GRADUATE HANDBOOK

A Comprehensive Guide to the Anthropology Graduate Program at Penn

Graduate Program in Anthropology
University of Pennsylvania

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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 (Appendix A). The Graduate Group Chair is the head and coordinator of the Graduate Group and Graduate Program in Anthropology. The Graduate Coordinator assists the Graduate Group 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' own 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, then 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 Examinations in general Anthropology at the end of the first year;
3) Pass an examination in a language of scholarly research by the end of the second year;
4) Take the two-semester (Fall and Spring) Colloquium Seminar in the second year;
5) Complete four semesters of teaching, usually during the second and third years[1];
6) Complete 20 course units;
7) Pass the Oral Examination, based on a proposal for doctoral research and written statements on three fields of specialization, and advance to PhD candidacy by the end of the fourth year; and
7) Submit and defend an acceptable dissertation.

The procedures for meeting these requirements are explained in detail below. A checklist for each requirement is provided for Graduate Students in Appendix B.

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 four 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 from the date of matriculation). After the tenth year, the Graduate Division will drop a fulltime PhD student from the Graduate Program.

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 and 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 selected faculty from other University departments, programs, and schools, all of whom have some training in anthropology or a closely related field. The Graduate Group faculty are listed on the Department of Anthropology website (https://www.sas.upenn.edu/anthropology/ people/graduate%20group). The Standing Faculty of the Anthropology Department manage graduate admissions and curriculum changes.

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 either fully

[1] Unless otherwise indicated in the case of Joint Degree students.

funded by the Graduate Division or by an equivalent external funding source[2].

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.

Applications to the Joint Degree Program:
New Applicants: Applicants can apply to two schools but only one graduate program within SAS. For example, a student may apply to both the Graduate School of Education (GSE) and the Department of Anthropology, which is part of the Graduate Division of the School of Arts & Sciences (SAS). Students may also choose to enter two graduate programs within SAS, such as Anthropology and Music, Anthropology and Africana Studies, or Anthropology and South Asian Studies. In the latter case, applicants planning to do a Joint Degree program within SAS will need to apply to the primary program and indicate the other program of interest on their application.

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

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;
* A current CV;
* Undergraduate, MA (if applicable), and Penn transcripts;
* A letter of recommendation from standing faculty member in Anthropology; and
* A copy of the complete original application to Penn may also be requested, at the discretion of the Graduate Group.

[2] External funding must be documented at the time of the admissions review.

Admission Process:
* Application for the Joint Degree should 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 15 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.

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

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. Information about this program can be found at the following link: 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 and Dissertation Committees. It is recommended that 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 or off-campus). These actions require the signature of the Graduate Group Chair, and this 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 should form a Second and Third Year Committee of three (3) faculty members (including their Advisor).

Oral Examination and Dissertation Committees. Before writing statements and a 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. If the Graduate Group Chair is the Advisor or one of these three additional faculty members, then a fourth faculty member must be added to the committee. Oral Examination Committee members typically include the Second and Third Year Committee faculty. The faculty review and approve the oral exam statements and dissertation proposal prior to the documents being tabled (see below). At least five members of the Graduate Group must be present at an oral examination to form a quorum of the Department. These are usually members of the Oral Examination Committee and the Graduate Group Chair.

The Dissertation Committee consists of at least three faculty members including the Advisor and Chair of the student. At least two members of each committee must be active members of the Anthropology Graduate Group. Other committee members may be faculty working at Penn or persons from outside institutions, depending on the expertise required for evaluation of the student's dissertation project. The Committee Chair must be a member of the Standing Faculty in Anthropology, while the Advisor must be a member of the Graduate Group. The Chair and Advisor are often one and the same person, but not in all cases.

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, as 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. Graduate students will provide these details in the Annual Plan of Study document (see below).

Annual Plan of Study. Graduate students 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 completed in consultation with the student's Advisor(s). There are two versions of the Annual Plan of Study that a student will potentially complete depending on his/her standing in the Department, one being for students who have not reached PhD Candidacy status and those who have done so (ABD). The respective forms can be found as Appendices to the handbook (Appendices C and D). The *Annual Plan of Study* must be approved and signed 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 his/her 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; and
* A copy of the current CV.

Once admitted to PhD Candidacy after passing the Oral Examination and submitting a dissertation proposal, a student's *Annual Plan of Study* should contain:
* Accomplishments in the past year including teaching and publishing activities, grants applied for and/or received, etc.
* 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 Reports. Each academic year that a graduate student is on Dissertation Status, an *Annual Dissertation Progress Report* is submitted to the Graduate Division Dean. This report must be approved and endorsed by the 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.

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 contact 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. Examinations in these languages will be held twice each semester and administered by faculty members with competency in them. 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 on the exam. 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. In special cases, the language exam may be waived, e.g., a non-native English student's home language is also his/her fieldwork language, upon petition to the Graduate Group Chair.

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 graduate students serving as Teaching Assistants, 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 total.

