Stanford University

Department of Anthropology
MA Program Guide

*To be used in conjunction with the Stanford University Bulletin

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<u>**<Introduction>**</u>

Purpose and Use
Welcome to the Masters program in the Department of Anthropology at Stanford University. This guide augments the requirements for the Graduate degree which appear in the Stanford ExploreDegrees 'Bulletin' publication, as well as other University publications and contains department-specific policies, procedures, and degree requirements.

Further information and resources are available from Director of Graduate Studies, Professor Matthew Kohrman (kohrman@stanford.edu), the Student Services Manager, Ms. Shelly Coughlan (selleck@stanford.edu), the Student Services Officer, Ms. Tina Jeon (tajeon@stanford.edu), and the Department Manager, Ms. Ellen Christensen (luce@stanford.edu); and can also be found on the Department of Anthropology webpages.

Although the Stanford Bulletin is the official statement of University policies, procedures, and degree requirements, the Graduate Academic Policies and Procedures (GAP) reference brings together, into one central resource, the guiding policies, their rationale, and other information related to implementation.

It is the responsibility of each student to familiarize themselves with the department guide on a regular basis.

Program Overview
The M.A. Degree Program in Anthropology is designed to provide:

(1) Advanced knowledge of the field of contemporary anthropology
(2) Training for independent postgraduate research.

The program is organized to facilitate the training of students from different intellectual backgrounds. Full-time students entering the program with appropriate background should complete the M.A. degree program within three consecutive calendar quarters after the student's first quarter of master's-level enrollment. The University allows no transfer units into the master's program. To provide a meaningful master's program within one year, advance course planning with an advisor is required. Requirements for the master's program must be completed within three years. Department and University requirements and procedures are described in detail below. While the requirements may change from time to time, such changes are not retroactive; students are bound only by the requirements in effect during their first Graduate Master's Program quarter.

Department Mission Statement
The courses offered by the Department of Anthropology are designed to: provide undergraduates with instruction in anthropology; provide undergraduate majors in Anthropology with a program of work leading to the bachelor's degree; and prepare graduate candidates for advanced degrees in Anthropology. Anthropology is devoted to the study of human beings and human societies as they exist across time and space. It is distinct from other social sciences in that it gives central attention to the full time span of human history, and to the full range of human societies and cultures, including those located in historically marginalized parts of the world. It is therefore especially attuned to questions of social, cultural, and biological diversity, to issues of power, identity, and inequality, and to understanding the dynamic processes of social, historical, ecological, and biological change over time. Education in Anthropology provides excellent preparation for living in a multicultural and globally-interconnected world, and helps to equip students for careers in fields including law, medicine, business, public service, research, ecological sustainability, and resource management. Students may pursue degrees in Anthropology at the bachelor's, master's, and doctoral levels.

The Department of Anthropology offers a wide range of approaches to the topics and area studies within the field, including archaeology, ecology, environmental anthropology, evolution, linguistics, medical anthropology, political economy, science and technology studies, and sociocultural anthropology. Methodologies for the study of micro- and macro-social processes are taught through the use of qualitative and quantitative approaches. The department provides students with excellent training in theory and methods to enable them to pursue graduate study in any of the above mentioned subfields of Anthropology. Graduate Learning Outcomes The purpose of the master's program is to further develop knowledge and skills in Anthropology and to prepare students for a professional career or doctoral studies. This is achieved through completion of courses in the primary field, related areas, and through experience with independent work, area specialization, and field research. The Ph.D. is conferred upon candidates who have demonstrated substantial scholarship and the ability to conduct independent research and analysis in Anthropology. Through completion of advanced course work and rigorous skills training, the doctoral program prepares students to make original contributions to the knowledge of Anthropology and to interpret and present the results of such research.

Department of Anthropology Statement on Diversity
Stanford's Department of Anthropology is committed to promoting an inclusive and respectful culture among students, faculty and staff. We aim to be supportive of diversity in all its manifestations, fostering a spirit of open inquiry and dialogue that engages with and respects difference, including race, ethnicity, color, class, national or ethnic origin, language, citizenship, diaspora, sex, age, embodiment, disability, religion, sexual orientation or identity, gender identity or expression, and veteran status. We believe that anthropology as a discipline and as a practice can be an effective medium through which we can launch inquiries into the pressing questions of our time. We stress the need to investigate and challenge structures of privilege and power, both within and beyond the classroom and our research domains. As a department we are committed to continually transforming ourselves as teachers, learners, and researchers in order to better understand and effectively respond to the world in which we live. Stanford University Nondiscrimination Policy Stanford University admits qualified students of any race, color, national or ethnic origin, sex, age, disability, religion, sexual orientation, and gender identity to all the rights, privileges, programs, and activities generally accorded or made available to students at the University. Consistent with its obligations under the law, Stanford prohibits unlawful discrimination on the basis of race, color, national or ethnic origin, sex, age, disability, religion, sexual orientation, gender identity or expression, veteran status, or any other characteristic protected by applicable law in the administration of the University's programs and activities; Stanford also prohibits unlawful harassment including sexual harassment and sexual violence.

The following person has been designated to handle inquiries regarding this nondiscrimination policy:

1. Director of the Diversity and Access Office, Mariposa House, 585 Capistrano Way, Stanford University, Stanford, CA 94305-8230; (650) 723-0755 (voice), (650) 723-1791 (fax), equal.opportunity@stanford.edu (email).

2. Stanford's Title IX Coordinator, Cathy Glaze, has been designated to handle inquiries regarding sexual harassment and sexual violence: Mariposa House (2nd floor), 585 Capistrano Way, Stanford, CA 94305, (650) 497-4955 (voice), (650) 497-9257 (fax), titleix@stanford.edu (email).

For information more generally concerning policies and procedures for students with disabilities, see the Diversity & Access Office web site, or the ADA/Section 504 Compliance Officer, Diversity and Access Office, Mariposa House, 585 Capistrano Way, Stanford University, Stanford CA, 94305-8230, (650) 723- 0755 (voice), (650) 723-1216 (TTY), (650) 723-1791 (fax), equal.opportunity@stanford.edu (email); see also the Office for Accessible Education (OAE) web site.

