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PREFACE

The *Graduate Handbook* provides access to information about resources and regulations relating to the Graduate Program for the MA (Masters) and PhD (Doctoral) degrees in Anthropology at the University of Pennsylvania. Graduate studies in Anthropology are the responsibility of the *Anthropology Graduate Group*, which collectively organizes instruction, advising, and exams. The Graduate Chair is the head and coordinator of the Graduate Group and Graduate Program in Anthropology. The Graduate Coordinator assists the Graduate Chair in managing the graduate program activities of the Department.

For further information on the University of Pennsylvania’s academic rules for Research Doctorate and Masters Degrees, please refer to the following resource: Provost: Policies: Graduate Students <https://provost.upenn.edu/policies>.

Note that much of the text describing grants, fellowships, and awards is taken directly from the institutions’ websites.

**Disclaimer:** If there appears to be any conflict between the rules and regulations stated in the Department of Anthropology’s *Graduate Handbook* and the University-Wide Academic Rules for Research Doctorate and Masters Degrees, the Provost’s Policies shall prevail.
1. PhD REQUIREMENTS, PROCEDURES AND SUPERVISION

1.1 Summary of PhD Requirements.

To obtain the PhD in Anthropology a student must meet the following requirements:

1) Be accepted into the Graduate Program;
2) Complete the Core Program courses and pass the Comprehensive Examination in general Anthropology at the end of the first year;
3) Pass an examination in a language of library research by the end of the second year;
4) Complete four semesters of teaching, usually during the second and third years;
5) Complete 20 course units;
6) Pass the Oral Examination, based on a proposal for doctoral research and written statements on three fields of specialization; and thereby advance to PhD candidacy.
7) Submit and defend an acceptable dissertation.

The procedures for meeting these requirements are explained in detail below.

1.2 PhD Statute of Limitations.

The Graduate Division of Arts and Sciences has ruled that all requirements for the PhD, up to and including completion of the Oral Examination, must be completed within five years from entry into the Graduate Program. The granting of a leave of absence does not automatically change the time limit. The PhD program has a ten-year maximum limit (starting at the date of matriculation). After the tenth year, a fulltime PhD student is dropped from the Graduate Program by the Graduate Division.

1.3 The Department of Anthropology and the Graduate Group.

The Department of Anthropology at the University of Pennsylvania has a long and distinguished history, dating back to the late 19th century. Penn's Department has traditionally espoused a holistic multi-field approach to Anthropology.

The Graduate Group oversees all post-baccalaureate studies, admissions, curriculum changes, as well as the supervision and placement of graduate students in Anthropology. The Graduate Group is composed of all members of the Standing Faculty of the Department of Anthropology and select faculty from other University departments, programs, and schools. The Graduate Group faculty are listed on the Department of Anthropology website (https://www.sas.upenn.edu/anthropology/).

1.4 Admission to the Graduate Program.

Criteria for selection. Entry into the Graduate Program in Anthropology is reserved for students who have demonstrated exceptional ability for and commitment to research in anthropology within an area of competence of the Graduate Group. However, prior experience or coursework in anthropology is not required. The Graduate Group makes every effort to attract applicants from a wide variety of backgrounds, including applicants from countries outside the United States. The Graduate Group only admits students to the PhD program who are fully funded, either by the Graduate Division or equivalent external funding.

Benjamin Franklin PhD Fellowships. Each year, the Graduate Division of Arts and Sciences makes a fixed number of five-year Benjamin Franklin Fellowships available for graduate student support. Students admitted without Benjamin Franklin Fellowships must demonstrate equivalent external funding support. The Fellowships are offered to all accepted full-time PhD Candidates regardless of need. In general, the Graduate Group aims for an incoming class of approximately eight (8) PhD students.
Joint Degree Program. Students may apply for the Joint Degree Program in which they complete the requirements for two degrees in two graduate programs (within SAS or in another Penn School such as Education, Medicine, Law, or Design) by writing a single dissertation. Some graduate programs also use the term “Dual Degree” for (1) a joint PhD obtained within the same school or programs or (2) two MS and/or MA degrees from different programs obtained simultaneously.

An applicant or current graduate student interested in the Joint Degree Program should contact the graduate chairs of each relevant graduate program.

Applications to the Joint Degree Program:

New Applicants: A student seeking a Joint Degree at the time of application to Penn should contact the graduate chairs of both graduate programs. Applicants can apply to two schools but only one graduate program within SAS.

Current Graduate Students: Students may apply for a Joint Degree after successful completion of their first year in their “home” graduate program. Funding will be provided by the home graduate program (i.e., the graduate program who originally accepted the applicant). Joint Degree students from other graduate programs cannot expect any additional funding from Anthropology.

Application Materials include the following:
- Joint Degree Application Form
- Application Statement defining research interests, goals, experience, language skills, and other relevant information. The document can be an adaptation of the original application statement for admission to graduate school but must clearly explain and justify why a PhD in Anthropology is relevant and why a Joint Degree is necessary.
- CV
- Undergraduate, MA (if applicable), and Penn transcripts
- Letter of recommendation from standing faculty member in Anthropology
- A copy of the complete original application to Penn may also be requested, at the discretion of the Graduate Group.

Admission Process:
- Applications for the Joint Degree may be made by current graduate students no earlier than their second year at Penn.
- Applications from current graduate students are due each year on December 1 to be considered with the general pool of regular applicants applying for admission in the fall of the following year.
- Decisions about joint degrees are announced in February of each year.

MD/PhD Program. The MD/PhD Program offers a joint degree. Students must be admitted to both the Anthropology Graduate Program and the Medical School. All degree requirements in Anthropology and the Medical School must be fulfilled. Potential applicants for the MD/PhD Program should contact Ms. Maggie Krall, Director of Administration, Medical Scientist Training Program, Penn Med School, via email at: krall@mail.med.upenn.edu. Also see http://www.med.upenn.edu/mstp/.

1.5 Advising.

Graduate Student Advisor. Graduate students are assigned an Advisor upon admission. The Advisor works with the student to determine appropriate courses and research opportunities from semester to semester, and helps the student to identify faculty with relevant expertise who may eventually form their Oral Examination Committee and Dissertation Committee. Students meet with their Advisor at least once a month until they have passed their Oral Examination.

Students must speak with their Advisor concerning any formal actions that may impact their graduate study schedule (e.g., requests for leave of absence and dissertation studies abroad). These actions
require the signature of the Graduate Group Chair, and that signature is granted only to requests that have already been approved by students’ Advisors.

**Second and Third Year Committee.** By the beginning of the second year through the end of the third year, all graduate students must have a Second and Third Year Committee of 3 faculty members (including the Advisor).

**Oral Examination and Dissertation Committees.** Before writing statements, dissertation proposal, and scheduling an Oral Examination, each student forms an Oral Examination Committee, consisting of the student's Advisor, plus an additional three faculty members (one of whom can be the Graduate Chair). The Dissertation Committee consists of at least three faculty members including the Supervisor/Advisor/Chair of the student. At least two members of each of these committees must be active members of the Anthropology Graduate Group.

**Changing Advisors and Committee Members:** Graduate students can change their Advisor, Second and Third Year Committee members, Oral Examination Committee members, and/or Dissertation Committee members if necessary. A student who wishes to make such changes should consult with the persons concerned and with the Graduate Group Chair.

**Annual Progress.** All students will have their progress reviewed annually by the Graduate Group. Satisfactory progress includes timely completion of coursework, maintenance of a B+ average, passing the Comprehensive Examination, and meeting an appropriate schedule of preparation for the Oral Examination.

**Annual Plan of Study:** Graduate students in their first through third years must submit an Annual Plan of Study report to the Graduate Coordinator by the last Friday in January each year. The Annual Plan of Study should be designed in consultation with the student’s Advisor(s) and/or Second and Third Year Committees. The full text should be no longer than two pages, single-spaced. The Annual Plan of Study must be approved by the student’s Advisor before being submitted to the Graduate Coordinator for consideration by the Graduate Group. In the first three years, the Annual Plan of Study should contain:

- One or more concise paragraphs describing the student’s scholarly interests, including a list of the three fields that the student anticipates forming the basis of their third year Oral Examination;
- A list of courses the student has taken in the Graduate Program and a list of teaching and/or research assignments;
- A tentative list of the remaining courses the student plans to take to complete his/her coursework;
- A description of any relevant non-course experiences, such as fieldwork, laboratory work, and/or field language study that can reasonably be completed;
- A copy of the current CV.

Once admitted to PhD candidacy after passing the Oral Examination and submitting a dissertation proposal, the Annual Plan of Study should contain:

- Accomplishments in the past year including teaching and publishing activities, grants applied for and/or received;
- An update on fieldwork and dissertation progress, any revisions to the planned structure of the dissertation, and a detailed timetable for completion of fieldwork and submission of the dissertation.
- A copy of the current CV.

**Annual Dissertation Progress Report:** Each academic year that a graduate student is on Dissertation Status, an Annual Dissertation Progress Report is due to the Graduate Division Dean and must be approved and endorsed by their Dissertation Chair. A link for the online form is sent directly to each student from the Graduate Division. After the student fills out this report, the Dissertation Chair and Graduate Chair read and decide whether or not to endorse the Report as part of the student’s records.
Student Evaluation: In spring of each year, the overall progress of each graduate student is evaluated by the Standing Faculty of the Department of Anthropology in conjunction with relevant Graduate Group members. At that time, a student may be:

1) continued in the Program unconditionally;
2) continued in the Program on a conditional basis, if the Graduate Group decides that the student needs to develop certain background fields or particular academic skills; or
3) expelled from the Program, if the faculty judge the student's overall performance unacceptable.

Directly following the evaluation meeting, the student's Advisor will inform him/her of the decision made by the faculty. Student's Advisor or Dissertation Chair will communicate and discuss any specific recommendations and any conditions to be addressed and fulfilled. A written document with these recommendations will also be submitted to the Graduate Group Coordinator to be placed in the student's file.

1.6 Language Examination

The ability to access and utilize literature in a foreign language (or languages) appropriate to a student's specialization is a critical component of the Graduate Program. Students are, therefore, required to pass an examination in a language of scholarship by the end of their second year. When the student is ready to take the Language Examination, he or she will advise the Graduate Coordinator, who will consult with relevant faculty members to set the date of the Language Examination.

The Language Examination consists of three or four passages taken from the subject matter of the principal fields of anthropology. In order to pass, the student must translate into English at a level that demonstrates an ability to reliably do library research in that language. Students should take the Examination in a language that is relevant to their dissertation research. The Examination is usually taken in French, German, Russian or Spanish. Students who wish to be examined in another language should petition the Graduate Group Chair to do so.

A student may receive a High Pass, a Pass, Low Pass, or Fail. The Language Examination can be taken multiple times. The Graduate Group takes the language requirement seriously, and views failure to pass the examination in a timely fashion as the equivalent of an Incomplete.

The Benjamin Franklin Fellowship cannot be used to take language courses in preparation for the Language Examination. The Graduate Division offers summer language courses for Graduate Students. Students can audit (for no credit) basic language courses to prepare for the Language Examination, as long as they are otherwise registered as full-time.

Additional Languages. While the Graduate Group requires passing the Language Examination in only one language, students often need additional languages for library research and fieldwork. Students should consult with their Advisor about the language(s) required for library research and fieldwork in their areas of specialization. Students may be required to demonstrate proficiency in such languages at the time of their Oral Examination. No language course under the 400-level can count toward the 20 graduate course units (CU). Students are welcome to take undergraduate level language courses as an auditor, as long as they are otherwise registered as full-time. Summer courses in specialized languages such as those offered by FLAS should be explored.