Apart from the Core Program and Colloquium Seminar (discussed below), students are not required to take any specific courses 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. All students must fulfill the requirements of the Core Program (courses and Colloquium Seminar), including those admitted through the Anthropology (SAS) and the Joint (Dual) Degree programs.

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 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 a faculty member agrees to supervise the Independent Study, then the student must prepare a formal syllabus (including topics, readings, assignments, and schedule of meeting) and obtain approval of it from the faculty instructor and the Graduate Group Chair. Independent Study applications must be submitted for approval to the Graduate Group 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 of the Graduate Group or outside of the University. All outside courses must be pre-approved by the Advisor and Graduate Group Chair if they are to be counted towards the 20 CUs required for the PhD.

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, jeopardize research

funding opportunities, delay the taking of the Comprehensive Examination and the Oral Examination, and affect overall academic standing. Professors are not required to give Incompletes or obligated to grade assignments submitted 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 or have difficulty evaluating the course work due to being on leave or moving 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 assignment grading. A course not completed and graded by the deadline may possibly become a permanent Incomplete and, thus, may not be counted towards the course requirement.

Please note the following exceptions:
*Students with a Fellowship or a TA position must have completed all courses by the start of the next award year.
*Students with Incompletes cannot take the Comprehensive Examination or the Oral Examination.
*Students with Incompletes will not be considered for Anthropology Department Summer Field Funds, the Kolb Society Fellowship, LALS Summer Research Funds, or Penn Museum Summer Research Funds.

Program Plan of Study and Research. Each student's program of study and research is individual and the timing of its completion 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. It is possible to take breaks in the use of the Benjamin Franklin Fellowship for 1-2 semesters in order 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. Practically speaking, this goal is rarely met, with 6-7 years to the completion of the PhD being 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 both the Anthropology Graduate Group and the Graduate Division of the School of Arts and Sciences:

First Year
Core courses
Basic courses in area of specialization

Comprehensive Examination (late spring)
Fieldwork/Research (summer)

Second Year
Colloquium Seminar
Specialized courses, seminars, tutorials
Grant writing course
Teaching Assistant
Satisfaction of Language requirement (fall or spring)
Fieldwork/Research (summer)

Third Year
Completion of course requirements
Investigate and apply for dissertation research grants
Oral Examination & submission of Dissertation Proposal
Teaching Assistant
Fieldwork/Research (summer)

Fourth Year
Dissertation Research
(preferably supported by external research funding Fourth Year or Fifth Year)

Fifth Year
Dissertation Research, Writing, and Submission
(with outside research funding Fourth Year or Fifth Year)

Sixth Year (if necessary)
Dissertation Writing and Submission

1.8 Advancement through the Graduate Program

Good Standing

To remain in good standing, students must (1) maintain a minimum average grade of "B+" (3.3 or higher cumulative GPA), (2) pass the Oral Examination, (3) resolve all Incomplete grades before taking the Comprehensive Examinations in the first year, and also before taking the Oral Examination in the third or fourth year, and (4) make good progress towards completing the degree requirements, including satisfactory work as Teaching Assistants.

Student Evaluation

In the Spring Semester of each year, the Standing Faculty will evaluate the progress of each graduate student, 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 probationary basis, if the Graduate Group decides that the student is not making adequate progress; or
3) terminated from the Program (see Probation and Termination below)

Directly following the evaluation meeting, a graduate student's Advisor will inform him/her of the decision made by the Standing Faculty. A student's Advisor or Dissertation Chair will communicate and discuss any specific recommendations made by the Standing Faculty. The Graduate Group Chair will also generate a written document with these recommendations and send it to the students. The Graduate Coordinator will also place this document in the student's file.

Probation and Termination

If, following this evaluation process, it is decided by a majority of the faculty that a student is performing below the required standard to progress, the Graduate Chair and Graduate Student Advisor will co-sign a dated memorandum to the student informing them that the student will be placed on departmental probation for one academic year. The memorandum will cite specific reasons why the student's progress has not been sufficient, and will provide clear conditions that the graduate student must meet in the following semester to ensure his/her probation is lifted.

The Graduate Group Chair can lift the probationary status at any time upon recommendation of the student's primary Advisor. If probation has not been lifted by the end of the academic year, the Standing Faculty will review the student's probationary status. Following this review process, if it is decided by a majority of the Standing Faculty that the conditions of probation have not been met, the Graduate Chair will recommend the student's termination from the program. The Graduate Chair will write a formal letter to the graduate student and his/her Graduate Student Advisor informing them of the student's termination from the program, with details regarding status of funding, international status, etc.

Graduate students may be terminated without probation for one of several reasons: (1) failing Comprehensive Examination; (2) failing the Oral Examination; (3) failing the Dissertation Defense; (4) failure to remain in good standing; or (5) personal or academic conduct in violation of University rules.

Appeal

In accordance with the University of Pennsylvania School of Arts and Sciences academic grievance procedure for graduate students (pursuant to sections 3[b-e]), the student is able to file a grievance with the School of Arts of Sciences at any point during the probationary or termination process. The student is also permitted to change primary Advisors at any point while in the program, including during a probationary period.