<Department Information>

Publications:

Contexts-https://anthropology.stanford.edu/undergraduate-program/ug-research-journal
https://anthropology.stanford.edu/department/publications/ug-research-journal

Department Annual Newsletter- https://www.stanford.edu/dept/anthropology/cgi-bin/web/?q=node/177

Distributions:
anthropology@stanford.edu, anth_broadcast@lists.stanford.edu, anth_deptnews@lists.stanford.edu,
anth_faculty@lists.stanford.edu, anth_graduate@lists.stanford.edu, anth_staff@lists.stanford.edu,
gradadmissions@stanford.edu

Resources:
https://www.stanford.edu/dept/anthropology/cgi-bin/web/?q=view/staff
https://www.stanford.edu/dept/anthropology/cgi-bin/web/?q=view/faculty
http://studentaffairs.stanford.edu/cdc/networking
http://vpge.stanford.edu/docs/HowtoLeverageYourMentoringNetworkslides_Final.pdf
http://vpge.stanford.edu/docs/AdvisingResources.pdf
http://vpge.stanford.edu/docs/HowtoLeverageYourMentoringNetworkhandout.pdf
https://www.stanford.edu/dept/anthropology/cgi-bin/web/?q=view/gsoreps

Faculty:

Andrew Bauer (Associate Professor; Ph.D. University of Chicago, 2010) Environmental Anthropology, Materiality, Space/Place/Landscape, Archaeological Theory, South Asia.
Email: ambauer@stanford.edu

Lisa Curran (*Professor; Ph.D. Princeton, 1994*) Sustainable and equitable use of tropical resources, sound land use planning and governance.
Email: lmcurran@stanford.edu

Paulla A. Ebron (*Associate Professor; Ph.D. Massachusetts at Amherst 1993*) Comparative cultural studies, nationalism, gender, discourses of identity; Africa, African-America.
Email: pebron@stanford.edu

James Ferguson (*Professor; Ph.D. Harvard U., 1985*) Political Economy, development, migration and culture; Southern Africa.
Email: jgfergus@stanford.edu

Duana Fullwiley *(Associate Professor; Ph.D. UC Berkeley and UC San Francisco, 2002*) The Anthropology of science; Medical anthropology; Genetics and identity; Economic anthropology; Global health politics; Africanist anthropology; Race; Health disparities; Environmental resource scarcity as a source of ethnic conflict, Senegal, West Africa, France, and the United States.
Email: duana@stanford.edu

Angela Garcia *(Associate Professor; Harvard University, 2007)* Medical and psychological anthropology; violence, suffering and care; addiction, morality and science; subjectivity; ethnographic writing; Unites States, Mexico.
Email: garcia2@stanford.edu

Thomas Blom Hansen (Professor; Ph.D. Roskilde University, Denmark) Political theory; continental philosophy; psychoanalysis; comparative religion; contemporary urbanism; South Asia and Southern Africa.
Email: tbhansen@stanford.edu

Ian Hodder (*Professor; Ph.D. Cambridge U., 1974*) Archaeology, post-processual archaeology, methodological studies of quantitative approaches to spatial analysis, material cultural and social structure; European prehistory, Turkey, and ethno-archaeology.
Email: ihodder@stanford.edu

Miyako Inoue (*Associate Professor; Ph.D. Washington University, 1996*) Sociolinguistics, gender; Japan.
Email: minoue@stanford.edu

Lochlann Jain (*Professor; Ph.D. U.C. Santa Cruz, 1999*) Law and technology, feminist theory, travels in material culture, representation, and visual theory.
Email: lochjain@stanford.edu

Richard Klein (*Professor; Ph.D. Chicago, 1966*) Paleoanthropology; Africa, Europe.
Email: rklein@stanford.edu

Matthew Kohrman (*Associate Professor; Ph.D. Harvard U., 1999*) Medical anthropology, disability studies, gender, social suffering, state formation, social experience; China.
Email: kohrman@stanford.edu

Tanya Luhrmann (*Professor; Ph.D. Cambridge U., 1986*) Psychiatry anthropology; spirituality; culture and mind; psychosis; voices and visions; South Asia, United States.
Email: luhrmann@stanford.edu

Liisa Malkki (*Professor; Ph.D. Harvard U., 1989*) Historical anthropology, nationalism and internationalism, colonialism, racism, refugees and the politics of humanitarianism, religion; East and Central Africa.
Email: lhmalkki@stanford.edu

Krish Seetah *(Associate Professor: Ph.D., University of Cambridge)* Traditional and scientific methods in zooarchaeology, colonial activity within European contexts and wider European influences within the 'global landscape.'
Email: kseetah@stanford.edu

Kabir Tambar *(Associate Professor: Ph.D. University of Chicago, 2009)* Religion and secularism, pluralism and nationalism, the politics of affect, Islam, Middle East, Turkey.
Email: ktambar@stanford.edu

Sharika Thiranagama (Associate Professor; Ph.D. University of Edinburgh, 2006) Ethnicity, Enslavement, Labor, Violence, Gender, Kinship, Caste, Displacement, History, Political Anthropology and Political Theory; Sri Lanka, India, South Asia.
Email: sharikat@stanford.edu

Mudit Trivedi (Assistant Professor; Ph.D. University of Chicago, 2020). Identity, urbanization, paleoenvironmental research, ceramic technology and trade, geoarchaeology, lithics; South Asia, North India.
Email:

Barbara Voss *(Associate Professor; Ph.D. U.C. Berkeley, 2002)* Archaeology, women, gender, sexuality, archaeology of architecture and structured space, politics of cultural resource management; pre-historic and colonial California.
Email: bvoss@stanford.edu

Michael Wilcox (*Assistant Professor; Ph.D. Harvard U., 2001*) Archaeology, archaeological approaches to ethnicity, post-colonial archaeology, Native-American Studies; American Southwest and North America.
Email:

Sylvia J. Yanagisako (*Professor; Ph.D. Washington University, 1975*) Kinship, gender, feminist theory, capitalism, ethnicity; U.S., Italy.
Email: syanag@stanford.edu

Serkan Yolaçan *(Assistant Professor; Ph.D. Duke University, 2017)* Religion, Nationalism, Immigration, Political Economy; West and Southeast Asia, Indian Ocean
Email:

Staff

Samantha Bray |Academic Program Coordinator | Phone: 650.723.3421
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Email: mgsm@stanford.edu

<Degree Program>

Degree Options

Students may pursue one of two possible department tracks in the Anthropology Master's Degree (M.A.) Program. The tracks are: Archaeology or Culture and Society. The tracks are offered at the department- level, not declarable in Axess.