1.7 Coursework and Individual Program Planning

Course Requirements. Twenty courses are required for the PhD degree in Anthropology. One course is equivalent to one CU. A schedule of four courses per semester is considered to be a full-time course load. For a graduate students serving as a Teaching Assistant, three courses per semester constitute a full course load. Courses numbered 500 and above are intended primarily for graduate students,
although 400-level courses may also be taken for graduate credit. A course under the 400-level cannot count toward the 20 CU.

Apart from the Core Program (discussed below), no specific courses are required by the Graduate Group, although some courses are strongly recommended and/or required by the student’s Advisor or committee members. Students should select courses carefully to ensure coverage of subjects that they need for their Oral Examination and Dissertation research.

In some cases, a student may take more than twenty courses. For example, a particular course of study and research may require considerable language study. However, language courses taken to prepare for the Language Examination cannot be counted towards the 20 CU required for the PhD.

Independent Studies. In rare cases where no suitable regular course is available, students may propose an Independent Study or Directed Readings course with a faculty member. An Independent Study consists of (1) a specific reading or research project focusing on topics that are not covered in regular graduate courses, (2) regular meetings between the student and the professor, (3) the writing of a substantial paper or series of papers, and (4) work that will be evaluated for a letter grade. If the faculty member formally agrees, then a formal syllabus (including topics, readings, assignments, and schedule of meeting) must be prepared and pre-approval must be obtained from the Graduate Chair. Independent Study applications must be submitted for approval to Graduate Chair no later than one week before the end of add period for each semester. No Independent Study courses may be taken during the first year in the Graduate Program.

Non-Program courses. During the process of formulating their Annual Plan of Study with their Advisor and committee, students may find it necessary to take courses from faculty outside the Graduate Group or outside the University. All outside courses must be pre-approved by the Advisor and Graduate Group Chair if they are to be counted towards the twenty course units required for the PhD.

Good standing. To remain in good standing, students must (1) maintain a minimum average grade of "B+" (3.3 or higher cumulative GPA), (2) resolve all Incomplete grades before taking the Comprehensive Examination and Oral Examination and within one year of the end of the semester during the second and third years, and (3) make good progress towards completing the degree requirements.

Incomplete grades. Students are strongly discouraged from taking an Incomplete as a grade in graduate courses by the Graduate Group of Anthropology and Deans of the Graduate Division. Incomplete grades can compromise a graduate student’s financial aid, research funding, ability to take the Comprehensive Examination and Oral Examination, and academic standing. Professors are not required to give Incompletes or obligated to grade assignments after the semester ends. With time passing, Incomplete grades become difficult to have changed to a letter grade because professors can become annoyed by the extra work and/or be on leave or moved to another position.

Work for any incomplete course must be turned in and graded within one year of the end of the course, but important exceptions pertain to the Graduate Program in Anthropology and many sources of funding (see below). Students should arrange their own deadline in consultation with the instructor and allow sufficient time for grading. A course not completed and graded by the deadline becomes a permanent Incomplete and may not be counted towards the course requirement.

Please note the following exceptions:

- Students with a Fellowship or TA must have completed all courses by the start of the next award year.
- Students with Incompletes cannot take the Comprehensive Examination or Oral Examination.
- Students with Incompletes will not be considered for Department Summer Field Funds, Kolb Society Fellowship, LALS Summer Research Funds, or the Summer Research Funds Penn Museum.
Program Plan of Study and Research. Each student's program of study and research is individual and the timing will vary from person to person. The Benjamin Franklin Fellowship and equivalent external fellowships provide full support for five (5) years that does not have to be used consecutively. Breaks in the use of the Benjamin Franklin Fellowship for a semester or two are possible to take advantage of external research funding (usually laboratory or fieldwork related to the dissertation). Ideally, graduate students should complete their PhD in five years while being supported by the five years of the Benjamin Franklin Fellowship. Unfortunately, this goal is rarely possible. Six years to the completion of the PhD is a more realistic time frame.

Therefore, the Graduate Group recommends that students use Ben Franklin Fellowship funding for their first three or four years, and then seek external funding for their dissertation research (often an entire year) in the Fourth or Fifth Year. The last year of the Ben Franklin Fellowship funding can then be applied to dissertation writing. In some cases (e.g., transferring courses from an MA Degree obtained from another university), a graduate student may be able to shorten the time to completion of the PhD.

The following general schedule is recommended by the Anthropology Graduate Group and the Graduate Division of the School of Arts and Sciences.

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<tr>
<th>First Year</th>
<th>First Summer</th>
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<tbody>
<tr>
<td>Core courses</td>
<td>Field work/research</td>
</tr>
<tr>
<td>Basic courses in area of specialization</td>
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<tr>
<td>Comprehensive Examination (late spring)</td>
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<tr>
<th>Second Year</th>
<th>Second Summer</th>
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<tr>
<td>Specialized courses, seminars, tutorials</td>
<td>Field work/research</td>
</tr>
<tr>
<td>Teaching Assistant</td>
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<tr>
<td>Satisfaction of Language requirement (fall or spring)</td>
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<th>Third Year</th>
<th>Third Summer</th>
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<tr>
<td>Completion of course requirements</td>
<td>Fieldwork/Research</td>
</tr>
<tr>
<td>Investigate and apply for dissertation research grants</td>
<td></td>
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<tr>
<td>Oral Examination and submission of Dissertation Proposal</td>
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<tr>
<td>Teaching Assistant</td>
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<th>Fourth Year</th>
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<tr>
<td>Dissertation Research (preferably supported by external research funding Fourth Year or Fifth Year)</td>
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<tr>
<th>Fifth Year</th>
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<tr>
<td>Dissertation Research, Writing, and Submission (with outside research funding Fourth Year or Fifth Year)</td>
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<th>Sixth Year (if necessary)</th>
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<tr>
<td>Dissertation Writing and Submission</td>
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1.8 Core Program and Comprehensive Examination

First year's courses. A normal load is four courses per semester. The Core Program consists of four courses specially designed and taught for Anthropology graduate students in their first year. These courses cover the basic subject matter of current anthropology, including biological anthropology, archaeology, linguistic anthropology, and socio-cultural anthropology.

All first-year PhD students are required to take three (3) of the following four core courses. Students are, however, encouraged to take all four to achieve a holistic knowledge of diverse fields:

ANTH 600 Contemporary Theory in Archaeology
ANTH 602 Evolutionary Anthropology
ANTH 603 Language in Culture and Society
ANTH 617 Contemporary Approaches to the Study of Culture

The selections from the above list must be supplemented by additional courses for a full load (a total of eight [8] courses taken during the first year or four per semester). The additional courses should be carefully selected in consultation with the student's Advisor.

Students who plan to register for less than eight courses during their first year in the program must obtain the approval of the Graduate Group Chair. Taking less than a full load may have implications for fellowship funding.

Second year's course. All second year graduate students are required to take a 1 CU, two-semester course based on the Penn Anthropology Colloquium. The new course will be taught by a team of professors. Enrolled graduate students will be required to attend all colloquia, complete readings of relevant literature about the biweekly colloquia in advance, attend a weekly or biweekly seminar with the professors and invited speaker, and write a series of papers integrating the approaches, theories, and history of ideas presented throughout the year.

The Comprehensive Examination ("Comps"). First year graduate students must pass the Comprehensive Examination held at the end of May of the first year. The Comprehensive Examination is a two-day (four hours each day) examination in general anthropology, based on Core Program courses. The Comprehensive Examination is a “closed-book” examination to which Penn’s Code of Academic Integrity applies. The Comprehensive Examination has three possible evaluations: a High Pass, Pass, or Fail. MA students should check the policy for the Comprehensive Examination below.

The Comprehensive Examination must be taken at the end of the first year and may be taken only once. In rare circumstances, the Graduate Group might consent to a delay, but consent is never given to a re-take of the examination. Ordinarily, the Comprehensive Examination is scheduled for two consecutive days at the end of May and approximately one to two weeks after the last day of Final Examinations in the spring. Students should plan on being present in Philadelphia to take the exam on the scheduled dates. However, if a student is accompanying their Advisor to a field site for early summer fieldwork, the Advisor may receive and proctor the exam at the field site at the time of the scheduled dates.

All eight first-year courses must be completed by one week prior to the date of the Comprehensive Examination. Students with Incomplete grades in any courses may not take the Comprehensive Examination and can be expelled from the Graduate Program.

Evaluation of performance. A student’s performance on the Comprehensive Examination is evaluated by the faculty who taught the Core Program courses in a particular year. The faculty also consider the student’s performance in the first year’s coursework in their evaluations.
1.9 Teaching Assistants

**Teaching Service Requirement.** All graduate students are required to provide service to the Department of Anthropology by working as a Teaching Assistant (TA) during the course of their graduate studies. PhD students are required to complete, at minimum, four (4) semesters of TA work, preferably during their second and third years. Self-funded graduate students are exempt from this requirement, but teaching experience (even if voluntary) is strongly recommended. TAs continue to receive a full stipend and health insurance, and they are allowed one course exemption per semester. A full course load for TAs is therefore counted as three (rather than four) courses per semester.

Teaching Assistants are expected to contribute, on average, 20 hours of work per week. Since professorial and student needs will naturally vary over the course of the semester, TAs are expected to assist the professor in meeting the demands of the course in a timely manner. Thus, the specific work involved in TA assignments may vary. TAs are expected to take full responsibility for conducting the Recitation Sections associated with introductory courses. TAs can also be assigned to other activities, as required by the individual professor, including (but not limited to): preparing course readings; maintaining the Canvas site; grading papers; conducting make-up activities; coordinating lab sessions; and other needs.

To complete the teaching requirement, student TAs will be assigned to serve alongside faculty who teach the Department's introductory undergraduate courses and other select 100+ level courses. TAs must know the content and goals of the course to serve effectively; to this end, they must familiarize themselves with the course material, get copies of the textbooks, attend all lectures, and do all of the reading assignments. In some cases, students may be offered the opportunity to teach a stand-alone course.

TA appointments are a key part of the process of professionalization. They provide crucial hands-on opportunities for students who hope to progress to academic teaching careers. Students can learn about and contribute to effective undergraduate education while working alongside an experienced teacher. Students should use their TA service to gain experience in multiple aspects of teaching, including designing syllabi, counseling students, and applying diverse pedagogical strategies in the classroom. The TA experience also helps graduate students to develop and fine-tune their own philosophy of teaching. We make every effort to provide broad experience by placing anthropology TAs in courses that are both inside and outside of their own fields of specialization. This approach to distributing TAs across fields is in keeping with the holistic approach of Penn Anthropology and better prepares our students for the competitive job market.

**Center for Teaching and Learning.** Before beginning teaching service, students should register for TA training with the Center for Teaching and Learning (CTL). The CTL provides individual consultation, group workshops, seminars, and a wide variety of structured programs specifically designed to help graduate students improve their teaching skills. Students can consult the [TA Handbook](http://www.upenn.edu/ctl/resources/general_guidance/penns_ta_handbook/chapter_1_introduction/) that contains advice on time management, techniques for leading discussions in the social sciences, conducting recitations in quantitative sciences, teaching science labs, grading, constructing assignments and tests, teaching with technology, teaching one’s own course, etc. Graduate Students are also encouraged to consider seeking a CTL Teaching Certificate, or joining CTL as a Graduate Fellow. See [http://www.upenn.edu/ctl/](http://www.upenn.edu/ctl/).

1.10 Oral Examination

The Oral Examination (“Orals,” often referred to as “Candidacy Examination” or “Doctoral Candidacy Examination” in other institutions) is typically taken in the late spring of the student’s third year and must be taken no later than the end of the fourth year. The Oral Examination typically lasts one and a half hours and no more than 2 hours. Required participants include the Graduate Group Chair, who presides,
and the student’s Oral Committee members (a minimum of four (4) total including the student’s Advisor). At least five (5) members of the Graduate Group must be present to constitute a quorum.