1.8 Core Program and Comprehensive Examination

***First year 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 anthropological archaeology, biological [physical] anthropology, 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 fewer than eight courses during their first year in the program must obtain the approval of the Graduate Group Chair to do so. Taking less than a full load may have implications for fellowship funding.

Second year courses. All second year Anthropology graduate students are required to take a two (2) CU, two-semester course based on the Penn Anthropology Colloquium. This course is taught by two members of the Standing Faculty. 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. Joint or Dual Degree students must also take the Colloquium Seminar as part of their training in Anthropology, either in in their second or third year in the program, depending on the date of their admission.

Comprehensive Exams (PhD Preliminary Exams). First year graduate students must pass the Comprehensive Exams ("Comps") at the end of the first year. The Comprehensive Exams are designed to test student knowledge of general anthropology, based on the Core Program courses. The Comprehensive Exams are "closed-book" examinations to which Penn's Code of Academic Integrity applies.

Students must take the Comprehensive Exams for the three required Core Program courses that they take in the first year of classes. Those who take all four of the Core Program courses may elect to take the Comprehensive Exams for all of them, with the evaluations assigned to them being noted on their academic record.

The Comprehensive Exams must be taken at the end of the first year, and <u>can be taken only once.</u> In rare circumstances, the Graduate Group might consent to a delay in a student taking the exams, but consent is never given for a re-take of the examination. The Comprehensive Exams are scheduled for two consecutive days at the end of May and approximately two weeks after the last day of Final Examinations in the spring. Students should plan on being present in Philadelphia to take the exams 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 exams at the field site at the time of the scheduled dates.

MA students should check the policy for the Comprehensive Exams below.

In addition, all eight first-year courses must be completed by one week prior to the date of the Comprehensive Exams. Students with an Incomplete grade in any course may not take the Comprehensive Exams, and can potentially be expelled from the Graduate Program.

Evaluation of performance. A student's performance on the Comprehensive Exams is evaluated by the Standing Faculty members who taught the Core Program courses during a particular academic year. These faculty may also consider the students' performance in the first year's courses in their evaluations of the exams.

A Comprehensive Exam has three possible evaluations: a High Pass, Pass, or Fail. Evaluations for the Comprehensive Exams are recorded for all students, and determine whether they are given a "High Pass", "Pass" or "Fail" as a summary assessment.

Faculty approval of the Comprehensive Exams is necessary for students to able to continue to work toward PhD Candidacy and/or the MA Degree in the department.

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 while TAs, 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 differ. 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 and exams; conducting make-up activities; coordinating lab sessions; holding regular office hours; and other needs.

To complete the teaching requirement, student TAs will be assigned to serve with 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 enter 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 may consult the CTL website for information about TA training (https://www.ctl.upenn.edu/programs-and-services-graduate-students). This webpage 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, and so forth. Graduate Students are also encouraged to consider seeking a CTL Teaching Certificate, or joining CTL as a Graduate Fellow (https://www.ctl.upenn.edu/).

1.10 Oral Examination (PhD Candidacy Exam)

The Oral Examination ("Orals") 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 two (2) hours. Required participants include the Graduate Group Chair, who presides, and the student's Oral Examination Committee. The committee should include a minimum of four (4) Graduate Group faculty members 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 and Oral Examination Committee members meet in private to discuss the student's academic standing 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 the Advisor and/or Committee Members faculty through telecommunication and/or Skype. 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 has completed twenty courses in his/her third year, as well as passed the language exam. 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 semester of their third year. In some cases, with approval of the Advisor, Committee, and Graduate Chair, the graduate student may take the Oral Examination before twenty courses are completed.

Scheduling. All Oral Examinations are scheduled on 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 Group 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 ("tabling" of the documents).

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 Oral Examination 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 Group Chair, Committee members and any other interested member of the Graduate Group. This is the "tabling" process. If the two-week submission deadline is missed, then 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 E). This knowledge should include *inter alia* an understanding of the criteria and rationales used to define and encompass that area.

For students in anthropological 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

the National Science Foundation or Wenner-Gren Foundation). No footnotes or endnotes are allowed. The Statements should summarize the landmarks and issues in the anthropological study of the particular topic. Statement topics must fit within the approved list (Appendix D), and be approved by the student's Advisor and the Graduate Group Chair.

Dissertation Proposal. The dissertation proposal must be prepared in the format of one of the two following grant proposals (including page length, word counts, and use of figures): National Science Foundation Doctoral Dissertation Improvement Grant Proposal (http://www.nsf.gov/funding/pgm_summ.jsp?pims_id=13453&org=SBE) or the Wenner-Gren Dissertation Fieldwork Grant (http://www.wennergren.org/programs/dissertation-fieldwork-grants).