The M.A. Degree Program in Anthropology is designed to provide:

(1) advanced knowledge of the field of contemporary anthropology, and
(2) training for independent postgraduate research.

Full-time students entering the program with appropriate background should complete the M.A. degree program within three consecutive calendar quarters after the student's first quarter of master's-level enrollment. The University allows no transfer units into the master's program.

To provide a meaningful master's program within one year, advance course planning with an advisor is required. Requirements for the master's program must be completed within three years. While the requirements may change from time to time, such changes are not retroactive; students are bound only by the requirements in effect during their first Graduate Master's Program quarter. Graduate enrollment at Stanford University for three consecutive quarters of full tuition for at least 45 units is required of all candidates for the Terminal Master's Degree. Terminal Master's Degree students in Anthropology must take a minimum of 45 units of Anthropology course work beyond the undergraduate degree with an overall grade point average of 3.0 or higher. 45 units at or above the 100 level constitute the University minimum for the M.A. degree. The M.A. Degree Program may require more than one year of study. However, full- time students entering the program with appropriate background should complete the M.A. degree program within three consecutive calendar quarters after the student's first quarter of master's-level enrollment.

Program Requirements:

1. A faculty advisor appointed in the Department of Anthropology.
   a. The onboarding email will include information regarding your faculty advisor. It is your responsibility to reach out to your advisor by the first week of Autumn quarter to schedule an initial meeting regarding your program proposal.

2. A program of 45 units, taken at the 100 level or higher with a minimum grade of 'B'. *Note:* At least 23 of the 45 units must be taken at the 200/300 level.
   a. of the 45 units, no more than 15 units may be approved from related areas of study or overseas studies.
   b. of the 45 units, no more than 10 units of directed reading-style course work may be counted towards the degree.
   c. of the 45 units, no more than 5 units may be taken for a satisfactory/no credit grade.

3. A minimum grade of 'B' in one graduate-level ANTHRO Theory course from the chosen track. Please note that ANTHRO theory courses are usually considered as department review courses.

4. A minimum grade of 'B' in one graduate-level ANTHRO Methods course from the chosen track. Please note that ANTHRO methods courses are not considered as department review courses. [Students seeking to fulfill the Department's requirement for methods training may petition the graduate committee for an alternate way (i.e. other course or training) to fulfill the Department methods requirement].

5. A minimum grade of 'B' in four ANTHRO Review courses from the chosen track, listed at the 200-level or higher, taught by Anthropology faculty, and taken as a five-unit course.
   - If a graduate student is interested in taking a 200-level course, taught by ANTHRO Academic Council faculty, for Review course status, a Graduate Program Committee petition should be submitted by the graduate student with a statement from the faculty instructor and the mentoring or faculty advisor supporting the request.

6. A self-designed plan of study chosen from one of the following Anthropology tracks; the tracks are not declarable in Axess.:
   - Archaeology
   - Culture and Society

7. Submission of an approved plan of study form and an approved department graduate report of degree progress form, inclusive of a field research, laboratory research or library-based paper proposal, by the last day of the first quarter of the Master's degree program.

8. Submission of an approved Master's degree program proposal form by the last day of the first quarter of the Master's degree program.

9. Submission of the Master's paper reviewed by two faculty members (advisor and reader). For the Culture and Society track, the paper can be a field research or library-based research paper. For the Archaeology track, the paper can also be a laboratory research paper. For both tracks, Masters students are required to enroll in the directed reading-style course ANTHRO 441, Master's Project, in the final quarter of the M.A. degree program and earn a grade of 'B' or better.

10. Presentation of the Master's research project at the Department's Master's (Honors) paper presentation event in Spring Quarter, optional.

Axess
https://registrar.stanford.edu/resources-and-help/axess-students

Stanford Academic Calendar
https://registrar.stanford.edu/academic-calendar

<u>**<Courses>**</u>

Required Courses:

Autumn
ANTHRO 300. Reading Theory through Ethnography – Ebron (CS) [or, 301 or 301A.]
ANTHRO 303. Introduction to Archaeological Theory - Hodder (AR)

Winter
ANTHRO 301A. Foundations in Social Theory – Hansen (CS) [or, 301. or 300.]
ANTHRO 306. Anthropological Methods and Research Designs – Tambar (CS)

Spring
ANTHRO 301. History of Anthropological Theory CS - Ferguson (CS) [or, 301A. or 300]
ANTHRO 307. Archaeological Methods and Research Design – Bauer (AR)
ANTHRO 441. Masters Paper

Recommended Courses
ANTHRO 444. Anthropology Colloquium (1 unit)
ANTHRO 445. Anthropology Brown Bag Series (1 unit)

Review courses:

(M.A. and Ph.D. graduate-level seminars taught by ANTHRO Academic Council faculty)

*For consideration in satisfying the department review course requirement, graduate students must enroll in the course with a letter grade and must take the course for five units. If the review course is offered over multiple quarters, only one quarter instance may be considered towards the department's review course requirement.