Before the start of the Oral Examination, the student and faculty gather in the room. The student is sent out of the room while the attending Graduate Group members meet in private to discuss the student and the oral exam documents. The student is invited back to the room and introduced by the Advisor, after which he/she presents a 15-minute summary of the dissertation proposal (in the style of a professional conference paper with a strict time limit; the reading a prepared presentation and digital slides are encouraged). This presentation is immediately followed by questions from the Committee to the student about the dissertation proposal and/or written statements. After the Committee is satisfied, the questioning is opened up to other Graduate Group members.

Although physical attendance is preferred, the Graduate Group permits remote participation by telecommunication and/or SKYPE of the Advisor and/or Committee Members. The student, in consultation with the Graduate Coordinator and Computing Support Staff, is responsible for setting up remote participation in advance of the exam date.

Eligibility. The Oral Examination should take place soon after the graduate student have completed twenty courses in his/her third year. Students should consult closely with their Advisor and Oral Examination Committee in preparing for, writing the required documents for, and scheduling the examination, preferably early in the spring their third year. In some cases, the graduate student with approval of the Advisor, Committee, and Graduate Chair may take the Oral Examination before twenty courses are completed.

Scheduling. All Oral Examinations are scheduled for Fridays. Exceptions are made during Reading Days and the Final Exam period at the end of each semester and during the summer. Multiple Oral Examinations may be scheduled for a single day. The final date should be set only after approval of the Graduate Chair, Advisor, and Oral Committee Members. The written statements and dissertation proposal are due two weeks prior to the Oral Examination for distribution to the Graduate Group.

Documents to be submitted before the Oral Examination. The student must prepare a formal dissertation proposal and written statements (“position papers”) on three fields of specialization in consultation with the Advisor and Committee. The Chair and Committee Members must have read, commented on, and approved a complete penultimate draft of the statements and dissertation proposal prior to submission to the department. These four documents must be submitted to the Graduate Coordinator as digital files two weeks prior to the Oral Examination date, so that they are readily available to the Graduate Chair, Committee members and any other interested member of the Graduate Group. This process is called “tabling.” If the two-week submission deadline is missed, the Oral Examination will be cancelled and rescheduled.

Written Statements for the Oral Examination. The student’s written statements constitute “position papers” on three individual fields of specialization. During the Oral Examination, students will be examined on the dissertation proposal, and their grasp of each of the fields in the statements.

Geographic/Culture Area. In many cases, anthropology students are expected to have in-depth knowledge of a large Geographic/Culture Area (see examples in Appendix A). This knowledge should include inter alia an understanding of the criteria and rationales used to define and encompass that area.

For students in archaeology, cultural anthropology, linguistic anthropology, and medical anthropology, knowledge of a specific Geographic/Culture area should constitute one of their fields of specialization. The student is expected to have a command of the relevant social science literature, historical literature, and anthropological issues related to studies of this Geographic/Culture Area.

For students in biological anthropology, the Geographic/Culture Area requirement is optional and can be replaced with another topic.
Statements should be no more than three thousand (3000) words each, exclusive of references cited (12 point font size and normal margins). Figures are unnecessary for the written statements, although they may be included in the dissertation proposal (following the strict format defined by NSF or Wenner-Gren). No footnotes or endnotes are allowed. The Statements should summarize the landmarks and issues in the anthropological study of the particular topic. Topics can be chosen from the list (Appendix A). Students who feel that their special area or topical interests are not covered by this list may petition the Graduate Group for alternative topics. Such petitions must be approved by the student’s Advisor before being submitted to the Graduate Group Chair for approval.

**Dissertation Proposal.** The dissertation proposal must be in the format of one of the following grant proposals (including page length, word counts, and use of figures):

- Wenner-Gren Dissertation Fieldwork Grant

Many deadlines for dissertation grant applications occur in late November. The Graduate Group encourages motivated and prepared graduate students to apply for these grants in the fall of their third year. If funded, the students could take their Oral Examination late spring and begin dissertation fieldwork during the summer of their third year or fall of their fourth year rather than the following year cycle. Note that some granting institutions require doctoral candidacy status at time of application or award. All Committee Members and Advisor must approve the Dissertation Proposal before its submission to the department.

The Graduate Group’s expectation is that the Dissertation Proposal will be in final complete form at the time of the Oral Examination. However, students have a grace period of two weeks after passing of the Oral Examination before formal final submission to the Graduate Program and Graduate Division. During this period, students should refine the dissertation proposal to make any needed changes, including addressing questions, comments, or criticisms that arose during the Oral Examination.

**Results.** At the completion of the Oral Examination, the Committee, and Graduate Group members in attendance reviews the student’s performance and the student receives one of the following evaluations:

- Pass
- Pass conditional upon specified further work
- Fail (expulsion from the Graduate Program or a possible re-examination at a later date depending on faculty decision)

Upon passing the Oral Examination and after approval of the final dissertation proposal, the graduate student becomes a PhD Candidate.

Sanctions for a conditional pass or failure of part of the Oral Examination are to be determined by the Graduate Chair, Advisor, and Oral Examination Committee.

**Changes in fields of specialization and dissertation proposal after passing the Oral Examination.** Occasionally, a student decides to significantly alter his or her specialization after having successfully passed the Oral Examination. This decision typically results from a major shift before or during dissertation research. Any such change must, be approved by the Dissertation Committee, and a formal petition must be immediately submitted to the Graduate Group (through the Graduate Group Chair) for consideration. The Graduate Group shall review the appropriateness of the intended changes, decide what additional course work might be required, and determine whether the Candidate should prepare another dissertation proposal and/or retake parts of the Oral Examination.
1.11 Dissertation

The PhD dissertation should demonstrate the student’s ability to plan and execute original, independent research in accordance with professional standards, and to present their results in a manner that is coherent and readily intelligible to fellow professionals. The dissertation is based upon the Candidate's own field of investigation and is written under the direction of the Candidate’s Dissertation Chair and Dissertation Committee.

**Dissertation Proposal.** Following successful completion of the Oral Examination, the student, in consultation with and approval by the Committee and Dissertation Chair, must produce a final version of the dissertation proposal within two weeks for submission to the Graduate Division. If any objections are raised by Graduate Group members that the student and the Committee cannot answer satisfactorily, the Graduate Chair is responsible for deciding upon a resolution. If no objections are made, the Oral Examination is considered complete, and the Graduate Division of the School of Arts and Sciences is formally notified.

Many deadlines for dissertation funding occur in late November. The Graduate Group encourages motivated and prepared graduate students to apply for these grants in the fall of their third year (before the Oral Examination). If funded, students could take their Oral Examination late spring and begin dissertation fieldwork during the summer of their third year or Fall of their fourth year rather than the following year cycle. Note that some granting institutions require doctoral candidacy status at time of application or award. All Committee Members and Advisor must approve the Dissertation Proposal before submission.

**Funding for Dissertation Research and Writing.** The Candidate, with advice and supervision from the Dissertation Chair and Dissertation Committee, is responsible for obtaining funding for field and laboratory research and writing. The Graduate Group does not recommend using the Benjamin Franklin Fellowship to do dissertation field or laboratory research. A list of potential internal and external grants for dissertation research and writing is included in this document.

Careful planning for most efficient use of the five-year Benjamin Franklin Fellowship is encouraged. By deferring a year or two of the fellowship while doing dissertation research that is funded by external grants, Candidates can dedicate their banked support for dissertation writing. Another option is obtaining successful dissertation research funding before finishing coursework in order to begin field and/or laboratory work immediately passing the Oral Examination in late spring. The success rate for receiving the one year Dissertation Completion Grant from the Graduate Division is low.

**Dissertation Committee.** After approval of the Dissertation Proposal, a Dissertation Committee composed of at least three faculty members (including the Dissertation Chair) is formally appointed. At least two members of the Dissertation Committee must be active members of the Anthropology Graduate Group. The student’s primary Advisor (typically a member of the standing faculty in the Department of Anthropology) normally serves as the Chair of the Dissertation Committee. In special cases, an Adjunct Professor or non-Graduate Group member may be appointed by the Graduate Chair as the Dissertation Supervisor with the Chair of the Dissertation Committee being a standing faculty member in Anthropology.

**Dissertation Research Progress Evaluation.** The Candidate and Dissertation Chair should meet and at least twice a year to discuss expectations, schedule, funding, and review progress. The Candidate should meet at least once a year with the Dissertation Committee. Upon reaching dissertation status, the Candidate prepares an online Annual Dissertation Progress Report (required by the Graduate Dean). The Candidate, Chair, and Committee should meet to discuss the Report and if progress is satisfactory, the Chair and Graduate Chair approve the Report.

**Dissertation Committee Procedures.** The internal workings of Dissertation Committees vary considerably, thus, the procedures presented here are suggestions to be followed at the Committee’s discretion. The Dissertation typically passes through many drafts of individual chapters to reach the final
version submitted to the Graduate Division. Generally, an anthropology dissertation is written chapter by chapter, with each being sent individually to the Dissertation Chair. Many Committees prefer that draft chapters be written and commented on by the Chair before submission of revised versions to the rest of the Committee. Other Chairs want the Committee to see revised chapters as they are written (especially in the case of relevant knowledge that individual committee members can provide on specific chapters). Some Committee Members will only read and comment on a near final version of the entire dissertation that has been approved by the Chair. A detailed schedule of writing and submission of draft and final chapters with regular updates should be prepared by the Candidate in consultation with the Chair and the Committee.

**Dissertation Defense.** After the Dissertation Chair and Committee reads and approves a complete, "defendable" or "close to completion" (but not necessarily the final) version of the dissertation, the Candidate is responsible for "tabling" the dissertation and scheduling the Dissertation Defense. This version for the Dissertation Defense should include all chapters including the introduction and conclusions, a complete references cited that have been read and approved.

At least two weeks in advance of the Dissertation Defense, a physical copy and a digital version of the dissertation must be made available to the Graduate Group ("tabling"). The digital version is sent with an announcement of the Dissertation Defense to the entire Graduate Group. If the deadline is not met, then the Dissertation Defense will be rescheduled. At least three (3) members of the Dissertation Committee must participate at the Dissertation Defense. Most of the Dissertation Defense is open to the public (including graduate students, colleagues, friends, and family members).

The Dissertation Defense begins with the gathering of Candidate, Chair, Committee, other Graduate Group members, and the public before the scheduled hour. The Candidate is sent out of the room while the attending Graduate Group members meet in private to discuss the student and the dissertation. The student is invited back to the room and introduced by the Dissertation Chair, after which he/she presents a 45-minute summary of the dissertation (in the style of a professional "job talk" with a strict time limit; the reading of a prepared presentation and digital slides are encouraged). This presentation is immediately followed by questions from the Committee to the student about the dissertation. After the Committee is satisfied, the questioning is opened up to other Graduate Group members and later to the public. After discussion ends, the Graduate Group Chair, Dissertation Chair, Dissertation Committee, and attending Graduate Group members meet privately to vote on the dissertation. A majority of affirmative votes among those present constitute a pass, although revisions to the dissertation may still be necessary before final submission to the Graduate Division.

Although physical attendance is preferred, the Graduate Group permits remote participation by telecommunication and/or SKYPE of one of the three Committee Members. The student, in consultation with the Graduate Coordinator and Computing Support Staff, is responsible for setting up remote participation in advance of the defense.