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 formally submitting a final version to the Graduate Program and Graduate Division. During this period, students should refine the dissertation proposal in consultation with their committee 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 review the student's performance and give the student one of the following evaluations:
• Pass
• Pass conditional upon specified further work; or
• 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 ("all but dissertation" or "ABD"). Sanctions for a conditional pass or failure of the Oral Examination will be determined by the Graduate Group Chair, the student's Advisor, and the 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 student's Dissertation Committee. A formal petition for this change must also be immediately submitted to the Graduate Group Chair. In consultation with the Dissertation Committee, the Graduate Group Chair 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. The expected time to degree will not change.

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 Advisor and Dissertation Committee.

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

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 can 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 the time of the application or acceptance of an award. All Committee Members and Advisor must approve the Dissertation Proposal before its submission to the Department.

Funding for Dissertation Research and Writing. The PhD Candidate, with advice and supervision from the Dissertation Advisor 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, PhD 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 after 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 Advisor, with the Chair of the Dissertation Committee being a Standing Faculty member in Anthropology.

Dissertation Research Progress Evaluation. The PhD Candidate and Dissertation Advisor should meet at least twice a year to discuss expectations, schedule, funding, and review progress. The PhD Candidate should meet at least once a year with the Dissertation Committee. Upon reaching dissertation status, the PhD Candidate prepares an online Annual Dissertation Progress Report (required by the Graduate Dean). The PhD Candidate, Advisor, and Committee should meet to discuss the Report and if progress is satisfactory, the Advisor and Graduate Chair approve the Report. As noted above, ABD students must also prepare and submit an Annual Plan of Study to the Department of Anthropology each year.

Dissertation Committee Procedures. As the internal workings of Dissertation Committees vary considerably, 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 Advisor. Many Committee members prefer that draft chapters be written and commented on by the Advisor before submission of revised versions to them. Other Advisors 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 Advisor. Therefore, the PhD Candidate should prepare a detailed schedule of writing and submission of draft and final chapters with regular updates in consultation with the Advisor and the Committee.

Dissertation Defense. After the Dissertation Advisor and Committee reads and approves a complete, "defendable" or "close to completion" (but not necessarily the final) version of the dissertation, the PhD 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, and a complete literature cited section that have been read and approved.

At least two weeks in advance of the Dissertation Defense, the PhD Candidate must make a physical copy and a digital version of the dissertation 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 portions of the Dissertation Defense are open to the public (including graduate students, colleagues, friends, and family members).

The Dissertation Defense begins with the gathering of PhD Candidate, Advisor, Committee, other Graduate Group members, fellow students, and members of the public before the scheduled hour. The PhD Candidate and other attendees are 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 Advisor, 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 work. After the Committee is satisfied with the responses, the questioning is opened up to other Graduate Group members and later to the public. After discussion ends, the Graduate Group Chair, Dissertation Advisor, 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 Group Chair raise no objections about the final form of the dissertation, then the Graduate Chair informs the Graduate Division (via the Graduate Coordinator) that the student has met all requirements for the PhD degree.

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. The typical format of the dissertation in the Department of Anthropology is an extended description of the doctoral research project. In addition to a title page, abstract, table of contents and other front matter, the dissertation contains an Introduction, Background section, Specific Aims, Methods, Results, Discussion and Conclusions sections, all of which provide a narrative exposition of the work completed. The dissertation must also include a complete bibliography of all sources cited.

Alternative Dissertation Formats. Alternatively, depending on the nature of the project, PhD Candidates may, with prior approval, produce a dissertation in a different format. PhD Candidates may, for example, submit a dissertation comprised of several distinct scientific manuscripts prepared in journal specified format, along with a beginning and ending chapter explaining the project and its findings. Any such-manuscripts should have been submitted for publication (if not already published) by the dissertation tabling date. PhD Candidates conducting work with a multimedia focus may submit an ethnographic film, along with attendant documentation of the filming process, in lieu of a formal written dissertation. These alternative formats must be approved in advance by the Advisor, the Dissertation Committee and the Graduate Group Chair.

For those PhD Candidates undertaking written dissertations,, while preparing drafts and the final version, they must carefully follow the guidelines in the *PhD Dissertation Manual* prepared by the Graduate Division of the School of Arts and Sciences (http://guides.library.upenn.edu/dissertation_manual).

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/upenngdas). 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/graduation/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.

In some cases, based on issues raised at the Dissertation Defense, the student may need to make revisions to the dissertation before its final submission. Thus, to allow sufficient time for any potential revisions, the PhD 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*. There are four different categories of Masters' Degrees in the Department of Anthropology: (1) the MA for admitted Master's graduate students; (2) the MA as an option for admitted PhD graduate students; (3) the Terminal MA; and (4) Submatriculation.

