomes

### **Application for Graduate Assistantship**

Department of Anthropology, The University of Memphis

For departmental consideration, please respond to the items below and return to the Department of Anthropology, The University of Memphis, Memphis, TN 38152.

Assistantships in the Department of Anthropology will be full- or half-time and may require teaching one or two sections of our introduction level course, or assisting research, faculty or the Department.

Please Print or Type

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

Name: \_\_\_\_\_  
(Last) (First) (Middle)

Address: \_\_\_\_\_  
(Number & Street) (City & State) (Zip Code)

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Concentration: \_\_\_\_\_  
(GDC, Medical, or Dual)

Previous Experience Relevant for Graduate Research or Graduate Teaching:

Semester for which you are applying:

If there are any additional comments that you would like to be considered with your application, feel free to append a brief statement to this application.

## **Graduate Assistantship Responsibilities**

### **Graduate School, The University of Memphis**

- Contracts must be submitted by the deadline. Be sure you have a copy of your contract and fully understand its terms.
- Graduate Assistants can only work a maximum of 20 hours per week.
- You must maintain a 3.0 cumulative grade point average to continue as a GA.
- If your tuition is being paid from university funds (as opposed to a grant), you must remain enrolled in 9 hours of graduate credit. Dropping below 9 hours without prior approval by the Vice Provost for Graduate Programs could result in termination of your contract. **NOTE:** If you enroll in fewer than 6 hours in any semester, FICA and Medicare will be withheld from your pay.
- The Bursar's Office will pay your tuition and fees. Any services (such as Parking, Financial Aid, or the Recreation Center) that are contingent upon payment of fees have to wait for your contract to reach that office.
- If you hold an assistantship in the Spring semester, you are eligible to pay in-state tuition rates for the summer semester even if you do not hold a graduate assistantship during the summer. See the Graduate School for additional information.
- If you have financial aid, you must notify the Financial Aid Office of your GA award.
- If you receive federal work study as part of your stipend, be sure you fully understand the implications. See the Financial Aid office or the Graduate School for details.
- Additional Assignments are *sometimes* available to Graduate Assistants. To be eligible, you must have at least a 3.2 GPA, have the approval of your assistantship supervisor, the graduate coordinator of your program, and the Graduate School. ***Approvals must be secured BEFORE you begin any additional work. Additional assignments cannot exceed 10 hours/week. Students on F-1 visas are generally not eligible for additional assignments. See the Graduate School for more details.***
- ***If you are a non-resident alien:***
  - You must apply for a social security number as soon as possible.
  - You must give Human Resources a copy of your social security number.
  - After obtaining your social security number, you must see Ms. Senese Duhart, Administration Building 276, to complete a Form W-4 for tax purposes.

*Revised 8/06*



Department of Anthropology  
316 Manning Hall

901/678-2080

**Graduate Assistant Evaluation**

Graduate Assistant's Name \_\_\_\_\_ Semester/Year  
\_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Email  
\_\_\_\_\_

Number of Hours (per week) assigned to above Supervisor \_\_\_\_\_

Nature of Responsibilities assigned to Graduate Assistant and General Comments: (continue  
on back of sheet if necessary)

Please use the following rating system to judge the effectiveness of the Graduate Assistant's Performance

5 = Exceptionally High Quality	3 = Meets Expectations	1 = Fails to Meet Minimal
4 = Exceeds Expectations	2 = Improvement is Needed	

Requirements

\_\_\_\_ **Job Knowledge:** The degree to which the GA understands the assigned responsibilities.

\_\_\_\_ **Communication:** The degree to which the GA expresses thoughts and ideas verbally and/or in writing.

\_\_\_\_ **Planning Ability:** The degree to which the GA develops appropriate plans for the accomplishment of goals and assigned responsibilities.

\_\_\_\_ **Adaptability:** The degree of flexibility and ability to adjust to a variety of situations as related to assigned responsibilities.

\_\_\_\_ **Initiative:** The degree to which the GA is a self-starter and takes appropriate work-related action.

\_\_\_\_ **Productivity:** The actual quantity and timeliness of work produced in meeting responsibilities.