**Final Approval of the Dissertation.** If the student successfully passes the Dissertation Defense, and if the Dissertation Committee, Graduate Group, and Graduate Chair raise no objections about the final dissertation, then the Graduate Chair informs the Graduate Division (via the Graduate Coordinator) that all requirements for the PhD degree have been met by the student.

The Graduate Group, above all, is concerned with the overall scholarly quality of the dissertation. Its members judge whether the dissertation constitutes acceptable scholarship. Objections raised about the dissertation by any Graduate Group member should be discussed with the Dissertation Committee and the Graduate Group Chair. If a solution for objections cannot be resolved, the Graduate Chair will call the Graduate Group together to seek a resolution.

**Dissertation Format.** While preparing drafts and the final version of the dissertation, the PhD Candidate must carefully follow the guidelines in the *PhD Dissertation Manual* prepared by the Graduate Division of the School of Arts and Sciences (https://provost.upenn.edu/uploads/media_items/dissertation-manual.original.pdf). The Graduate Division requires a paper "hard copy" and a digital version that is
uploaded and converted to PDF format using the ETD Administrator (www.etdadmin.com/upennngdas). An additional paper “hard copy” is filed with the Department of Anthropology.

**Dissertation Deadlines.** Deadlines of the Anthropology Graduate Program, Graduate Division, and Provost are necessary to ensure sufficient time for completion of all stages of the dissertation. The Degree Calendar changes from semester to semester to conform to the University Calendar. See [http://www.sas.upenn.edu/graduate-division/graduate/general-information>](http://www.sas.upenn.edu/graduate-division/graduate/general-information). Important deadlines for each degree award cycle include Sign Up, Defend By, and Deposit By. The PhD Candidate is ultimately responsible for ensuring that all Graduate Division and Provost Office’s requirements have been met to complete the PhD process. The Graduate Coordinator can provide details on the precise dates for these deadlines.

Be aware that issues raised at the Dissertation Defense may require some revision of the dissertation before final submission. Thus, the Candidate should carefully consider the Deposit By date and schedule the Dissertation Defense accordingly.

2. MA Requirements, Procedures, and Supervision

2.1 Categories of MA.

Four different categories of Masters’ Degrees in the Department of Anthropology exist: the MA for admitted MA graduate students; the MA as an option for admitted PhD graduate students; the Terminal MA; and Submatriculation.

**MA for MA Graduate Students.** These students have been accepted into the MA program, but they have no plans to continue for the PhD in Anthropology at Penn. Such students are accepted as MA students rather than PhD students into the Graduate Program.

**MA as an Option for PhD Graduate Students.** Students accepted into the PhD program may bypass the MA degree. However, some students opt to obtain an MA on the way to the PhD. Although this choice may extend the time to completion of the PhD, students may choose this option if: (1) the MA is accepted or required as a qualification for various positions applied for before completion of the PhD; or (2) the task completing an MA (as a trial exercise for the PhD) provides useful experience in original research, analysis, interpretation, and writing.

**Terminal MA.** PhD students whose combined performance in the Comprehensive Examination and first year’s coursework is below standard may be passed only at the level of a Terminal MA (terminating their status in the PhD program). Such students are advised to complete the ten-course unit requirement and write an acceptable Research Paper or Thesis to receive the MA degree. Students may enroll for no more than two additional semesters on Master’s Tuition while writing their Thesis or Research Paper.

**Submatriculation for MA Degree.** Submatriculation is an option available to Penn undergraduates in which a student who petitions and is accepted into the special program can receive their BA and MA degrees simultaneously. The College of the School of Arts and Science has full details about this program. See [https://www.college.upenn.edu/submatriculation>](https://www.college.upenn.edu/submatriculation).

Some important information for Penn undergraduates considering Submatriculation:

- Students must take at least one graduate level course in Anthropology before applying;
- Submatriculants are expected to finish both degrees within 4 years;
- A limit of 4 credit units at the graduate level can be included in both the BA and the MA degrees (the minimum number of credit units is 36), and these cannot include independent study courses;
- Applicants must be approved by the Undergraduate Chair and the Graduate Chair in consultation with the Graduate Group for admission;
- Few students are accepted into the program. Successful applicants are students who have a demonstrated record of excellence in coursework, research, and writing;
Submatriculation applications are due before or on February 1 during the Junior year to be considered during deliberations of regular applications to the Graduate Program. The application should be discussed with the Graduate Chair and Undergraduate Chair earlier than February. An application consists of a Statement of Purpose, a recommendation letter from a faculty member who would serve as advisor (submitted separately), and a completed Application for Submatriculation (https://www.college.upenn.edu/submatriculation).

2.2 MA Graduates and the PhD Program.

After completing the MA degree, graduates wanting to pursue a PhD are encouraged to explore other programs in other universities. Penn MA graduates and Terminal MA students may apply to be admitted or readmitted to the Penn PhD program, but their petitions are granted only in rare and exceptional cases. Such students must have an unusually promising MA Thesis and stellar performance in coursework.

2.3 MA First year.

All first-year MA students must take at least two of the following Core Program courses:

- ANTH 600 Contemporary Theory in Archaeology
- ANTH 602 Evolutionary Anthropology
- ANTH 603 Language in Culture and Society
- ANTH 617 Contemporary Approaches to the Study of Culture

Additional courses should be selected in consultation with the student's Advisor. A normal course load for a full time MA student is four courses per semester.

2.4 The Comprehensive Examination ("Comps").

MA students must pass the Comprehensive Examinations for the Core Program courses they took during the first year. The Comprehensive Examination must be taken at the end of the first year and may be taken only once. A detailed explanation of the Comprehensive Examination can be found in the PhD Degree section of this document.

2.5 MA Second Year and MA Thesis or Research Paper.

In addition to ten course units, the MA requires either a Research Paper or a Thesis. A Research Paper may be an expanded or improved version of a paper initially written for a course, in which case the criterion for acceptance would be that it demonstrates that the student is capable of independent research. The Research Paper is normally article length (about 25-60 pages, excluding the bibliography). After being accepted by the Graduate Group, the Research Paper is filed in the Department's archive. An MA Thesis may also begin within the framework of a course, but it must demonstrate the student's research ability and constitute a recognizable contribution to knowledge beyond the simple capacity to do research. In this case, the Thesis is subject to the formatting rules for a Dissertation and is submitted to Graduate Division after approval by the Advisor and at least one Reader.

Approval of MA Thesis or Research Paper. To be accepted by the Graduate Group, the MA Thesis or Research Paper must be approved by the student's Advisor, who will be a Graduate Group member, and a Reader (chosen by the Advisor or the Graduate Group Chair). The Reader should work within the subfield in which the MA student is conducting research to provide as much guidance and critical feedback on the MA Thesis as possible. Typically, the Reader is a faculty member in the Department of Anthropology or a Graduate Group member, but in extenuating circumstances, the student can petition to have another University faculty member serve as the second Reader if his/her area of research and expertise warrants it. Once the MA Thesis is approved, the student's Advisor notifies the Graduate Group Chair and Graduate Coordinator, who then notify the Graduate Group, and the Thesis is made available in the Reception Office ("tabling") for comments. At the end of two weeks, if no objections are raised, the
Graduate Coordinator is informed that all requirements for the MA have been satisfactorily met. If any objections are raised by faculty, then the procedures detailed for PhD dissertations are followed.

**Formatting of the MA Thesis and Research Paper.** MA students who opt to write a thesis should refer to the following resources:

- The *University Style Guide for Masters Theses* for formatting information. See <https://provost.upenn.edu/uploads/media_items/mastersstyleguide.original.pdf>
- The *Degree Deadline* for important dates. See <http://www.sas.upenn.edu/graduate-division/graduation/general-information>

MA Students who choose to write a Research Paper should follow the style guide of one of the flagship scholarly journals in Anthropology (e.g., *American Anthropologist*, *American Antiquity*, *American Journal of Physical Anthropology*, or other top journals).

### 2.6 Statute of limitations for the MA.

The maximum time allowed by the Graduate Division for completion of all requirements for the MA degree is six years. One extra year is allowed, if necessary, for the completion and submission of an MA Thesis.

### 3. FINANCIAL AID

#### 3.1 Introduction

All accepted full time PhD students are offered a five-year Benjamin Franklin Fellowship covering tuition, fees, health insurance, and a yearly stipend. No financial aid is offered to MA students, Submatriculants, or Joint Degree students.

The financial resources provided by Penn beyond the five years of the Benjamin Franklin Fellowships are limited. Fellowships, grant, and award opportunities are announced through the year. All applications for funding have strict deadlines and often require proposals, letters of recommendation, and other documents that must be prepared in advance of the deadlines.

When considering the selection of applicants and when compiling dossiers for the limited resources of the Anthropology Graduate Program and University, the Graduate Group pays close attention to the following criteria: performance in coursework, faculty recommendations, personal statements, previous support, and timely progress towards the PhD degree. In most cases, students with Incomplete grades are not allowed to apply for additional graduate funding.

Possible sources of student support are those controlled by the Graduate Program, Graduate Division (and the Graduate Group must prepare a dossier and nominate the student); and external sources beyond the University.

#### 3.2 Fellowships Open to Incoming Students

**Benjamin Franklin Fellowships.** This fellowship offers five years and three summers of support to incoming full-time Anthropology PhD students and provides full tuition, fees, health insurance, and stipend (set annually by the Graduate Division). As part of the fellowship, students are also required to provide service to the department by working as Teaching Assistants during the second and third years.

**Other Non-Penn Fellowships.** Students applying to the Anthropology Graduate Program PhD (or admitted students in their first year in the Graduate Program) are strongly encouraged to apply for the
following multiyear fellowships as a means to “free up” Benjamin Franklin Fellowship funding for other graduate students. Among the fellowships for which students may apply are:

- Jacob K. Javits Fellowship
  <www2.ed.gov/programs/jacobjavits/index.html>

- National Science Foundation’s Graduate Research Fellowship
  <http://www.nsfgrfp.org/>

**Fontaine Fellowships.** In 1970, an endowment was established at the University of Pennsylvania in honor of Dr. William Fontaine, professor of philosophy for 21 years and the first African-American to become a fully affiliated professor at the University. From its inception, the endowment (known as the “Fontaine Fellowship”) has been used to advance the University’s goals related to diversity. Originally restricted to U.S. students from groups “traditionally and historically underrepresented” in higher education – specifically African American, Native American, and Hispanic students – diversity is now more broadly defined to include economically disadvantaged and first-generation college students, and others from backgrounds underrepresented in a specific discipline or field. Fontaine funding is used by the schools, in combination with other resources, to recruit a diverse class of PhD students. A student may be nominated by the Anthropology Graduate Group for a Fontaine Fellowship at the time of acceptance, matriculation, or within the student’s first year. The Fellowship provides tuition and stipend expenses for 1 year and is combined with 4 years of support through the Benjamin Franklin Fellowships, in addition to travel funds. See <provost.upenn.edu/education/graduate/fontaine-society>.

### 3.3 Penn Fellowships Open to Incoming and Continuing Students

**Foreign Language and Area Studies (FLAS) Fellowships.** The Center for East Asian Studies, the Center for South Asia Regional Studies, the African Studies Center, and the Middle East Center each receive a small number of fellowships from the US Department of Education. These can be allocated to students in various disciplinary doctoral programs who expect to do dissertation research in their area that requires foreign language acquisition and fluency. FLAS Fellowships pay tuition, fees and stipend, and may be renewable. Awardees are obliged to take one course each semester in an appropriate language, or to be registered for advanced work in the language. Summer FLAS Fellowships are also available for intensive language study. See <http://www.sas.upenn.edu/flas/>.