MA for Master's Graduate Students. These students have been accepted into the MA program, but 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 earning 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 a course of study available to Penn undergraduates. A student who petitions to enter and is accepted into the special program can receive his/her BA and MA degrees simultaneously. The College of the School of Arts and Science has full details about this program (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 four (4) years;
*Submatriculants may be granted two additional semesters of "Master's Thesis Status" at reduced tuition;
*A limit of four (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). However, they cannot include independent study courses;
*Applicants must be approved for admission by the Undergraduate Chair and the Graduate Chair, in consultation with the Graduate Group;
*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 on 15 December during the Junior year to be considered during deliberations of regular applications to the Graduate Program. The application should be discussed with the Graduate Group Chair and Undergraduate Chair before that deadline. 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 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 Comprehensive Examinations ("Comps")
MA students must pass the Comprehensive Examinations for the Core Program courses they took during the first year. The Comprehensive Examinations must be taken at the end of the first year and may be taken only once. A detailed explanation of the Comprehensive Examinations can be found in the PhD Degree section of this document (see above).

2.5 MA Second Year and MA Thesis or Research Paper
In addition to ten course units, the MA degree 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. The Reader should be a Standing Faculty member in the Department of Anthropology or a Graduate Group member, although, 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 to the Department ("tabled") 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 faculty members raise objections to the thesis, 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 (https://provost.upenn.edu/uploads/media_items/mastersstyleguide.original.pdf); and 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*).

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, a yearly stipend, and research funding for two summers. No financial aid is offered to MA students, Submatriculants, or Joint Degree students if admitted through another program.

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 having 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 the Jacob K. Javits Fellowship (www2.ed.gov/programs/jacobjavits/index.html), and the National Science Foundation Graduate Research Fellowship (https://www.nsf.gov/funding/pgm_summ.jsp?pims_id=6201).

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. The Anthropology Graduate Group may nominate a student for a Fontaine Fellowship at the time of acceptance or matriculation, or within the student's first year. The Fellowship provides tuition and stipend expenses for one (1) year and is combined with four (4) years of support through the Benjamin Franklin Fellowships, in addition to travel funds (http://www.upenn.edu/provost/graduate_admissions/community/fontaine_society/about).

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, who are 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, the Graduate Group submits a limited number of nominations 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 that require them to teach a writing course in their respective departments each semester. Advanced students (preferably those whose dissertations are well underway) who have not already served as Critical Writing Program Fellows are eligible to apply. In the early spring, the Graduate Group Chair makes nominations 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 Funding Sources 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 or 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 the following components: a title page, 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. Students are encouraged 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. 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 though 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 helped 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. Recipients may also be asked to include additional items in the report, such as fieldwork photos.

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://www.gapsa.upenn.edu/individual-grants.

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://www.gapsa.upenn.edu/individual-grants.

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. It is also meant to support the project-leader/s develop, pursue and complete their proposed interdisciplinary initiatives.
See: http://www.gapsa.upenn.edu/individual-grants.

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://lals.sas.upenn.edu/graduate/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: https://www.penn.museum/teachers-and-students/for-penn-students/student-research.

3.6 Sources of Funding outside of 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, fieldwork, 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. For *Fulbright-Hays Dissertation Research Fellowship*, see http://www2.ed.gov/programs/iegpsddrap/index.html. For the *Fulbright U.S. Student Program*, see https://www.curf.upenn.edu/content/Fulbright.

Andrew W. Mellon/ACLS Early Career Fellowships. The Mellon Foundation provides support for young scholars working to complete their dissertation and, later, to advance their research after being awarded the Ph.D. For more information, 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/.

Mellon/ACLS Recent Doctoral Recipients Fellowships. This provides support for a year following the completion of the doctorate for scholars to advance their research.

See: http://www.acls.org/grants/Default.aspx?id=514.

National Endowment for the Humanities (NEH) (http://www.neh.gov/)
Documenting Endangered Languages:
See: http://www.neh.gov/grants/preservation/documenting-endangered-languages.
Digital Humanities Advancement Grants:
See: https://www.neh.gov/grants/odh/digital-humanities-advancement-grants.
Institutes for Advanced Topics in the Digital Humanities:
See: http://www.neh.gov/grants/odh/institutes-advanced-topics-in-the-digital-humanities.

National Science Foundation (NSF) **(**http://www.nsf.gov)
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.nsf.gov/funding/pgm_summ.jsp?pims_id=6201.

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: https://www.nsf.gov/funding/education.jsp?fund_type=2.

Ford Foundation
Ford Foundation Predoctoral Fellowship. These 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. These 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) (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) **(**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. The DPDF program supports the development of effective dissertation proposals in the humanities and social sciences. It 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. They are 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 are 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.

Dumbarton Oaks. Junior Fellows. Funding is provided for writing a dissertation in Precolumbian, Byzantine, or Garden & Landscape Architecture studies. See: http://www.doaks.org/research/fellowships-and-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: https://www.sigmaxi.org/programs/grants-in-aid.

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. The student's Advisor must write a letter of support. This award 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. These awards typically range from $500 to $2500 US in each Fund, although a few up to $5000 may be granted. See: http://www.explorers.org/index.php/expeditions/funding/expedition_grants.

American Philosophical Society.
The Lewis and Clark Fund for Exploration and Field Research. This award is made to support 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. The APS is 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. The application is open to PhD Candidates who have passed their preliminary examinations.
See: https://www.amphilsoc.org/grants/fellowships.