Autumn
ANTHRO 300. Reading Theory through Ethnography – Ebron (CS)
ANTHRO 303. Introduction to Archaeology Thought – Hodder (AR)
ANTHRO 323. Economic Anthropology – Ferguson (CS)
ANTHRO 337. Voices – Luhrmann (CS)
ANTHRO 362. Visual Activism, Social Justice – Malkki (CS)

Winter
ANTHRO 301A. Foundations of Social Theory – Hansen (CS)
ANTHRO 322. From BioPolitics to NecroPolitics – Kohrman (CS)
ANTHRO 378A. Vaccines – Jain (CS)
ANTHRO TBC. Anthropology of Property – Yanagisako (CS)
ANTHRO TBC. Populism – Tambar (CS)
ANTHRO TBC. Time Travel, Past, Places – Yolacan
ANTHRO TBC. TBC – Weaver (AR)

Spring
ANTHRO 301. History of Anthropological Theory CS - Ferguson (CS)

ANTHRO 353. Landscape – Ebron
ANTHRO 361. Life and Death Contemporary World – Garcia (CS)
ANTHRO 367. Anthropology of Science – Fullwiley (CS)
ANTHRO TBC. God and Madness – Luhrmann (CS)
ANTHRO TBC. Transregionalism in Anthropology and History – Yolacan
ANTHRO TBC. Fine Observation, Ways of Seeing – Malkki (CS)
ANTHRO TBC. Heritage – Gonzalez-Ruibal

<Year-At-A-Glance>

(Course schedules subject to change: Please refer to Stanford ExploreCourses for schedule offerings)

AUTUMN

Courses:

- Both Tracks-ANTHRO 310G Intro Grad Studies and ANTHRO 444 Colloquium
- AR-None given
- CS-ANTHRO 301A Foundations of Social Theory (optional for MA), ANTHRO 306 Research Method (may waive out of requirement based on previous Methods training), and Anthro 400 Cultural & Social Dissertation Writers Seminar

Funding:

- none given

Milestones:

- Approved Plan of Study and Declaration of Track form due by the last day of the first week in Autumn quarter of first year

Requirements:

- By the end of the first quarter, submit the Registrar's Masters Degree Program Proposal form to the SSO
- By the last day of the first quarter of the Masters degree program, submit the Department's Graduate Report of Degree Progress form to the SSO

Units:

- Full time 11-18 (15 minimum). Suggested: at least one or more department review courses (usually ANTHRO 300-level), ANTHRO 444 and 445, 310G, and a Theory course (usually ANTHRO 300-level) as required by track.

WINTER

Courses:

- All Tracks-ANTHRO 444 Colloquium
- AR-ANTHRO 303 Intro Archaeology Theory
- CS-ANTHRO 311G Intro CS Grad Studies and ANTHRO 301 Hist of Anthropology Theory
- EA-ANTHRO 364 Eco Group (letter grade required)

Funding:

- none given

Units:

- Full time 11-18 (15 minimum). Suggested: at least one or more department review courses (usually ANTHRO 300-level), ANTHRO 444 and 445, 311G (required of the CS track students, only), and a Theory course (usually ANTHRO 300-level) as required by track

Forms:

- Submit an updated, advisor-reviewed "MA Report of Degree Form" to the SSO **Registrar:**
- Submit the Masters Degree Program Proposal to the Registrar. See https://stanford.app.box.com/v/progpropma

SPRING

Courses:

- All Tracks-ANTHRO 444 Colloquium
- All Tracks-ANTHRO 441 Master's Paper
- AR-ANTHRO 303 Intro Arch Theory and ANTHRO 307 Arch Methods Res Des (or, by end 2nd year)
- CS-ANTHRO 311G Intro CS Grad Studies and ANTHRO 300 Reading Theory Through Ethnography (optional for MA)
- EA-ANTHRO 304 Data Analysis (or, by end 2nd year)

Funding:

- none given

Other Requirements:

- Completion of a minimum of 4 department review courses, inclusive of the theory course requirement, by the end of spring quarter (or the third quarter of matriculation as a graduate Masters student).
- Completion of at least on Methods course by the end of spring quarter (or the third quarter of matriculation as a graduate Masters student).

Units:

- Full time 11-18 (15 minimum). Suggested: at least one or more department review courses (usually ANTHRO 300-level), ANTHRO 444 and 445, 311G (required of the CS track students, only), and a Theory course (usually ANTHRO 300-level) as required by track.
- Complete at least 45 units by the end of Spring quarter in the first year

Milestone:

- Submission of the Master's thesis/project to SSO (please refer to p.17-18 of this guide for detailed instructions).

Forms:

Central or Other Department:

- Tutorial IRB. See https://humansubjects.stanford.edu/new/resources/training/citi.html
- https://www.citiprogram.org/
- Tutorial RCR. See https://doresearch.stanford.edu/research-scholarship/responsible-conduct-research/responsible-conduct-research-training-faqs#citi-rcr-training

Registrar:

- Request to Graduate in AXESS by the Registrar Course Withdrawal deadline if graduating in the Spring quarter
- Petition for Graduate Student Graduation Quarter. See http://studentaffairs.stanford.edu/sites/default/files/registrar/files/grad_qtr.pdf
- Application for Extension of Masters Degree Program. See http://studentaffairs.stanford.edu/sites/default/files/registrar/files/appcandextens.pdf
- Request for Graduate Tuition Adjustment. See https://stanford.app.box.com/v/tuitadjreq
- Request for TGR Status. See https://stanford.app.box.com/v/tgrreq

SUMMER

Courses:

- No enrollment required

Funding:

- non given

Units:

- Zero units; no enrollment required unless graduating in Summer Quarter

Master's Degree Program Proposal

By the end of the first graduate quarter, the Program Proposal form for a Master's Degree, will be submitted to the Student Services Officer. This is the procedure by which the University formally admits M.A. students to candidacy. The Anthropology Department requires that both the student's advisor and the Anthropology Graduate Program Committee or Department Chair approve and sign the Program Proposal. Subsequent changes to the program may be agreed to informally by the student's advisor without any paperwork, until the last quarter of the degree program. At that time a M.A. Program Proposal revision must be filed with the department if any unit or course changes have been made.