\_\_\_\_ **Quality of Work:** The degree of thoroughness, accuracy, and neatness of work completed.

\_\_\_\_ **Dependency:** The degree of reliability demonstrated by the GA in meeting responsibilities.

\_\_\_\_ **Interpersonal Relationships:** The degree to which the GA interacts and works harmoniously with others.

---

**Recommendation (Check One)**

\_\_\_\_ **Reappoint for next semester/academic year.**

\_\_\_\_ **Do not reappoint for next semester/academic year.**

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

Please return to: Kathryn Hicks, Graduate Coordinator, Department of Anthropology, 316 Manning Hall ([kahicks2@memphis.edu](mailto:kahicks2@memphis.edu))



**Advances in Anthropology Student Conference Fund**  
**Department of Anthropology, The University of Memphis**

*Application Cover Sheet*

***Instructions:*** to apply for funding, submit this completed form with a copy of your abstract submission and/or notification of your acceptance on the conference program.

---

Name of Student

---

Name of Conference

---

Location and Date of Conference

---

Form of participation (paper, panel, poster, committee meeting, etc.)

---

Title of presentation

---

Signature

---

Date

\* \* \* \* [applicants: do not write below this line] \* \* \*

Amount awarded: \_\_\_\_\_

Approved by: \_\_\_\_\_  
Signature of Department Chair Date \_\_\_\_\_

*revised 7/13*

**Advising Sheet**  
**The Department of Anthropology, The University of Memphis**

NAME: \_\_\_\_\_ UID: \_\_\_\_\_

Undergraduate Major: \_\_\_\_\_

BA Awarded (institution, date): \_\_\_\_\_

Entered MA Program: \_\_\_\_\_ Advisor: \_\_\_\_\_

Coursework (30 hrs classes + 6 hrs practicum) 70% (26 hrs) must be at the 7000 level.

A. REQUIRED CORE COURSES (14 hrs):	Term Taken	Grade
ANTH 7075 Methods in Anthropology	_____	_____
ANTH 7076 Anthropological Data Analysis	_____	_____
ANTH 7200 Roots of Anth Theory	_____	_____
ANTH 7255 Applied Anth. & Development	_____	_____

B. ELECTIVES AND/OR COLLATERAL COURSES (minimum of 10 hours)		
Course Number/Title	Term Taken	Grade
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

C. PRACTICUM (6 hours):	Term Taken	Grade
ANTH 7985 Practicum	_____	_____

*Revised 8/16*

**Medical Concentration Advising Sheet**  
**The Department of Anthropology, The University of Memphis**

NAME: \_\_\_\_\_ UID: \_\_\_\_\_

Undergraduate Major: \_\_\_\_\_

BA Awarded (institution, date): \_\_\_\_\_

Entered MA Program: \_\_\_\_\_ Advisor: \_\_\_\_\_

Coursework (30 hrs classes + 6 hrs practicum) 70% (26 hrs) must be at the 7000 level.

A. REQUIRED CORE COURSES (14 hrs):	Term Taken	Grade
ANTH 7075 Methods in Anthropology	_____	_____
ANTH 7076 Anthropological Data Analysis	_____	_____
ANTH 7200 Roots of Anth Theory	_____	_____
ANTH 7255 Applied Anth. & Development	_____	_____
B. REQUIRED MEDICAL COURSES (6 hrs):		
ANTH 6511 Medical Anthropology	_____	_____
ANTH 7511 Medical Anth Theory/Practice	_____	_____
C. ELECTIVES AND/OR COLLATERAL COURSES (minimum of 10 hours)		
Course Number/Title	Term Taken	Grade
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
D. PRACTICUM (6 hours):	Term Taken	Grade
ANTH 7985 Practicum	_____	_____

*Revised 8/16*

**Agreement to Supervise a Restricted Course**  
**The Department of Anthropology, The University of Memphis**

Student Name: \_\_\_\_\_ UID#: \_\_\_\_\_

I agree to supervise this student in Course # \_\_\_\_\_  
*Describe the course in the space below or attach a proposal.*

for the semester    Fall \_\_\_\_\_    Spring \_\_\_\_\_    Summer \_\_\_\_\_    20 \_\_\_\_\_

The student will earn credit hours upon successful completion of the course.