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.

The Council on Library and Information Resources: Mellon Fellowships for Dissertation Research in Original Sources. CLIR offers about 15 fellowships annually to support original-source doctoral dissertation research in the humanities or related social sciences.
See: http://www.clir.org/fellowships/mellon/mellon.html.

John Carter Brown Library Fellowships. The John Carter Brown Library will award forty Research Fellowships for each year. 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 about funding sources. 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://pennintouch.apps.upenn.edu/pennInTouch/jsp/fast2.do?1=2&access=student&bhcp=1.

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://pennintouch.apps.upenn.edu/pennInTouch/jsp/fast2.do?1=2&access=student&bhcp=1.

Incomplete Grades. Work for any Incomplete course must be submitted and graded within one year of the finish of the course, although 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 becomes permanently Incomplete and will not be counted towards the course (CU) requirement. Students with a Fellowship or TA assignment 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 for these transfers 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 students 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 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 granted to a student wishing to temporarily postpone course work for only the following reasons: a 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 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.

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 Deborah Thomas and John Jackson. See: https://africana.sas.upenn.edu.

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 (https://www.penn.museum/teachers-and-students/for-penn-students/caam). 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, by telephone (215-746-5876) or email (caam@pennmuseum.org).

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. Affiliated Anthropology faculty include 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. Affiliated faculty include Clark Erickson (Anthropology) 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 Frances Barg, Adriana Petryna and Deborah Thomas. 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 Adriana Petryna, Theodore Schurr, Frances Barg, and Morgan Hoke, as well as those from other departments, such as Morrie Kricun (Radiology), Babette Zemel (Pediatrics), and Michael Zimmerman (Paleopathology).

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 (https://nais.sas.upenn.edu/) is coordinated by Margaret Bruchac in Anthropology. Faculty advisors include Clark Erickson, Richard Leventhal and Megan Kassabaum.

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 Theodore Schurr and Morgan Hoke. See: http://www.pop.upenn.edu/.

Penn Center for Cultural Heritage. The Penn Cultural Heritage Center (http://www.pennchc.org/PennCHC/HOME.html), dedicated to expanding both scholarly and public awareness, discussion, and debate about the complex issues surrounding the world's rich—and endangered—cultural heritage, was established in 2008 at the University of Pennsylvania Museum of Archaeology and Anthropology. Participating Anthropology faculty include Richard Leventhal (Director) and Margaret Bruchac.

The Andrea Mitchell Center for the Study of Democracy. The Andrea Mitchell Center for the Study of Democracy (http://www.sas.upenn.edu/andrea-mitchell-center/) 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. Executive committee members include Greg Urban.

The Penn Language Center. The Penn Language Center (PLC) (http://ccat.sas.upenn.edu/plc/) was created in an effort to expand, intensify 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 PLC'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.

Center for Ancient Studies. The Center for Ancient Studies (CAS) strives to bring together Penn faculty and students, as well as members of the greater Philadelphia community, who share a passion for the ancient world. The Center aims to model an expansive and global vision of "the ancient world," spanning Greco-Roman cultures and the Near East but also Asia, Africa, and the Americas. CAS is based on the idea that scholars of antiquity can benefit immeasurably from contact and conversation with each other across different areas and disciplines. The Center's mission is thus to support a broad variety of academic events pertaining to pre-modern cultures and societies. Every year, it hosts a major Annual Symposium on a theme or questions of cross-cultural concern in the fall and an interdisciplinary Graduate Colloquium in the spring. The Center also co-sponsor many lectures, conferences, and workshops across campus. See: http://www.sas.upenn.edu/ancient/. Associated faculty include Harold Dibble, Clark Erickson, Megan Kassabaum, Richard Leventhal, Kathy Morrison, Lauren Ristvet, Theodore Schurr, and Brian Spooner.

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: ethnolinguistics and the analysis of speech and literary styles; sociolinguistics; linguistic anthropology and ethnoscience; acquisition of language and culture; practical field linguistics; ethnography of communication. Language, Culture and Society faculty on the Anthropology Graduate Group include Asif Agha and Greg Urban.

Urban Studies Graduate Certificate Program. The Urban Studies Program (http://urban.ssc.upenn.edu) 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.

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; and
3) Provide professional guidance and support to the research community.

For more details about the IRB and research protocol submission, see https://irb.upenn.edu/.

5.3 Penn Museum

Collections. The University of Pennsylvania Museum of Archaeology and Anthropology, or Penn Museum (https://www.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 (http://www.penn.museum/about-our-collections.html).

Volunteering. Specific volunteers opportunities are often listed on their website (https://www.penn.museum/information/volunteer) along with a form to sign up (https://www.penn.museum/information/volunteer/volunteer-form). However, students who have an interest in a specific department are encouraged to reach out to the department head for additional opportunities. Students interested in volunteering to work with collections should also contact the Curator and Keeper of individual Sections.