**Kolb Society Fellowships.** The purpose of the Kolb Society is to provide fellowships and financial aid for graduate students at Penn in academic disciplines related to the mission of the University of Pennsylvania Museum of Archaeology and Anthropology. Each year, several deserving PhD candidates are elected to the rank of Junior Fellow in the Kolb Society by senior fellows, tenured faculty at Penn. In some cases, new students accepted into a graduate program at Penn are elected as part of admission recruitment. Potential Junior Fellows are nominated by the student’s Advisor and Graduate Chair in the late Fall of each year and a dossier is prepared and submitted. See <http://www.kolbsociety.com/en/>.

### 3.4 Fellowships Open to Advanced Graduate Students

The Graduate Group Chair may choose to forward nominations of advanced graduate students for a limited number of Dissertation Fellowships provided by Penn. The deadlines are generally at the end of January or early February of each year.

**Dissertation Fellowships.** The purpose of these fellowships is to support graduate students while they are doing research and writing their dissertation. To be eligible, a student must have completed all requirements for the PhD, except the dissertation, prior to nomination. During the early spring, a limited number of nominations are submitted by the Graduate Group to the Graduate Division Dean. Dissertation Fellowships include:
1) Dissertation Research Fellowships: These fellowship awards provide funding up to $5,000 for dissertation research.

2) Dissertation Completion Fellowships: These fellowships provide one full-year of funding for writing the dissertation for post-fieldwork graduate students. Applicants must show evidence that they can complete and submit their dissertations within a year.

Critical Writing Teaching Fellowships. Each year the Critical Writing Program offers a small number of teaching fellowships to advanced graduate students which require them to teach a writing course in their departments each semester. Advanced students (preferably those whose dissertations are well underway) who have served as Critical Writing Program Fellows are eligible to apply. Nominations are made in early spring by the Graduate Group Chair to the Critical Writing Program Director. Each teaching fellowship provides dissertation tuition remission, stipend, and an allowance for course development. See <http://writing.upenn.edu/critical/graduate_students/teaching_opportunities.php>.

3.5 Other Sources of Funding within the Anthropology Graduate Program & University

Department of Anthropology Summer Field Funds. A limited amount of funding is available to assist students in doing summer fieldwork, specialized language training, or laboratory training that leads to the formulation of a dissertation research proposal and successful outside funding. The Spring Semester deadline for the application submission will be circulated to students by the Graduate Coordinator. These funds are designed to help students to:

1) write stronger dissertation research proposals and compete successfully for funding from outside sources (Fulbright, SSRC, NSF, Wenner-Gren, and other organizations);
2) make professional contacts with national, regional, and local government officials, university and museum personnel, overseas research institutions, local communities, and other relevant groups;
3) obtain permission to conduct their dissertation research in the appropriate country;
4) take coursework in specialized language training;
5) receive specialized laboratory methods training; and/or
6) gain experience in preparing competitive research proposals.

Eligibility. Only graduate students pursuing a PhD degree in the Department of Anthropology are eligible for these funds. If one or more incomplete grades appear on a student’s transcript at the time the application is submitted, he/she cannot apply for these funds. Students may apply multiple times for these funds, although lower priority is given to second requests if the first request was approved. High priority is given to students who can demonstrate that the proposed research will serve as "seed money" to improve their chances of getting outside funding for dissertation research.

Field funds may be used for (in order of priority) travel, basic subsistence, and lodging. The purchase of permanent equipment (e.g., camera, GPS, and laptop) and consumable supplies is not supported. Field funds will NOT be awarded for dissertation projects, fieldwork not related to pre-dissertation research (e.g., a Mayan archaeology student participating in a dig in Thailand), conferences, symposia, or field schools. Passport fees, visa fees, and immunizations are the student's personal responsibility and are not covered by these funds.

Application and preparation of proposal. To apply for Summer Field Funds, a formal research proposal is required. The main body of the proposal should be ca. 1500 words (double-spaced). Where appropriate, hypotheses, research questions, methodology, research design, contributions of the research to future dissertation research and language requirements and ability should be addressed. In addition, the application should include: a title, a research summary or abstract (150 words), a references cited section that demonstrates knowledge of the relevant literature, a detailed budget and justification, and a timetable with departure and return dates, and a current curriculum vitae. A letter of support from the student's Advisor endorsing the specific project is also required and must be submitted directly to the Graduate Chair and Graduate Coordinator. Students should also include in their budget a detailed statement as to other sources of pending or granted funding. We encourage students to explore other seed money
funding such as the regional/area programs and centers at Penn, Penn Museum, FLAS, and similar sources.

Applications are evaluated on a competitive basis by the Graduate Group Chair in consultation with the Summer Field Funds Committee, before making recommendations to the Graduate Group for final approval. The Committee ranks all proposals and attempts to fund the most highly rated proposals as fully as possible rather than parcel out inadequate amounts to as many applicants as possible.

**General Advice.** Students should remember that their proposals will be evaluated as if they had been submitted to an outside granting agency. Thus, items that may seem trivial, such as spelling and typographical errors, will be scrutinized carefully, as they would be by reviewers for a funding agency. Failure to follow the explicit instructions set forth here, such as those pertaining to length of narrative and the requirement of including an abstract, budget, and list of additional available funding, will count against the applicant. Proposals should be readily intelligible to people in other anthropological subfields, and therefore applicants should focus on clarity of expression and avoid jargon. Finally, applicants should leave themselves enough time to prepare an early draft for scrutiny by their peers and (most importantly) their Advisor, so that any suggestions for revision can be incorporated before the final application is submitted.

**Final Report.** Each grant recipient is required to submit a short report (ca. 1500 words, double-spaced) that summarizes research results, contacts made, and locations visited, and discusses how this preliminary research helps prepare the student for future dissertation research. In addition, grant recipients will be required to provide accounting for the funds expended. If a funded summer field funds project changes from what was presented in the proposal, the student should contact the Graduate Coordinator immediately for instructions. Any funds that were not used for the Summer Field Fund project must be returned to the Graduate Group.

**Application Checklist (all in digital format)**
- Proposal (title, abstract, main body of text, references cited)
- Timetable
- Budget
- CV
- Recommendation Letter from Advisor (to be sent directly to the Graduate Chair and Graduate Coordinator)

**Travel: Research Student Travel Grant.** The GAPSA Research Student Council distributes individual travel grants to defray the cost of qualified travel expenses for graduate students presenting their research at academic conferences and meetings. See <http://gapsa.upenn.edu/grants-funding/grants-funding-research-students/>.

**Travel Grant: President Gutmann Leadership Award.** President Amy Gutmann, using the proceeds of her 2009 Carnegie Corporation Academic Leadership Award, has generously provided additional funding to GAPSA to augment GAPSA’s funding for graduate and professional student travel. The award will be given to students presenting at either an international conference, or a conference within the United States that would normally be out of their budget even with an individual travel grant through the Research or Professional Student Councils. See <http://gapsa.upenn.edu/grants-funding/grants-funding-research-students/>.

**Research: GAPSA-Provost Fellowship for Interdisciplinary Innovation.** A program jointly funded by the Office of the Provost and GAPSA for the expressed purpose of fostering an interdisciplinary graduate and professional environment at the University of the Pennsylvania. The fellowship strives to promote original, student-derived initiatives that integrate knowledge across diverse academic disciplines. The fellowship is also meant to support the project-leader/s develop, pursue and complete their proposed interdisciplinary initiatives. See <http://gapsa.upenn.edu/grants-funding/grants-funding-research-students/>.
LALS Graduate Student Field Research Grants. The Latin American and Latino Studies Program provides small grants to support summer research in Latin America by Penn graduate students. Grant information is announced in early spring and awards are made in April. See [https://www.sas.upenn.edu/lals/content/lals-graduate-student-field-research-grants](https://www.sas.upenn.edu/lals/content/lals-graduate-student-field-research-grants).

Penn Museum Summer Field Research Grants. Anthropology graduate students can apply for research funds of up to $1,500 for summer projects. Grant information is announced in January. See [http://www.penn.museum/for-penn-students/101-summer-field-research-grants.html](http://www.penn.museum/for-penn-students/101-summer-field-research-grants.html).

3.6 Sources of Funding outside the University

Applicants and continuing students are encouraged to seek support outside of the University, as well. Many government and private agencies offer funding opportunities for graduate study and research. These include:

**Fulbright Fellowships.** Fulbright US Student Grants fund 9-10 months of international in one of over 145 countries. Grantees usually design and define their own programs. Projects may include independent research, field work, university coursework, classes in a music conservatory or art school, special projects in the social or life sciences, business internships, English Teaching Assistantships, or a combination of the above.


Fulbright U.S. Student Program. See [http://www.upenn.edu/curf/fellowships/fellowships-directory/fulbright-grant](http://www.upenn.edu/curf/fellowships/fellowships-directory/fulbright-grant).

**Andrew W. Mellon/ACLS Early Career Fellowships.** The Mellon Foundation provides support for young scholars to complete their dissertation and, later, to advance their research after being awarded the Ph.D. See [http://www.acls.org/grants/Default.aspx?id=510&linkidentifier=id&itemid=510]. This program awards fellowships in two categories:

Mellon/ACLS Dissertation Completion Fellowships. This assists graduate students in the humanities and related social sciences in the last year of Ph.D. dissertation writing. This program aims to encourage timely completion of the Ph.D. Applicants must be prepared to complete their dissertations within the period of their fellowship tenure or shortly thereafter. See [http://www.acls.org/programs/dcf/](http://www.acls.org/programs/dcf/).


And many more grants....

National Science Foundation Graduate Research Fellowship. The purpose of the NSF Graduate Research Fellowship Program (GRFP) is to help ensure the vitality and diversity of the scientific and engineering workforce of the United States. The program recognizes and supports outstanding graduate students who are pursuing research-based master's and doctoral degrees in science, technology, engineering, and mathematics (STEM) and in STEM education (including the Social Sciences). The GRFP provides three years of support for the graduate education of individuals who have demonstrated their potential for significant research achievements in STEM and STEM education. NSF especially encourages women, members of underrepresented minority groups, persons with disabilities, and veterans to apply. NSF also encourages undergraduate seniors to apply. See <http://www.nsfgrfp.org/>.

National Science Foundation Dissertation Improvement Grant. The National Science Foundation's Division of Social and Economic Sciences and Division of Behavioral and Cognitive Sciences award grants to doctoral students to improve the quality of dissertation research. These grants provide funds for items not normally available through the student's university. Additionally, these grants allow doctoral students to undertake significant data-gathering projects and to conduct field research in settings away from their campus that would not otherwise be possible. Proposals are judged on the basis of their scientific merit, including the theoretical importance of the research question and the appropriateness of the proposed data and methodology to be used in addressing the question. See <http://www.nsf.gov/funding/pgm_summ.jsp?pims_id=6201>.

Ford Foundation.

Ford Foundation Predoctoral Fellowship. The predoctoral fellowships provide three years of support for individuals engaged in graduate study leading to a Doctor of Philosophy (Ph.D.) or Doctor of Science (Sc.D.) degree. Predoctoral fellowships will be awarded in a national competition administered by the National Research Council (NRC) on behalf of the Ford Foundation. The awards will be made to individuals who, in the judgment of the review panels, have demonstrated superior academic achievement, are committed to a career in teaching and research at the college or university level, show promise of future achievement as scholars and teachers, and are well prepared to use diversity as a resource for enriching the education of all students. See <http://sites.nationalacademies.org/PGA/FordFellowships/PGA_047958>.

Ford Foundation Dissertation Fellowship. The dissertation fellowships provide one year of support for individuals working to complete a dissertation leading to a Doctor of Philosophy (Ph.D.) or Doctor of Science (ScD) degree. See <http://sites.nationalacademies.org/PGA/FordFellowships/PGA_047959>.