The Program Proposal must be discussed with the advisor and have his/her approval before submission to the Student Services Officer.

<Master's Research Paper/Department Project>

A field or library research paper, read and approved by at least two Department faculty members is required. One of the Department faculty members must be a member of the Stanford Academic Council. M.A. students are required to enroll in ANTHRO 441: Master's Research Paper during the final quarter of the degree program and earn a minimum grade of 'A-'. M.A. students may also register for up to 10 units of ANTHRO 299 Senior and Master's Paper Writing Workshop, to count towards the 45 graduate units requirement. [Note: Students may not apply more than 10 units of directed study toward fulfillment of the 45 unit requirement without express approval of the Anthropology Graduate Program Committee. ANTHRO 441 and ANTHRO 299 units are counted within this limit.]

The Master's Research Paper may be presented at the Department's Master's (and honors) presentation event in Spring Quarter. Faculty Advisor Students cannot be admitted to the M.A, Degree Program without an appropriate faculty advisor. Terminal M.A. applicants admitted to matriculate are assigned an advisor as part of the admissions process; applicants may also approach faculty members directly. In either case, the advisor makes a commitment to work with the student and to be in residence during the student's program of study, or for one year. Other Unit Restrictions For the program of 45 units, taken at the 100 level or higher: No more than 15 units may be approved from related areas of study or overseas studies. No more than 10 units of directed reading-style course work may be counted towards the degree. No more than 5 units may be taken for a satisfactory / no credit grade. Research Paper Proposal By the end of the first graduate quarter, all candidates for the M.A. Degree Program must submit a Research Paper Proposal approved by their advisor. The proposal is a written document of the research topic to be undertaken in the M.A. paper by the end of the first quarter of the Master's Degree Program. A specific format is not prescribed; examples of acceptable project proposals would include an outline and bibliography, or a 2-4 page narrative proposal and bibliography. This will be submitted to the Student Services Officer.

Guidelines for the Master Research Paper (Department Project)

To provide a meaningful learning experience within the time frame of the M.A, Degree Program, students are expected to work closely with their advisors in planning coursework and organizing the research paper. The paper is intended to demonstrate the student's capacity for independent research, either in the field or in a library-based study. For the Culture and Society track, the Master's paper can be a field research or library-based research paper. For the Archaeology track, the Master's paper can also be a laboratory research paper. The following guidelines are provided to assist students in designing projects and completing the paper. These are suggestions, not rigid rules, and should be considered along with the student's background, needs, and project goals. By the end of the first quarter of the graduate program, define the problem to be investigated: a focus, theme, or theoretical or descriptive topic to be explored and discussed. The student must submit a research proposal of the problem and their plan to carry out the project to their Master's Program Faculty Advisor for approval. Coterminal students must obtain approval by the end of their first quarter in the graduate program. All other M.A. students must do so not later than the end of the second quarter of graduate study. A specific format is not prescribed; examples of acceptable project proposals would include an outline and bibliography, or a 2-4 page narrative proposal and bibliography. The format and length of the M.A. Research Paper will depend on the project selected in consultation with the student's faculty advisor.

One model to consider is the model that Ph.D. candidates use for their First Year Paper. In this model, papers should be of the length and scope of articles published in a journal such as the American Ethnologist and should, like such articles, deal with a clearly delimited substantive or theoretical problem. Papers of this sort should be no more than 25 pages double-spaced text plus needed notes and bibliography.

The paper's content will vary according to the nature of the problem statement. Acceptable projects include: an ethnographic study based on original fieldwork and oriented around some particular or general theme of social organization or culture; a review of ethnographic or theoretical literature in anthropology based on library research; an experimental or social survey study based on a hypothesis and defined research variables and samples of research subjects; or papers in clinical studies, personality, ecology, language, symbolism, cognition, or other topics dealing with cultural issues in any human group or society. A possible "Table of Contents" for the research paper would include a title, short abstract, introduction and/or problem statement, pointed review of the relevant literature, description of the data or material being investigated, statement of findings or study conclusion, footnotes, and bibliography.

While a student's M.A. Faculty Advisor will be their main source of assistance with the paper, you may also seek help from the Department Chair, members of the Graduate Program Committee, and from any faculty member whose areas of interest touch on your topic. The paper will be read by the M.A. Faculty Advisor and a second reader chosen by you in consultation with your advisor. If appropriate, the second reader may be from another department. It is advisable for preliminary drafts of the M.A. Research Paper to be discussed with both readers.

The final version should be submitted to each reader at a time to be arranged with them by the student. The readers will need to receive the final version early enough in the degree quarter to permit careful reading and time for final corrections or revisions before the grade deadline for degree recipients. When both, M.A. Faculty Advisor and the second reader, have approved and graded the paper at an acceptable level, usually not less than A-, they will both sign the Signature Page. It is advisable that M.A. Research Papers be submitted for evaluation at least three weeks before the end of classes in a given quarter. The completed signature page will need to be included with the final approved copy of the M.A. Research Paper which will be kept on file in the department. Since the Anthropology Master's Research Paper is a departmental project, not a University Thesis, there are no formal requirements for having it bound. It is certainly in a student's best interest, however, to bind the copy that will remain in the department in a sturdy cover. Final copies of the M.A. Research Paper and the completed Signature Sheet will need to be submitted to the Graduate Student Services Officer no later 1 week prior to the final day of the quarter.

<Forms>

Department Forms:

Language Committee Petition-
https://anthropology.stanford.edu/sites/g/files/sbiybj9346/f/anthrograduatelanguagecommitteepetition_0.pdf

Graduate Program Committee Petition Form-
https://anthropology.stanford.edu/sites/g/files/sbiybj9346/f/anthrograduateprogramcommitteepetition.pd f

MA Plan of Study Form-
https://anthropology.stanford.edu/sites/g/files/sbiybj9346/f/anthro_firstyearphdphdminorormaplanofstud yform.pdf

MA Report of Degree From-
https://anthropology.stanford.edu/sites/g/files/sbiybj9346/f/anthro_firstyearphdphdminorormareportofde greeprogressform.pdf

Registrar/ University Forms:

Additional Graduate forms-
https://registrar.stanford.edu/resources-and-help/student-forms/additional-graduate-forms#study

Graduation/Commencement-
https://registrar.stanford.edu/resources-and-help/student-forms/graduation-and-commencement-forms

Academic Accommodation

Academic accommodation should be provided only upon receipt of a letter from the Office of Accessible Education (OAE). Per the OAE website.