Penn Museum Graduate Student Advisory Board (PMGAB): The PMGAB represents students from Museum-affiliated departments and graduate groups, and is dedicated to integrating graduate students into the Penn Museum. The PMGAB supports several committees, including the Professional Development Committee, the Social Event Committee, and the Dissertation Writing Group. If you are interested in joining the PMGAB or any of the committees, please email Sarah Linn, Research Liaison, at this address: slinn@upenn.edu.

Graduate Guides Program. The Graduate Guides program offers opportunities for students to develop and give public and university group tours of Museum galleries. Graduate students may be paid for their participation. For more information, contact Anne Tiballi, Director of Academic Engagement, at this address: atiballi@upenn.edu.

International Classroom Lectures. The International Classroom provides opportunities for global learning by connecting K-12 communities with international educators, artists, and museum-affiliated archaeologists and anthropologists. Three types of lectures are offered: classes may visit the Museum for a lecture, specialists may travel to local schools, and educators worldwide may take advantage of virtual lectures. The program is a great opportunity for graduate students to develop teaching and group facilitation skills, and to contribute to the local communities in the Philadelphia region. Graduate students may be paid for their participation. For more information about becoming an International Classroom educator, please visit this site: https://www.penn.museum/teachers-and-students/k-12-educators/international-classroom/overview.

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 (http://www.penn.museum/archives.html).

5.4 Libraries

Penn Libraries. The library system at the University of Pennsylvania (http://www.library.upenn.edu/) includes over a dozen libraries across campus. The Museum Library serves as the University's branch library for anthropology and archaeology, and is conveniently located near the Anthropology Department with its entrance on the third floor of the Academic Wing of the Penn Museum. It holds over 145,000 volumes, more than 500 currently received periodicals, and 100s of anthropological videos, representing anthropological and archaeological research on all seven continents and islands throughout the world. Because of the cross-disciplinary nature of anthropological research, other libraries on campus hold relevant collections, too. Most notable are the broad collections in the University's main library; the Van Pelt-Dietrich Library, which includes area studies seminar rooms and ethnomusicological collections; vast collections of resources managed by the Biomedical and Veterinary libraries; and collections related to urbanism, architecture, and arts from prehistory to present in the Fisher Fine Arts Library.

The Franklin catalog (http://franklin.library.upenn.edu) searches Penn's holdings of print and electronic books, journals, videos, and access to databases. Searches in Articles+ locate citations or online content in many Penn-subscribed journals, e-books, and databases. The Museum Library maintains webpages that include tips for conducting research and links to databases that are useful for anthropology: https://guides.library.upenn.edu/anthropology and https://guides.library.upenn.edu/archaeology. Students are also welcome to make an appointment for one-on-one instruction or consultation with the Museum Librarian by e-mailingmuselib@pobox.upenn.edu.

Library services offered to graduate students are described here: https://guides.library.upenn.edu/Services_for_Graduate_Students. After logging in to http://www.library.upenn.edu, students can request that books from any library on Penn's campus be delivered to the Museum Library circulation desk or another campus library for convenient pick-up. Penn Libraries also participates in the rapid interlibrary loan services known as BorrowDirect and EZBorrow, which can deliver borrowed materials for pick-up at any campus library as well; books ordered through regular interlibrary loan must be picked up at Van Pelt. The Museum Library offers assigned study carrels for graduate students, two small seminar rooms that can be reserved, and ample open space for quiet study. Interested students are encouraged to see the Penn Libraries website or library staff for more information about services and collections.

The Human Relations Area Files (HRAF). The University of Pennsylvania was one of the founding members of the Human Relations Area Files (HRAF) and continues to be a Sponsoring Member. Members of the Penn community can access the online databases, eHRAF World

Cultures and eHRAF Archaeology, through the Franklin catalog. In addition, the Museum Library maintains the HRAF Collection of Ethnography, 1949-1993, on microfiche as well as print documentation of the Outline of World Cultures and Outline of Cultural Materials throughout the history of their development. It should be noted that the eHRAF World Cultures database includes most but not all of the earlier content as well as more recent documents; historical country and city files from the microfiche are sometimes omitted from the online database.

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 (GSAC) and the Graduate and Professional Students Association (GAPSA).

Graduate Student Representatives (GSRs) 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 GSRs from any subfield, with no subfield 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 Group 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; and
*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). GAPSA is the University-wide student government for graduate and professional students (http://gapsa.upenn.edu). 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.

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 Colloquia, 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*. Students are also encouraged to sign up for the mailing lists of the various Centers and organizations mentioned above.

Graduate Student Presentations. Graduate students are strongly encouraged to present their research in formal and informal presentations to the Department, Graduate Group, and beyond. Students are encouraged 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 (e.g., SAA, AAPA) 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 (http://www.vpul.upenn.edu/careerservices).