Harry Frank Guggenheim Foundation Fellowships. Ten or more dissertation fellowships are awarded each year to graduate students who would complete the writing of a dissertation within the award year. See <http://www.hfg.org/df/guidelines.htm>.

School of American Research (SAR). See <http://sarweb.org/?resident_scholars>.

Weatherhead Fellowship. One nine-month residential fellowship is available for PhD Candidates or for scholars with doctorates whose work is either humanistic or social scientific in nature. Fellows receive a $40,000 stipend ($30,000 for PhD Candidates), free office space, and discounted housing on the SAR campus in Santa Fe, New Mexico.

Katrin H. Lamon Fellowship. One nine-month residential position is open to a Native American scholar, either pre-doctoral or postdoctoral. Fellows receive a $40,000 stipend, free office space, and discounted housing on the SAR campus in Santa Fe, New Mexico.
Social Science Research Council (SSRC). See http://www.ssrc.org/fellowships/

International Dissertation Field Research Fellowships. The International Dissertation Research Fellowship (IDRF) Program supports the next generation of scholars in the humanities and humanistic social sciences pursuing research that advances knowledge about non-US cultures and societies. Since its inception in 1997, the IDRF program has funded more than nine hundred projects, with research spanning the globe. The IDRF program is funded by the Andrew W. Mellon Foundation. See <http://www.ssrc.org/programs/idrf/>.

Dissertation Proposal Development Fellowship (DPDF) Program. Supporting the development of effective dissertation proposals in the humanities and social sciences. Fellows at the Milwaukee Art Museum. The Dissertation Proposal Development Fellowship (DPDF) program supports mid-stage graduate students in formulating effective doctoral dissertation research proposals that contribute to the development of interdisciplinary fields of study in the humanities and social sciences. Intended to help emerging scholars make the transition from learners to producers of knowledge within innovative areas of inquiry, the fellowship creates a space for multidisciplinary faculty mentorship and opens unique opportunities for both interdisciplinary and international network building. See <http://www.ssrc.org/programs/dpdf/>.

Mellon Mays Predoctoral Research Grants. SSRC-Mellon Mays Graduate Initiatives Programs are open only to those who were Mellon Mays Undergraduate Fellows. Applicants must have been selected as Mellon Mays Fellows as undergraduates. Fellows may apply for one grant per year and must be enrolled in a doctoral program in one of the fields listed below or have filed a petition for inclusion of another field. See <http://www.ssrc.org/fellowships/mellon-mays-predoctoral-research-grants/>.

Many other dissertation grants available.

**Wenner-Gren Foundation Dissertation Fieldwork Grants.** Dissertation Fieldwork Grants are awarded to aid doctoral or thesis research. The program contributes to the Foundation's overall mission to support basic research in anthropology and to ensure that the discipline continues to be a source of vibrant and significant work that furthers our understanding of humanity's cultural and biological origins, development, and variation. The Foundation supports research that demonstrates a clear link to anthropological theory and debates, and promises to make a solid contribution to advancing these ideas. There is no preference for any methodology, research location, or subfield. The Foundation particularly welcomes proposals that employ a comparative perspective, can generate innovative approaches or ideas, and/or integrate two or more subfields. The maximum amount of the Dissertation Fieldwork Grant is US $20,000. See <http://www.wennergren.org/programs/dissertation-fieldwork-grants>.


**Sigma Xi.** The Sigma Xi Grants-in-Aid of Research (GIAR) program has been providing undergraduate and graduate students with valuable educational experiences for more than 80 years. By encouraging close working relationships between students and faculty, the program promotes scientific excellence and achievement through hands-on learning. The program awards grants of up to $1,000 to students from all areas of the sciences and engineering. See <http://www.sigmaxi.org/programs/giar/>.

**The Explorer’s Club Student Grants.** The Explorers Club offers grants to students conducting individual scientific or exploration research projects through their respective schools with a supervising instructor. Your instructor must write a letter of support. It does not provide general scholarships for tuition. Exploration Fund, for graduate, post-graduate, doctorate and early career post-doctoral students, provides grants in support of exploration and field research for those who are just beginning their research careers. Their awards typically range from $500 to $2500 US in each Fund, although a few up to $5000 may be granted (<http://www.explorers.org/index.php/expeditions/funding/expedition_grants>).
American Philosophical Society.

The Lewis and Clark Fund for Exploration and Field Research. (Dissertation Research) The Lewis and Clark Fund (initially supported by the Stanford Ascherman/Baruch Blumberg Fund for Basic Science, established by a benefaction from the late Stanford Ascherman, MD, of San Francisco) encourages exploratory field studies for the collection of specimens and data and to provide the imaginative stimulus that accompanies direct observation. Applications are invited from disciplines with a large dependence on field studies, such as archeology, anthropology, biology, ecology, geography, geology, linguistics, paleontology, and population genetics, but grants will not be restricted to these fields ($5000 maximum). See <http://www.amphilsoc.org/grants/lewisandclark>.

Library Resident Research Fellowship. The American Philosophical Society Library offers short-term residential fellowships for conducting research in its collections. We are a leading international center for research in the history of American science and technology and its European roots, as well as early American history and culture. Open to PhD Candidates who have passed their preliminary examinations. See <http://www.amphilsoc.org/grants/resident>.

Phillips Fund for Native American Research. The Phillips Fund of the American Philosophical Society provides grants for research in Native American linguistics, ethnohistory, and the history of studies of Native Americans, in the continental United States and Canada. Grants are not made for projects in archaeology, ethnography, psycholinguistics, or for the preparation of pedagogical materials. The committee distinguishes ethnohistory from contemporary ethnography as the study of cultures and culture change through time. The grants are intended for such costs as travel, tapes, films, and consultants’ fees but not for the purchase of books or permanent equipment. Eligibility: The committee prefers to support the work of younger scholars who have received the doctorate. Applications are also accepted from graduate students for research on master's theses or doctoral dissertations. See <http://www.amphilsoc.org/grants/phillips>.


John Carter Brown Library Fellowships. The John Carter Brown Library will award forty Research Fellowships for the year July 1, 2013 – June 30, 2014. Sponsorship of research at the John Carter Brown Library is reserved exclusively for scholars whose work is centered on the colonial history of the Americas, North and South, including all aspects of the European, African, and Native American involvement. Short-term John Carter Brown Library Fellowships are available for periods of two to four months and carry a stipend of $2,100 per month. These Fellowships are open to citizens of the United States and foreign nationals who are engaged in pre- or post-doctoral, or independent, research. Graduate students must have passed their preliminary or general examinations at the time of application. See <http://www.brown.edu/academics/libraries/john-carter-brown/fellowships/description-fellowship-program>.

3.7 Other Funding Opportunities.

Information on all of the above and on many other funding opportunities can be found online. We recommend that anyone applying for a grant should contact the School of Arts and Sciences Business Office to discuss how best to proceed. Some grant applications require University approval, sometimes weeks in advance of the submission deadline.

Educational loans and grants may be available for students with financial need. Need is based on information submitted on the Free Application for Federal Student Aid (FAFSA) form by the student. Students may be considered for Federal Stafford and Federal Perkins loans, and Federal Work Study Grants. FAFSA applications should be submitted no later than March 15 (the University deadline). Information and applications for FAFSA can be obtained from Student Financial Services (SFS) office.
In general, the majority of graduate students find some resources to support their work towards the PhD. However, since there is no centralized distribution for all resources, and since the needs, abilities and interests of individual students differ widely, it is the individual student's own responsibility to investigate all available sources of financial support. Students should also consult with their Committee and with the Graduate Group Chair. Other sources of aid information include the Department of Anthropology bulletin boards and the Internet. The American Anthropology Association has a useful listing of funding agencies on its Bulletin Board page <http://www.aaanet.org/profdev/coop.cfm> and on the Fellowships and Support page <http://www.aaanet.org/profdev/fellowships/>. The Department maintains a collection of recent successful grant applications in the Graduate Coordinator’s office that students are free to consult.

3.8 Policies and Taxation

**Policy on External Fellowships.** Students receiving an award from a source external to the University are expected to accept the award and notify their Graduate Group Chair. The University does not permit fellowship packages simply to be added together. When a student has received offers of both an external award and a university fellowship, the university award is adjusted to ensure that the student's efforts are appropriately rewarded.

**Employment Policy.** Graduate students holding fellowships, research fellowships/assistantships, or teaching assistantships from the University are expected to devote their efforts full time (minimum 40 hours per week) to their program of study. Students with these appointments may not simultaneously accept another appointment or be employed, either within or outside of the University, without prior approval of their Graduate Group Chair and the Graduate Dean.

**Taxation of Awards.** Under the provisions of the Tax Reform Act of 1986, all University and external fellowship awards in excess of tuition, general fees, and required course-related expenses (such as required books) are subject to federal income tax. Even though non-service fellowships are taxable, the University is not required to withhold federal taxes or to issue an IRS W-2 form; students receiving such support may be required to file quarterly estimated federal income taxes. Teaching and research assistantships are subject to federal taxes and may also be subject to state and city taxes.

4. ADMINISTRATIVE INFORMATION AND PROCEDURES

**Registration.** Most graduate students register for classes just prior to the start of a term. However, graduate students in their second and third years must pre-register during Advance Registration (in March for the fall term, and in November for the spring term) to aid the Graduate Chair and Graduate Coordinator in the scheduling and TA assignments for the following semester.

Students must complete registration for all courses, including Master's courses and Dissertation credits, by accessing Penn In Touch via the University website. See <https://secure.www.upenn.edu/nso/penn-in-touch.html>.

Course registration information can be found on-line through the School of Arts and Sciences “Resources for Course Selection.” See <http://www.college.upenn.edu/course-selection>.

Students can access online versions of the Course Register and Course Timetable via the Penn Registrar’s website. See <http://www.upenn.edu/registrar/timetable/index.html>.

**Auditing.** The fee for auditing a course is the same as for a course credit. However, a student registered for four courses with credit may audit a fifth course free. TAs enrolled for three courses may audit a fourth course free. Audited courses do not count towards the MA or PhD course unit requirement.
Grades. Grades are usually posted to the University's database following final exams and can be accessed through Penn In Touch. See <https://secure.www.upenn.edu/nso/penn-in-touch.html>.

Incomplete Grades. Work for any Incomplete course must be turned in and graded within one year of the finish of the course but important exceptions pertain to the Graduate Program in Anthropology. Students should arrange their own deadline in consultation with the instructor and allow sufficient time for grading. A course not completed and graded by the deadline become permanently Incomplete and may not be counted towards the course requirement. Students with a Fellowship or TA must have completed all courses by the start of the next award period. Students with incompletes cannot take the Comprehensive Examination or Oral Examination and will not be considered for Department Summer Field Funds, Kolb Society Fellowship, LALS Summer Research Funds, or the Summer Research Funds Penn Museum.

Transfer Credit. A student with graduate courses from another school may apply to transfer up to eight courses to their PhD program at Penn. MA students may transfer up to two courses from another school. Up to four courses may be transferred from the College of Liberal and Professional Studies (LPS) to either the MA or PhD program. Students may apply in the Anthropology Office at the beginning of their second year. The student's Advisor will assess the relevance of the course(s) to the student's research plans and make recommendations to the Graduate Group Chair. Graduate courses taken as a non-submatriculant undergraduate at Penn are not acceptable for transfer.

Transcripts. Transcripts can be viewed and copies can be requested using Penn In Touch. To request an official transcript, follow the instructions at: <http://www.upenn.edu/registrar/student-services/transcripts.html>.

Tuition and General Fees. The costs of Tuition and General Fees are published annually by the Graduate Office of the School of Arts and Sciences.