If you have an accommodation, please meet with OAE (https://oae.stanford.edu/accommodations/academic-accommodations).

Honor Code

The Honor Code is Stanford's statement on academic integrity written by students in 1921. It articulates university expectations of students and faculty in establishing and maintaining the highest standards in academic work (https://communitystandards.stanford.edu/policies-and-guidance/honor-code)

Policy

- Policy Sexual Harassment: http://harass.stanford.edu/ Sexual Harassment Training for Non- Faculty Teaching Staff
- http://cdn.e2ma.net/userdata/1704398/assets/docs/Sexual_Harassment_Training_PolicyFINAL_1 1-2-2012.pdf "Major Policies & Practices Every TA should Know" (video)
- http://studentaffairs.stanford.edu/oae/TA-Video Honor Code
- http://studentaffairs.stanford.edu/judicialaffairs/policy/honor-code
- http://studentaffairs.stanford.edu/judicialaffairs/policy/honor-interpretation Acts of Intolerance
- http://studentaffairs.stanford.edu/intoleranceprotocol Fundamental Standard
- http://studentaffairs.stanford.edu/judicialaffairs/policy/fundamental-standard Code of Conduct
- http://adminguide.stanford.edu/1.pdf Minimum Progress
- http://studentaffairs.stanford.edu/registrar/students/graduate-minimum-progress
- http://registrar.stanford.edu/bulletin/4910.htm Rights and Responsibilities
- http://studentaffairs.stanford.edu/oae/students/rights On Academic Authorship and Academic

    Freedom http://rph.stanford.edu/2-8.html Diversity

- http://www.stanford.edu/dept/diversityaccess/ http://gap.stanford.edu/2-5.html
- http://registrar.stanford.edu/bulletin/4988.htm http://registrar.stanford.edu/bulletin/4771.htm
- http://elr.stanford.edu/grievance.html
- http://studentaffairs.stanford.edu/registrar/students/leave
- http://gap.stanford.edu/5-3.html
- http://registrar.stanford.edu/bulletin/4904.htm

Department of Anthropology

Coterminal Program

University Requirements for Coterminal Program

Degree Progress
University Requirement: Starting with the first graduate quarter, students have an active graduate career and an active undergraduate career. Students are responsible for enrolling in courses each quarter, and assigning them to the appropriate career. Courses assigned to the graduate career count towards the master's degree and courses assigned to the undergraduate career count towards the bachelor's degree. Students in the undergraduate coterm tuition group may not enroll in more than a total of 20 units for the quarter across both careers. Students in the graduate coterm tuition group may not enroll in more than a total of 24 units for the quarter across both careers. Students appointed to a 20-hour (50%) teaching and/or research assistantship may not enroll in more than 10 units.

Department Requirement: M.A. students in Anthropology must take a minimum of 45 units of Anthropology course work beyond the undergraduate degree with an overall minimum grade point average of 3.0. Coterminal M.A. students may transfer units from the two quarters previous to the graduate admit quarter. For the master's degree, all courses must be at or above the 100 level, and at least 23 of the required 45 units must be taken at either the ANTHRO 200- or 300-level.

Academic Progress
University Requirement: Prior to the conferral of the undergraduate degree(s), a coterm student's academic progress is monitored by the coordinator of coterminal advising in the Academic Advising Office (previously known as UAR, a unit of the office of the Vice Provost for Undergraduate Education) in conjunction with the student's advisors and the graduate program. The Academic Advising Coterm coordinator is Paula Aguilar (paulaa@stanford.edu). After conferral of the undergraduate degree(s), the student's degree progress is monitored by the assigned department graduate advisor and graduate program. The department's coterm student services officer is Tina Jeon (tajeon@stanford.edu).

All courses taken during a quarter, whether enrolled in the undergraduate or graduate career, are used to assess whether minimum academic progress standards, including number of units enrolled and number of units earned, have been met. Students in the undergraduate coterm tuition group are evaluated according to the undergraduate degree progress standards. These standards are described in the "Academic Progress" section of this bulletin. Students in the graduate coterm tuition group are evaluated according to the graduate degree progress standards. These standards are described in the "Minimum Progress Requirements for Graduate Students" section of this bulletin.

Student are expected to maintain an undergraduate grade point average (GPA) which meets the University's undergraduate standards, and a graduate GPA which meets University and program requirements for graduate progress. Courses which have been transferred from the undergraduate to the graduate career are calculated as part of the graduate GPA, and vice versa.

Department Requirement: The M.A. program usually requires more than one year of study. However, full-time students entering the program with appropriate background should complete the M.A. degree program within three consecutive quarters after the student's first quarter of master's-level enrollment.

The University allows no transfer units into the master's program. To provide a meaningful master's program within one year, advance planning of course work with a faculty advisor is required. Requirements for the coterminal M.A. program must be completed within three years.

It is recommended by this department that a student who accepts an offer of admission to the Anthropology coterminal master's program, defer their undergraduate bachelor's conferral until the graduate M.A degree requirements have been completed. The student can then request to graduate in both the bachelor's and master's degrees simultaneously. Students are advised to consult the undergraduate student services officer.