\_\_\_\_\_  
Student's Signature \_\_\_\_\_ Date

\_\_\_\_\_  
Instructor's Signature \_\_\_\_\_ Date

**Course Description:**

**Master's Degree Advising Committee Form**  
**The Department of Anthropology, The University of Memphis**

Instructions: candidates for the Masters degree must obtain the consent of at least three qualified individuals to serve on their advising committee. At least two members must hold Graduate Faculty Status at The University of Memphis. Each committee member must sign this agreement. The degree candidate must retain one copy of this agreement, and distribute copies to each committee member, and to the Graduate Coordinator. This form must be completed by no later than the second week of the semester in which comprehensive examinations are to be taken.

**GRADUATE STUDENT'S NAME (type or print):**

**UID:**

The following qualified individuals have agreed to serve on this graduate student's advising committee:

\_\_\_\_\_  
Signature Date Committee Chair (PRINT)

\_\_\_\_\_  
Signature Date Committee Member (PRINT)

\_\_\_\_\_  
Signature Date Committee Member (PRINT)

\_\_\_\_\_  
Date Committee Member (PRINT) Signature

updated 8/14

**Comprehensive Written Examinations Planning Form**  
**The Department of Anthropology, The University of Memphis**

Candidates for the Master's degree should use this form to plan comprehensive written examinations. Planning should be undertaken in collaboration with the candidate's advising committee chair. Once completed, the candidate should retain one copy and distribute copies to the advising committee chair and to the Graduate Coordinator.

Student: \_\_\_\_\_

Committee Chair: \_\_\_\_\_

Additional Members: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Day 1 Core Questions**

Question (Course Number and Topic)

Question to be prepared by:

ANTH 7075 and 7076  
Methods and Data Analysis

\_\_\_\_\_

ANTH 7200 and 7255  
Theory and Applied Anth

\_\_\_\_\_

**Day 2 Specific (Concentration) Questions**

Questions to be proposed by student and refined/finalized by the committee.

Question 1:

Question 2:

*Revised 8/16*

**Practicum Agreement Boilerplate**  
**The Department of Anthropology, The University of Memphis**

1. Specify the student intern's name
2. Briefly describe the general topic or nature of the practicum (i.e., issue to be addressed in the course of the assignment).
3. Specify the time frame for the assignment (i.e., start and end dates, hours per week).  
 Note: interns must complete a minimum of 300 practicum hours.
4. Identify the faculty supervisor (their name), title (e.g., Assistant Professor) and institutional affiliation (i.e., Department of Anthropology, The University of Memphis).
5. Identify the agency-based supervisor (their name), title (e.g., Executive Director, Manager), and agency affiliation (e.g., United Way, Community Foundation of Memphis).
6. Describe specific activities and duties associated with the practicum (e.g., collect data, conduct data analysis, complete an evaluation, prepare grants, etc.) and skills the student expects to gain from the experience. What research questions, if applicable, frame the practicum? Also identify potentially relevant literature/courses.
7. Specify any products to be produced as a part of the practicum assignment (e.g., evaluation report, grant, oral presentation, etc.) and include a draft timeline or time frame for practicum activities, benchmarks, and deadlines.
8. Describe anticipated outcomes of the assignment for the agency and/or community (e.g., funding for programs, shifts in policy, enhanced outreach or services delivery, etc.).
9. State: "Successful completion of this assignment will constitute partial satisfaction of the requirements for the Master of Arts in Anthropology at The University of Memphis."
10. State that: "The following parties are in full agreement with the terms of this agreement." Follow with space for each individual's signature and the date, include name, position and affiliation in type beside the appropriate signature (see below):

[student's name]

Master of Arts Degree Candidate The University of Memphis	Signature	Date
--	-----------	------

[faculty supervisor]

[faculty position, e.g., Assistant Professor] The University of Memphis	Signature	Date
--	-----------	------

[agency supervisor]

[agency position] [agency]	Signature	Date
-------------------------------	-----------	------

## **Site Mentor and Agency Agreement Boilerplate**

### **The Department of Anthropology, The University of Memphis**

Each site mentor (agency's representative) is responsible for providing on-site orientation, supervision, and mentoring. The site mentor is also expected to ensure that necessary resources are made available to the student to successfully accomplish assignments.