PhD Degree Fees. PhD students with no transfer credits are charged full tuition for five years. All accepted PhD Candidates who are offered a five-year Benjamin Franklin Fellowship have their tuition, fees, health insurance, and a stipend covered. Following the five years, PhD students are billed Reduced Tuition and reduced fees for a maximum of up to five years. PhD students with transfer credits can shift from Full Tuition to Reduced Tuition earlier. Students who transfer 6, 7, or 8 course units are charged Reduced Tuition after eight semesters. Students who transfer 3, 4, or 5 credits are charged Reduced Tuition after nine semesters.

MA Degree Fees. MA students can be charged by the course unit for up to four course units per semester plus the General Fee. Once their coursework is completed, MA students may be registered on MA Thesis status for up to two semesters at a rate set by the graduate office.

Research Abroad. Any PhD student about to conduct research abroad with outside funding may request Research Abroad Status (996) for the research period. Research Abroad Status requires approval by the Graduate Group Chair and the Graduate Division Dean. Once approved, the PhD student is considered full-time; the student will be billed tuition, but the general fee will be reduced. Research Abroad Status may be granted for one semester or one year at a time, and is limited to four semesters. The University's Medical Insurance and Health Service is available for students on Research Abroad. Enrollment request forms are available from the Graduate Coordinator.

Master's Registration Fee. After completing the required ten course units, Candidates for a Terminal MA degree must pay a Master's Registration Fee each semester until all requirements for the degree have been met. Master's tuition for one semester does not include the student fee. A student may be enrolled for Master's tuition for no more than two semesters.

Degree Deadlines. MA and PhD degrees are awarded at three separate times during the year: December, May, and August. Students anticipating graduating in one of these periods should inform the
Graduate Coordinator and sign up for the degree in the Graduate Division Office by the beginning of the semester of the degree period. Graduate Division and Anthropology Graduate Program degree deadlines are available from the Graduate Division Office via the Degree Calendar. See <http://www.sas.upenn.edu/graduate-division/graduation/general-information>.

**Dissertation and Doctoral Registration Fees.** A fee of $50 is payable to the Trustees of the University of Pennsylvania to cover the cost of graduation processing and publication of the student’s Dissertation by ProQuest. The Graduate Division will place the charge on the student’s Bursar bill, and it must be paid by the time of the student’s appointment at the Graduate Division.

**General Note regarding Billing and Fees.** Graduate students should periodically check their statements to make sure that there are no late fees accruing. If a problem exists, contact the Graduate Coordinator.

**Medical Insurance.** The cost for the University's medical insurance plan for a single student is determined and posted annually. Coverage begins on September 1 and ends on August 31. All graduate students are required to carry medical insurance, and they must complete an annual enrollment or waiver form regardless of any previous enrollment status. To waive this insurance, the student must show proof of enrollment in a comparable plan. The deadline for enrollment is October 1. Students not enrolled for the fall semester may enroll in January for coverage between February 1 and August 31. Students who will not be enrolled during the spring semester may discontinue coverage as of February 1. A student planning to conduct research abroad is eligible for full coverage while away, but he/she must submit an enrollment or waiver form before leaving for the field.

**Student Health Service Fee.** Full-time and part-time students have the option of using the University's Student Health Service. For students enrolled in three or four courses, the Student Health fee is included in the General Fee. Part-time, Dissertation-status, and Master’s-status students must pay separately. Students who will not be using the Student Health Service must complete a waiver form prior to the start of a term.

**Leave of Absence.** A Leave of Absence may be requested by a student wishing to temporarily postpone course work for the following reasons only: medical condition, military service, or the birth or adoption of a child. A Leave of Absence may be requested for one semester or one year at a time. A Medical Leave of Absence does not extend the deadline for completion of MA or PhD requirements. Extensions are, however, allowed for the birth or adoption of a child or military leave. Students wishing to take a Leave of Absence should apply in writing to the Graduate Group Chair, indicating the period of absence and the reason for the leave.

**Withdrawal.** Any student wishing to withdraw from the Graduate Program should first meet with the Graduate Group Chair and provide a letter of explanation.

**Reinstatement.** Reinstatement requires a positive vote from the Graduate Group. To be reinstated, the student must petition the Graduate Group Chair and secure endorsements from an Advisor and from at least two members of the Graduate Group who would be willing to serve on the student's Oral Examination Committee and/or Dissertation Committee.

5. **RESOURCES AND GENERAL INFORMATION**

5.1 **Special Programs and Research Centers**

The University of Pennsylvania has many special programs and research centers that are relevant to students in the Anthropology Graduate Program.

**The Center for Africana Studies.** Africana Studies faculty members share a commitment to the comparative, cross-disciplinary study of people of African descent all over the world. This orientation finds expression in theoretical and applied research, publications, and teaching. The Africana Studies Center
coordinates courses and sponsors a regular lecture series and seminar, a communications network, exchange programs with African institutions, and the teaching of African languages. Africa, African-American, and Diaspora focused courses are offered primarily through the SAS departments of Anthropology, Asian and Middle Eastern Studies, English, Folklore, History, History and Sociology of Science, Linguistics, Political Science, Psychology, Romance Languages, and Sociology; the graduate group of Demography; the GSFA department of City and Regional Planning, and Schools of Social Work, Nursing and Education. Among the many resources available are a collection of African art and material culture in the Penn Museum; an African Demography Training and Research Program under the Population Studies Center; the Center for the Study of Black Literature and Culture; and several specialized training and education programs in development and policy issues such as health, energy, environment, and housing. Africana Studies faculty in the Department of Anthropology include Professors Deborah Thomas and John Jackson. See <https://africana.sas.upenn.edu/center>

Center for the Analysis of Archaeological Materials. The Center for the Analysis of Archaeological Materials (CAAM) is a joint endeavor between the Penn Museum and the School of Arts and Sciences. CAAM offers the facilities, materials, equipment, and expert personnel to teach and mentor Penn undergraduate and graduate students in a range of scientific techniques crucial to archaeologists and other scholars as they seek to interpret the past in an interdisciplinary context which links the natural sciences, the social sciences and the humanities. The Center is staffed by Teaching Specialists who are domain experts in one or more of the following eight areas of specialization: ceramics, digital archaeology, archaeobotany, archaeozoology, human skeletal analysis, lithics, archaeometallurgy, and conservation. In addition to regular courses, CAAM provides a mentoring environment in which students are able to carry out research-oriented independent studies, honors theses, and graduate work. CAAM’s main teaching and research laboratories are located in the newly renovated West Wing of the Penn Museum. To learn more about CAAM and its teaching and research facilities, please contact Marie-Claude Boileau, the Lab Coordinator, at 215-746-5876 or caam@pennmuseum.org. See <http://www.penn.museum/for-penn-instructors/caam.html>

The Gender, Sexuality and Women's Studies Program. This interdisciplinary program provides exciting intellectual opportunities to explore the role of gender in human affairs. The Gender, Sexuality and Women's Studies (GSWS) Program offers over 50 courses each year, many cross-listed with other departments. The Women's Studies Program offers a major, a minor, and a graduate certificate. Anthropology faculty include Professors Deborah Thomas and Brian Spooner. See <http://www.sas.upenn.edu/gsws/>

Historic Preservation Program. The Historic Preservation Program in the School of Design focuses the design and preservation of the world's cultural heritage including buildings, engineering works, cultural landscapes, archaeological sites, and historic towns and cities. Anthropology faculty include Professors Clark Erickson and Frank Matero (Historic Preservation). See <http://www.design.upenn.edu/historic-preservation>

MD/PhD Program. The MD/PhD Program offers a joint degree. Students must be admitted to both the Anthropology Graduate Program and the Medical School. All degree requirements in Anthropology and the Medical School must be fulfilled. The MD/PhD Program contacts include Professors Frances Barg and Philippe Bourgois. For more information, contact Ms. Maggie Krall (Director of Administration, Medical Scientist Training Program, Penn Med School) or the Anthropology Graduate Group Chair. See <http://www.med.upenn.edu/mstp/>

Medical Anthropology Program. The Program in Medical Anthropology integrates biological and cultural approaches to the study of health, illness, disease, and healing. Practical research training is available locally in conjunction with the Penn Center for Community Partnerships or other programs as appropriate. Students working toward the doctoral degree carry out their own specialized programs while developing the breadth in general anthropology which characterizes the general objectives of the Graduate Program. Students working toward the MA follow a more concentrated course of study and research in their selected area. Areas of specialization include anthropology and clinical research; paleopathology; the cultural basis of illness, disease, and healing; nutritional anthropology and human development; and
community health. Medical Anthropology faculty include Professors Philippe Bourgois, Adriana Petryna, Theodore Schurr, Frances Barg, Morrie Kricun (Radiology), Babette Zemel (Pediatrics), and Michael Zimmerman.

**The Middle East Center.** This group promotes graduate training and research in all aspects of language and area studies in the Middle East. In particular, it coordinates the teaching of the major (and several minor) languages of the area, and interdisciplinary programs involving many SAS Graduate Groups. See <http://www.sas.upenn.edu/mec/>

**Native American & Indigenous Studies Initiative.** The Native American and Indigenous Studies (NAIS) Initiative at Penn focuses on the cultures and histories of Indigenous peoples, locally and globally. NAIS courses cross-cut disciplines and schools, including anthropology, history, education, linguistics, law, nursing, folklore, and religious studies, and collaborate with the Penn Museum, Penn Center for Cultural Heritage, and the American Philosophical Society. Graduate level NAIS courses include Decolonizing Methodologies, Indigenous Archaeologies, Language Revitalization, and Native American Law, among others. The NAIS Initiative is coordinated by Assistant Professor Margaret Bruchac in Anthropology. See <https://nais.sas.upenn.edu/>

**The Population Studies Center.** This is an interdisciplinary research center responsible for carrying out a varied program of population research. It includes faculty from several University departments. The Center maintains a demography library and extensive computing facilities. The scale ranges from macro economics and macro demography to evolutionary demography, but the various axes intersect in the understanding of the dynamics of human populations, and can usefully be organized within seven (often overlapping) rubrics: 1) Health and Wellbeing of Populations; 2) Human Resources and Endowments; 3) Innovation in Methods; 4) International Population Research; 5) Policy Evaluation; 6) Growth and Structure of Populations; and 7) Networks in Population. The Population Studies Center faculty includes Professor Theodore Schurr. See <http://www.pop.upenn.edu/>.

**Penn Center for Cultural Heritage.** The Penn Cultural Heritage Center, dedicated to expanding both scholarly and public awareness, discussion, and debate about the complex issues surrounding the world’s rich—and endangered—cultural heritage, has been established at the University of Pennsylvania Museum of Archaeology and Anthropology in Philadelphia. Anthropology faculty include Professor Richard Leventhal (Director) and Assistant Professor Margaret Bruchac. See <http://www.pennchc.org/PennCHC/HOME.html>.

**The Penn Program on Democracy, Citizenship and Constitutionalism.** This program was established to consolidate the themes of “democracy” and “constitutionalism” as central rubrics for research and teaching across the University. The DCC Program features a monthly faculty workshop with a public speaker series; a postdoctoral fellowship; three graduate fellowships; and undergraduate research grants. See <http://www.sas.upenn.edu/dcc/>.

**The Penn Language Center.** This center was created in an effort to expand, intensity and enrich the University's resources in basic language instruction, is an administrative unit of the College of Liberal and Professional Studies that works out ways to satisfy the demand for instruction in foreign languages. The PLC's objectives include expanding the language curriculum, enriching the resources for research in applied linguistics, and enhancing opportunities for research by faculty and students. The Center's main curricular goal is to serve language instruction needs that are not covered within the regular language programs offered by the School of Arts and Sciences. This means, above all, increasing Penn's offerings in less commonly taught languages. See <http://ccat.sas.upenn.edu/plc/>.