Coterm Course Transfer

University and Department Requirements: After accepting admission to a master's degree program, coterm students may request transfer of Stanford courses from the undergraduate to the graduate career to satisfy requirements for the master's degree and/or from the graduate career to the undergraduate career to satisfy requirements for the bachelor's degree(s). Transfer of courses between the undergraduate and graduate careers requires review and approval by both the undergraduate and graduate departments. *The department of Anthropology has a "Two Quarters Back Rule"*. This means that courses taken two quarters prior to the first graduate quarter, or later, are eligible for consideration for transfer to the graduate career. Neither Summer Quarter nor quarters spent on approved leave of absence are included in the quarter-back count. In exceptional circumstances, a student may petition the exceptions committee of the Committee on Graduate Studies to transfer courses taken more than three quarters back. No courses taken prior to the first quarter of the sophomore year may be used to meet master's degree requirements. *All course transfer requests must be submitted to the Student Services Center no later than the Late Application to Graduate deadline of the intended bachelor's degree conferral quarter*. Course transfers between careers are not possible after the bachelor's degree has been conferred. Undergraduate credit from transfer courses or tests may not be transferred to the graduate career.

The instructions on submitting the Course Transfer web form can be found here.

Advising, Program Proposal, and Time Limit

Department Requirements: In the first graduate quarter, a coterm student must be assigned an advisor in the department for assistance in planning a program of study to meet the requirements for the master's degree. The first meeting should be scheduled to outline the Program Proposal for a Master's Degree form with the advisor. The form must be approved by the advisor and submitted to the student services officer before the end of the first graduate quarter. The preliminary program proposal from the coterm application may inform the Program Proposal, but does not satisfy this master's degree requirement. The course of study for each student's master's degree should be outlined on the student's Program Proposal form. It is important that the Program Proposal is outlined under the purview of the Faculty Advisor.

The master's program proposal must meet University minimum requirements for the master's degree, including at least 45 units taken at Stanford, all courses at 100-level or above, 50% of units designated primarily for graduate students (typically 200-level or above). All courses must be in the graduate career.

All requirements for a master's degree must be completed within three years after the first graduate quarter. An extension requires review of academic performance by the department. Please see the student services officer regarding the request for extension.

Leaves of Absence

Coterm students who wish to take a leave of absence are subject to the Leave of Absence policies for undergraduate and graduate students (https://registrar.stanford.edu/students/leave-absence). Graduate students, including coterm students, must obtain permission from the department by setting up an appointment with the Student Services Officer. The student must fill out the Leave of Absence Form and the form must be approved by both the faculty advisor and the Graduate Program Committee in the department. A coterm student whose

undergraduate degree has not been conferred must also obtain permission from the office of Academic Advising and may not take a leave of absence unless approved for both the graduate and undergraduate leave.

Coterm students are permitted to request a leave of absence for their first graduate quarter. Leaves of absence are granted for a maximum of one calendar year, or four quarters. An extension of leave, for a maximum of one year or four quarters, is approved only in unusual circumstances. Leaves of absences may not exceed a cumulative total of two years (8 quarters including summer quarters), including both undergraduate and graduate programs.

Degree Conferral

Students must apply for conferral of each degree separately by filing an Application to Graduate in Axess by the deadline for the expected graduation term(s). The deadlines are available in the Academic Calendar. The master's degree must be conferred simultaneously with, or after, the bachelor's degree. Coterm students may not confer the master's degree prior to the conferral of the undergraduate degree. Coterm students should refer to the Coterm Student Graduation Checklist for important information about items needed for degree conferral.

<u>Degree Requirements</u>

Requirements for the coterminal and terminal master's degree program include the following:

- A faculty advisor appointed in the Department of Anthropology.
- A program of 45 units, taken at the 100 level or higher with a minimum grade of 'B'. Note: At least 23 of the 45 units must be taken at the 200/300 level.
    - of the 45 units, no more than 15 units may be approved from related areas of study or overseas studies.
    - of the 45 units, no more than 10 units of directed reading-style course work may be counted towards the degree.
    - of the 45 units, no more than 5 units may be taken for a satisfactory/no credit grade.
- A minimum grade of 'B' in one graduate-level ANTHRO Theory course from the chosen track. Please note that ANTHRO theory courses are usually considered as department review courses.
- A minimum grade of 'B' in one graduate-level ANTHRO Methods course from the chosen track. Please note that ANTHRO methods courses are not considered as department review courses. [Student's seeking to fulfill the Department's requirement for methods training may petition the graduate committee for an alternate way (i.e. other course or training) to fulfill the Department methods requirement].
- A minimum grade of 'B' in four ANTHRO Review courses from the chosen track, listed at the 200-level or higher, taught by Anthropology faculty, and taken as a five unit course.
- A self-designed plan of study chosen from one of the following Anthropology tracks; the tracks are not declarable in Axess.:
    - Archaeology
    - Culture and Society
- Submission of an approved First-year Ph.D., Ph.D. Minor, or M.A. plan of study form and an approved First-year Ph.D., Ph.D. Minor, or M.A. graduate report of degree progress form, inclusive of a field research, laboratory research or library-based paper proposal, by the last day of the first quarter of the Master's degree program.
- Submission of an approved Program proposal for a Masters degree form by the last day of the first quarter of the Master's degree program.
- Submission of the Master's paper reviewed by two faculty members (advisor and reader). For the Culture and Society track, the paper can be a field research or library-based research paper. For the Archaeology track, the paper can also be a laboratory research paper. For both tracks, Masters students are required to enroll in the directed reading-style course ANTHRO 441, Master's Project, in the final quarter of the M.A. degree program and earn a grade of 'B' or better.
- Presentation of the Master's research project at the Department's Master's (Honors) paper presentation event in Spring Quarter, optional.

<u>Required Courses</u>

Theory
AR: ANTHRO 303 Introduction to Archaeological Theory
CS: ANTHRO 301 History of Anthropological Theory, Culture and Society; OR ANTHRO 301A Foundations of Social Theory; OR ANTHRO 300 Reading Theory Through Ethnography

Methods
AR: ANTHRO 307 Archaeological Methods
CS: ANTHRO 306 Anthropological Research Methods

Both Tracks
ANTHRO 441: Master's Paper

Review Courses
Please refer to pg. 11-12 for the list of Review Courses.