The site mentor should first meet with the student to identify realistic objectives that meet the agency's needs, and which will aid the student in obtaining his/her goals. A Practicum Agreement should be drafted which specifies goals and objectives for the practicum experience, how the student's performance will be evaluated, and a timeframe and deadlines for practicum duties and any deliverables. The Agreement should then be signed by the student, the site mentor, and the faculty member serving as the practicum coordinator.

1. I agree to provide the following as a Site Mentor (Agency Representative):
2. I will provide regular supervision meetings with the student in order to support, evaluate, and enhance their successful performance on the practicum;
3. I will provide an orientation to the practicum setting and organizational environment;
4. I will provide the student with work space, where appropriate and feasible;
5. I will develop, with the student, assignments and specific duties that fulfill the practicum experience;
6. I will provide information and resources, where appropriate, to help the student complete the practicum experience in a successful manner;
7. I will provide suggestions for reading relevant to the practicum;
8. I will provide the student with a statement on professional ethics and confidentiality as it pertains to the practicum/site; and
9. I will encourage the student to be ethical at all times.



## **Practicum Report Check List**

### **The Department of Anthropology, The University of Memphis**

The Practicum Report must be typed, double-spaced, and include the items listed below.

*All of the following should be in your report. Check off items once completed.*

1. \_\_\_\_\_ **Title page.** Provide a brief title specifying the agency, the nature of the assignment, and the student's name. Near the bottom of the page, include this statement: "This report is submitted in partial satisfaction of the requirements for the Master of Arts in Anthropology." Below this statement the student should enter the semester in which the report will be filed (e.g., Spring 2017).
2. \_\_\_\_\_ **Executive Summary.** (1 page). Offer very brief bullet points summarizing items 3-6, below. This should form the second page of the report.
3. \_\_\_\_\_ **Introduction.** Summarize the nature of the practicum (i.e., evaluation, grant writing, etc.). Include a description of the supervising agency, an outline of assigned responsibilities (attach a practicum agreement, job description, or scope of work as an appendix), and a summary statement of the assignments goal(s) and greater significance.
4. \_\_\_\_\_ **Background and Theoretical Framework.** Provide a context for the practicum, drawing on relevant literature, and provide the theoretical foundation for your work.
5. \_\_\_\_\_ **Practicum Assignment and Methods.** Provide specifics on assigned duties and/or research methods used.
6. \_\_\_\_\_ **Results and/or Outcomes.** Provide a detailed discussion of data, findings and/or outcomes achieved by the practicum.
7. \_\_\_\_\_ **Discussion & Significance.** Prepare a substantive statement on the practical and theoretical value of the practicum experience, and explore the implications of any research or practical outcomes. Discuss and critically analyze links between your training, anthropological literature and the practicum.
8. \_\_\_\_\_ **Concluding Remarks.** Reflect critically on any challenges and discoveries, and any disparities between the outcomes you anticipated and those you achieved during the course of the assignment. Offer summary remarks which you feel are relevant to the general conduct and/or organization of your or other practica.
9. \_\_\_\_\_ **Appendices and attachments.** These may be minimal or extensive, as appropriate and depending upon the nature of the practicum assignment. The practicum agreement, job description, and any materials prepared by the student as a part of the project should be included.
10. \_\_\_\_\_ **Curriculum Vita.**

*An electronic copy of your report must be submitted to the advising committee, practicum supervisor, and Graduate Coordinator, who will place the report on file in the Department's permanent digital record.*

Revised 8/16

**The University of Memphis, Department of Anthropology**  
**MA Learning Goal Outcome Assessment: Practicum Forum**

Date:                Fall Semester 201\_\_                Spring Semester 201\_\_

Student:

*Please assess the student's performance on each MA learning goal based on their Practicum Presentation. Include written comments in the empty box below learning goal.*