**Program in Language, Culture, and Society.** The object of this interdisciplinary program is to help make the University's resources in faculty and course offerings, distributed over several departments and schools, more accessible to interested students. Graduate students pursue their degree in one of the participating disciplines (Anthropology, Communications, Education, Linguistics, Sociology) with the program providing resources for a major or minor concentration within that discipline. Several somewhat overlapping concentrations are possible: ethnomelinguistics and the analysis of speech and literary styles;
sociolinguistics; linguistic anthropology and ethnoscienc; acquisition of language and culture; practical field linguistics; ethnography of communication. Language, Culture and Society faculty on the Anthropology Graduate Group include Professors Asif Agha, Greg Urban, and Gillian Sankoff.

**Urban Studies Graduate Certificate Program.** The Urban Studies Program offers students an interdisciplinary context in which to explore urban issues while pursuing a graduate degree in one of the disciplines or professional schools in the university. It emphasizes melding urban theory with practice, and encourages independent research. While working toward a PhD in their department, participants in the Certificate program take a two-semester proseminar and four urban-related courses. During the school year, faculty and graduate students gather monthly at an interdisciplinary workshop on urban related themes. Students may apply to enter the certificate program when they enter the PhD program, or at the conclusion of their first or second year of study. Interests of Urban Studies faculty cover many regions of the world, and include economic development, poverty, education, community organization, ethnicity, urban design, and policy. See [http://urban.ssc.upenn.edu/](http://urban.ssc.upenn.edu/).

**5.2 Human Subjects Research and the Institutional Review Board (IRB)**

Most graduate student research projects and dissertations fall under the purview of the IRB and need explicit IRB clearance to proceed. The mission of the University’s IRB is to:

1) Promote the rights and welfare of human research participants;
2) Facilitate excellence in human research by providing timely and high quality review of human research.
3) Provide professional guidance and support to the research community.

For more details about the IRB and research protocol submission, see [http://www.upenn.edu/regulatoryaffairs/index.php?option=com_content&task=view&id=3&Itemid=8](http://www.upenn.edu/regulatoryaffairs/index.php?option=com_content&task=view&id=3&Itemid=8).

**5.3 Penn Museum.**

**Penn Museum Collections.** The University of Pennsylvania Museum of Archaeology and Anthropology (Penn Museum) offers a wide variety of collections, exhibits, archives, and other resources for anthropological study. Features include the Center for Archaeological Analysis of Materials; publications; special programs and events; lectures; and tours. The curators, researchers, and staff of the Penn Museum are all willing to assist as important intellectual resources for students and faculty in the Department of Anthropology. Access to the collections and other resources can be initiated by contacting the relevant Section of interest via online search databases: see [http://www.penn.museum/about-our-collections.html](http://www.penn.museum/about-our-collections.html). See [http://penn.museum/](http://penn.museum/).

**Penn Museum Volunteers.** The Penn Museum has opportunities for volunteers in both collections management and events. Students interested in volunteering to work with collections should sign up in the Penn Museum Registrar’s Office, or directly contact the Curator or Keeper of individual Sections. Volunteer work at events is handled through the Museum Events Office. The Commonwealth Lecture Program sends out speakers to all parts of Pennsylvania, and graduate students are encouraged to participate. To learn more about these opportunities, please contact the Department of Community Engagement.

**Penn Museum Archives.** The Penn Museum Archives house records of the Museum’s institutional history (director’s correspondence, curatorial records, field notes, manuscripts, photographs, and other materials). Materials focus on the history of archaeology and anthropology, the history of photography, a record of museological practice for the last century, and the papers of museum scholars. Researchers must make appointments with the archivist in advance. See [http://www.penn.museum/archives.html](http://www.penn.museum/archives.html).
5.4 Library

Penn Libraries. The library system at the University of Pennsylvania includes over a dozen libraries across campus, many of which have collections that can be of use and interest to anthropologists. The on-line catalog, FRANKLIN, lists holdings in all of the Penn Libraries of all materials processed since 1968. For earlier materials, students can also consult the card catalog in the Museum Library (on the third floor of the Penn Museum) or the main library, Van Pelt (across from College Hall). The Penn Library website provides information about each of the individual libraries, including locations, hours, and contact information. The Penn Library offers sophisticated online databases, e-journals, and access to a wider network of library catalogs. See <http://www.library.upenn.edu/>.

The Museum Library. A part of the Penn Library system, the Museum Library is located on the third floor of the Penn Museum. This library collection focuses on anthropology and archaeology, although other libraries on campus also hold relevant anthropological materials. The Museum Library collection consists of approximately 125,000 items, including nearly 650 currently received periodical titles and hundreds of anthropological videos and DVDs. The use of short term and long term reading carrels and reserved books can be arranged through the Librarian. See <http://www.library.upenn.edu/museum/>.

The Human Relations Area Files (HRAF). The HRAF are housed within the Museum Library. These files, available in electronic format through FRANKLIN, consist of a collection of consistently indexed primary source materials (mainly from published books and articles, but including some unpublished manuscripts) on some 300 "selected cultures or societies representing all major areas of the world...designed for the rapid and accurate retrieval of specific data on given culture and topics."

5.5 Anthropology Graduate File

The Department of Anthropology maintains a reference file for graduate students in the Department office. The file contains examples of past Language Examinations, Comprehensive Examinations, Oral Examination Statements, and examples of graduate student dissertation proposals that were awarded funding.

Graduate students can also find information and announcements concerning fellowships, grant opportunities, jobs, lectures, colloquia, seminars, courses and programs, posted on the bulletin boards in the hallway outside of the Department Office.

5.6 Student Committees

Internal Committees. The Anthropology graduate student community is composed of approximately 125 students in residence from a variety of backgrounds, with a variety of interests. The opportunities for scholarly and social interaction within this diverse peer group one of the strengths of the Graduate Program. Fellow students are excellent resources for information about the University, fieldwork possibilities, housing, and part-time and full-time job opportunities. The graduate student body is represented by two elected Graduate Student Representatives whose primary responsibility is to facilitate communication among students and between students and faculty. This representation provides a graduate student voice regarding broader initiatives and issues within the Department. Outside of the Department, graduate student affairs are the concern of the Graduate Student Associations Council and the Graduate and Professional Students Association.

Graduate Student Representatives are positions designed to serve as liaisons between the faculty and the graduate student body. These positions, which are actively filled, include a minimum of two Anthropology Graduate Student Representatives (GSRs) from any subdiscipline, with no subdiscipline restrictions. GSRs are self-nominated, but serve with the general approval of the faculty and graduate body. They must be able to commit to meeting regularly with the student body; thus, students who will be in the field for more than half their proposed term of service should not be nominated. GSRs are elected for a one-year term during the last week of January, and are allowed to run for re-election indefinitely until
graduation. GSR solicitation and all voting processes should be conducted in a manner that maximizes participation for all willing students. The GSR position holds the following general responsibilities:

- Meet with the graduate student body at least 1-2 times per month;
- Type up meeting minutes and send them out to the graduate listserv within 48 hours of each meeting, if relevant;
- Advertise elections at least one month prior to the election;
- Communicate with the graduate chair and department chair at least twice per semester (and with the faculty as a whole if deemed necessary) regarding graduate student concerns and issues facing the department that affect graduate student education.
- Solicit graduate student opinions (via meetings and emails) that need to be represented to the faculty or department, and field feedback from graduate students who cannot be present at meetings, but have opinions/issues for discussion.
- Propose changes to the GSR position and its obligations, and submit these to the graduate student body for a vote before inclusion within the Graduate Student Handbook.

Graduate and Professional Student Assembly (GAPSA). The Graduate and Professional Student Assembly is the University-wide student government for graduate and professional students. Its goals are to enhance graduate student experience through promoting a range of initiatives emphasizing interdisciplinary research, student representation on University committees, a clearinghouse of useful information, and general student advocacy. See <http://gapsa.upenn.edu/>.

5.7 Colloquia and Seminars

**Penn Anthropology Colloquium.** Throughout the fall and spring semester, the Department of Anthropology hosts the Penn Anthropology Department Colloquium, a theme-based series of weekly invited formal lectures by faculty within Anthropology and the University, and by outside scholars. All Anthropology faculty, non-anthropology Graduate Group members, and graduate students are expected to attend the colloquium.

**Other colloquia, seminars, and lectures.** In addition to the Penn Anthropology Colloquium, many seminars, colloquia, lectures, and conferences relevant to graduate students are hosted throughout the University and the local region. Announcements can be found on the Department website, Penn Museum website, Department bulletin boards, the hallways and doors of the Penn Museum, the Daily Pennsylvanian, and the Almanac.

**Graduate Student Presentations.** Graduate students are strongly encouraged to present their research in formal and informal presentations to the Department, Graduate Group, and beyond. We encourage students to prepare "trial-runs" of professional meeting papers and job talks, and to solicit critique and comment from the Dissertation Committee, other relevant faculty, and their student peer group. Many advanced graduate students from Penn present papers at the American Anthropological Association and subfield anthropology meetings throughout the year. Ad hoc trial presentations of groups of papers can also be organized before these meetings when necessary.

5.8 Career Planning and Placement.

Career Services provides counselors for graduate students to discuss career planning, job hunting, interview strategies, resume and CV writing, networking, and mentoring. See <http://www.vpul.upenn.edu/careerservices/>.
Appendix A:

Approved Topics for the Oral Examination

Geographic/Culture Areas

Geographical and cultural areas may be configured in various ways. Some encompass entire continents, while others are bounded by geographical formations, watersheds, modern nation states, linguistic families, tribal groupings, political alliances, and other criteria. Thus, students may choose to focus on one of the geographical areas listed below, or petition for a new area.

Africa
Asia
British Isles
Canada
Caribbean
Europe and Circum-Mediterranean
Mesoamerica
Middle East
North America
Europe
Pacific Islands and Australia
United States
South America
South Asia

Topics
Acquisition of Language and Culture
Aesthetic Anthropology
Agriculture (all types of food production)
Analysis of Speech and Narrative Styles
Anthropological Genetics
Archaeometallurgy
Archaeozoology
Archaeometry
Bioarchaeology
Cognitive Anthropology
Complex Societies (including the 'rise of the state')
Cultural Ecology
Cultural Performance
Cultural Revitalization
Cyberspace
Dental Anthropology
Descriptive Linguistics
Diaspora
Economic Anthropology
Education
Ethnoarchaeology
Ethnographical Methods
Ethnography of Communication
Ethnohistory
Ethnomusicology
Evolution of Brain and Cognition
Evolutionary Demography
Evolutionary Theory
Food and Nutrition
Forensic Anthropology
Gender Studies
Growth and Development
Historical Archaeology
Historical Linguistics
History of Anthropology (with focus on one subdiscipline)
Human Energetics
Human Osteology
Human Rights
Indigenous Archaeology
Landscapes
Material Culture (including 'technology and culture')
Medical Anthropology
Metal Ages
Museum Anthropology
Neolithic
Neurological Basis of Behavior
Old World Pleistocene
Paleolithic
Paleontology
Political Anthropology
Political Economy
Primate Behavior
Psychological Anthropology
Religion and Symbols
Reproductive Ecology
Semiotics
Skeletal Biology
Social and Cultural Change
Social Organization
Sociolinguistics
Socioecology of primates
Spatial Organization (including locational analysis)
Symbolic Anthropology
Taxonomy
Traditional Ecological Knowledge (Indigenous Knowledge Systems)
Transnationalism