Coterminal Billing Information:

Student Billing Group	Minimum Enrollment Requirement	Result if Minimum Enrollment Requirement Not Met	Maximum Enrollment Permissible	Result if Maximum # of Permissible Units Exceeded
Coterm undergraduate billing group (COTU)	12 units (across both Autumn and Winter Quarters)	Please see the Preliminary Study List Deadline page for more details.	20 units (across both Autumn and Winter Quarters).	**Prior to Final Study List Deadline:** To-do Item alerts the student not to exceed maximum units. **After Final Study List Deadline:** Enrollment hold is placed for future quarters.
Coterm graduate billing group (COTG)	8 units (across Autumn, Winter, and Spring Quarters)	the Preliminary Study List Deadline page for more details.	24 units (across both Autumn and Winter Quarters).	**Prior to Final Study List Deadline:** To-do Item alerts the student not to exceed maximum units. **After Final Study List Deadline:** Enrollment hold is placed for future quarters.

*Please refer to https://registrar.stanford.edu/students/coterminal-degree-programs/coterm-tuition- assessment for more information in tuition assessment and billing information for Coterms.

<Year-At-A-Glance for Coterms>

AUTUMN (Open UG and Grad Quarter)

(Course schedules subject to change: Please refer to Stanford ExploreCourses for schedule offerings)

Courses:

- Both Tracks-ANTHRO 310G Intro Grad Studies and ANTHRO 444 Colloquium
- AR-Nonegiven
- CS-ANTHRO 301A Foundations of Social Theory (optional for MA), ANTHRO 306 Research Method (may waive out of requirement based on previous Methods training), and Anthro 400 Cultural & Social Dissertation Writers Seminar

Funding:

- non given

Milestones:

- Approved Plan of Study and Declaration of Track form due by the last day of the first week in Autumn quarter of first year (First graduate quarter)

Requirements:

- By the end of the first quarter, submit the Registrar's Masters Degree Program Proposal form to the SSO
- By the last day of the first quarter of the Masters degree program, submit the Department's Graduate Report of Degree Progress form to the SSO **Units:**
- Full time 11-18 (15 minimum). Suggested: at least one or more department review courses (usually ANTHRO 300-level), ANTHRO 444 and 445, 310G, and a Theory course (usually ANTHRO 300-level) as required by track.

WINTER

Courses:

- All Tracks-ANTHRO 444 Colloquium
- AR-ANTHRO 303 Intro Archaeology Theory
- CS-ANTHRO 311G Intro CS Grad Studies and ANTHRO 301 Hist of Anthropology Theory
- EA-ANTHRO 364 Eco Group (letter grade required)

Funding:

- non given

Units:

- Full time 11-18 (15 minimum). Suggested: at least one or more department review courses (usually ANTHRO 300-level), ANTHRO 444 and 445, 311G (required of the CS track students, only), and a Theory course (usually ANTHRO 300-level) as required by track

Forms:

- Submit an updated, advisor-reviewed "MA Report of Degree Form" to the SSO **Registrar:**
- Submit the Masters Degree Program Proposal to the Registrar. See
  https://stanford.app.box.com/v/progpropma

SPRING

Courses:

- All Tracks-ANTHRO 444 Colloquium
- AR-ANTHRO 303 Intro Arch Theory and ANTHRO 307 Arch Methods Res Des (or, by end 2nd year)
- CS-ANTHRO 311G Intro CS Grad Studies and ANTHRO 300 Reading Theory Through Ethnography
  (optional for MA)
- EA-ANTHRO 304 Data Analysis (or, by end 2nd year)

Funding:

- non given

Other Requirements:

- Completion of a minimum of 4 department review courses, inclusive of the theory course requirement,
  by the end of spring quarter (or the third quarter of matriculation as a graduate Masters student).
- Completion of at least on Methods course by the end of spring quarter (or the third quarter of
  matriculation as a graduate Masters student).

Units:

- Full time 11-18 (15 minimum). Suggested: at least one or more department review courses (usually
  ANTHRO 300-level), ANTHRO 444 and 445, 311G (required of the CS track students, only), and a
  Theory course (usually ANTHRO 300-level) as required by track.
- Complete at least 45 units by the end of Spring quarter in the first year

Milestone:

- Submission of the Master's thesis/project to SSO (please refer to p.17-18 of this guide for detailed
  instructions).
- Degree conferral for both UG and Grad: https://registrar.stanford.edu/students/coterminal-degree-
  programs/degree-conferral-and-residency-requirement-coterms

Forms:

- Tutorial IRB. See https://humansubjects.stanford.edu/new/resources/training/citi.html
- https://www.citiprogram.org/
- Tutorial RCR. See https://doresearch.stanford.edu/research-scholarship/responsible-conduct-
  research/responsible-conduct-research-training-faqs#citi-rcr-training

Registrar:

- Request to Graduate in AXESS by the Registrar Course Withdrawal deadline if graduating in the Spring quarter
- Petition for Graduate Student Graduation
  Quarter. See http://studentaffairs.stanford.edu/sites/default/files/registrar/files/grad_qtr.pdf
- Application for Extension of Masters Degree (if applicable)
  Program. See http://studentaffairs.stanford.edu/sites/default/files/registrar/files/appcandextens.pdf
- Request for Graduate Tuition Adjustment (if applicable). See https://stanford.app.box.com/v/tuitadjreq
- Request for TGR Status (if applicable). See https://stanford.app.box.com/v/tgrreq

Coterm Forms:

- Program Proposal for Master's Degree- https://stanford.app.box.com/v/progpropma
- Coterm Course Transfer Form- https://stanford.app.box.com/v/Coterm-Course-Approval

Resources:

- https://registrar.stanford.edu/students/coterminal-degree-programs
- https://undergrad.stanford.edu/advising/coterm
-

Contact:

Prior to Graduate Quarter:
Paula Aguilar, Coterm Coordinator at Academic Advising | paulaa@stanford.edu

After Graduate Quarter:
Tina Jeon, Anthropology Student Services Officer | tajeon@stanford.edu