<b>Learning Goal</b>	<b>Exceeded</b>	<b>Met</b>	<b>Unmet</b>
Enhanced and applied critical analysis and independent thought, and implemented applied research (Goal 2)			
Gained practical experience in applying learned anthropological knowledge, methodology, & ethics (Goal 3)			
Gained enhanced written and oral communication skills (Goal 4)			

*Please assess the student's performance on each goal. Include written comments in the empty box below learning goal.*

<b>Outcomes for Practicum Forum</b>	<b>Exceeded</b>	<b>Met</b>	<b>Unmet</b>
Organized and carried out a practicum assignment that addresses issues of community wellbeing.			
Applied training principles to the practicum assignment.			
Articulated the results of their practicum in an organized oral presentation.			

*Please provide additional committee comments on back; submit to Graduate Coordinator for distribution to Student's Committee Chair.*

**Practicum Product Check List**  
**The Department of Anthropology, The University of Memphis**

*Hard copies of the final report must be submitted to the advising committee chair and practicum supervisor. Electronic copies of each of the following must be sent electronically to your advising committee, Graduate Coordinator and Department Chair. Check off items once completed.*

- \_\_\_\_\_ **1. Practicum Presentation** (Power Point slides and notes page)
- \_\_\_\_\_ **2. Practicum Report**
- \_\_\_\_\_ **3. Copies of agency deliverables** (or include as appendices in your practicum report)
- \_\_\_\_\_ **4. Vita.** Attach a copy of your current curriculum vitae.

**GRADUATE STUDENT'S NAME (type or print):**

I have received copies of all of the above items.

\_\_\_\_\_  
Signature Date Committee Chair (PRINT)

\_\_\_\_\_  
Signature Date Committee Member (PRINT)

\_\_\_\_\_  
Signature Date Committee Member (PRINT)

\_\_\_\_\_  
Signature Date Committee Member (PRINT)

\_\_\_\_\_  
Signature Date Graduate Coordinator (PRINT)

\_\_\_\_\_  
Signature Date Department Chair (PRINT)

**The University of Memphis Department of Anthropology**  
**M.A. Learning Goals and Objectives**

***Goal 1:*** Students will demonstrate advanced comprehension of the holistic conceptual, theoretical and methodological foundations of anthropology.

***Goal 2:*** Students will enhance and apply critical analysis and independent thought in relation to core constructs, theories, and methods in anthropological works, and will conceptualize, design, and implement research on significant anthropological problems for building and strengthening community wellbeing and quality of life.

***Goal 3:*** Students will gain practical experience in applying learned anthropological knowledge and methodology, and ethical principles.

***Goal 4:*** Students will enhance written and oral communication of Anthropological themes and topics.

**<sup>1</sup>The University of Memphis  
Department of Anthropology  
MA Learning Goal Outcome Assessment: Biannual Review**

Date:            Fall Semester 201\_\_            Spring Semester 201\_\_

Student: \_\_\_\_\_

Advising Committee Chair: \_\_\_\_\_

Additional Committee Members: \_\_\_\_\_

***Please assess this student's current performance (circle rating; add comments as necessary):***

1. Meets regularly with faculty/advisors and implements advisor recommendations:	Yes	Needs to Improve	No
2. Demonstrates effective performance in coursework:	Yes	Needs to Improve	No
3. Demonstrates intellectual development:	Yes	Needs to Improve	No
4. Demonstrates professional development and engagement in the life of the department:	Yes	Needs to Improve	No
5. Demonstrates effective progress toward the practicum:	Yes	Needs to Improve	No
6. Demonstrates effective preparation for comprehensives:	Yes	Needs to Improve	No
7. Demonstrates fit with program mission and goals:	Yes	Needs to Improve	No
8. Works effectively with students and other partners:	Yes	Needs to Improve	No
9. Fulfills terms of graduate assistantship ( <i>if applicable</i> ):	Yes	Needs to Improve	No
10. Should this student be retained in the program?	Yes	Conditional	No

***Please list additional feedback below; submit plans to address any deficiencies, if warranted:***