6. Appendices

6.1 Appendix A. Anthropology Graduate Group Members

The graduate program of the department offers a comprehensive approach to the discipline of anthropology. At the University of Pennsylvania, the School of Arts and Sciences Graduate Division is made up of more than 30 graduate programs (rather than *departments*), known as *graduate groups*. Graduate groups are made up of faculty from across departments in the School of Arts and Sciences and the University who share scholarly interests and expertise. A list of active Anthropology Graduate Group Members can be found on the Department of Anthropology website (https://www.sas.upenn.edu/anthropology/people/graduate-group). Nearly all of our current graduate group members have training in Anthropology. Graduate Students should refer to the Graduate Group list when forming a quorum for the Candidacy Exam ("Oral Exam"), which is usually scheduled during the third or fourth year of the program.

Dr. Asif Agha, Professor, Department of Anthropology
Dr. Nikhil Anand, Assistant Professor, Department of Anthropology
Dr. Coren Apicella, Assistant Professor, Department of Psychology
Dr. Fran Barg, Professor, Family Medicine & Community Health (SOM); Secondary Appt. in Anthropology
Dr. Lawrence Blum, Clinical Assistant Professor, Department of Psychiatry (SOM)
Dr. Margaret Bruchac, Assistant Professor, Department of Anthropology
Dr. Carolyn Cannuscio, Assistant Professor, Family Medicine & Community Health (SOM)
Dr. Harold Dibble, Professor, Department of Anthropology
Dr. Marilyn Diggs-Thompson, Adj. Asst. Professor, Riepe House Dean
Dr. Clark Erickson, Professor, Department of Anthropology
Dr. Gwendolyn Gordon, Assistant Professor, Legal Studies & Business Ethics (Wharton)
Dr. Kathleen Hall, Associate Professor, Education, Culture & Society (GSE); Secondary Appt. in Anthropology
Dr. Morgan Hoke, Assistant Professor, Department of Anthropology
Dr. Nancy Hornberger, Professor, Educational Linguistics (GSE)
Dr. John L. Jackson Jr., Richard Perry University Professor; Dean, School of Social Policy and Practice
Dr. Megan Kassabaum, Assistant Professor, Department of Anthropology
Dr. Robert Kurzban, Professor, Department of Psychology
Dr. George Leader, Adj. Asst. Professor, Department of Anthropology
Dr. Richard Leventhal, Professor, Department of Anthropology
Dr. Simon Martin, Adj. Assoc. Prof., American Section, Penn Museum
Dr. Ramah McKay, Assistant Professor, History and Sociology of Science
Dr. Naomi Miller, Adjunct Associate Professor, Penn Museum
Dr. Lisa Mitchell, Associate Professor and Director, South Asia Studies
Dr. Janet Monge, Adjunct Professor, Department of Anthropology
Dr. Katherine Moore, Practice Professor, Department of Anthropology, Undergraduate Chair
Dr. Kathleen Morrison, Professor, Department of Anthropology
Dr. Deborah Olszewski, Adjunct Professor, Department of Anthropology
Dr. Adriana Petryna, Professor, Department of Anthropology
Dr. Holly Pittman, Bok Family Professor in the Humanities, Department of Art History

Dr. Michael Platt, James S. Riepe University Professor (Neuroscience, Marketing, Psychology)
Dr. Lauren Ristvet, Associate Professor, Department of Anthropology
Dr. Timothy Rommen, Professor, Music and Africana Studies
Dr. Betsy R. Rymes, Professor, Chair, Educational Linguistics Division (GSE)
Dr. Theodore Schurr, Professor, Department of Anthropology, Graduate Group Chair
Dr. Robert Schuyler, Associate Professor, Department of Anthropology
Dr. Elaine Simon, Adjunct Associate Professor, Director of Urban Studies Program
Dr. Brian Spooner, Professor, Department of Anthropology
Dr. Krystal Strong, Assistant Professor, Education, Literacy, Culture & International Education (GSE)
Dr. Gretchen Seuss, Adjunct Assistant Professor, Netter Center
Dr. Thomas F. Tartaron, Associate Professor, Department of Classical Studies
Dr. Deborah Thomas, Professor, Department of Anthropology
Dr. Sarah A. Tishkoff, University Professor of Genetics (SOM and Biology)
Dr. Greg Urban, Department Chair and Professor, Department of Anthropology
Dr. Joyce White, Adjunct Associate Professor, Director of the Middle Mekong Archaeological Project
Dr. Babette Zemel, Research Professor, Department of Pediatrics (SOM)

6.2 Appendix B. Checklist of PhD Requirements for Graduate Students

1. Acceptance into Graduate Program _____ (Date)

2. Complete Core Courses _____ (Date)

3. Complete Colloquium Seminar _____ (Date)

4. Pass Comprehensive Exams _____ (Date)

5. Complete Language Exam _____ (Date)

6. Complete Teaching Assistant requirement _____ (Date)

7. Complete 20 course units _____ (Date)

8. Pass the Oral Examination _____ (Date)

9. Obtain PhD Candidacy _____ (Date)

10. Submit and defend PhD Dissertation _____ (Date)

11. Awarded PhD degree _____ (Date)

6.3 Appendix C: Annual Plan of Study Years 1-3

Student_____ Year in Program_____

Please complete this document to the fullest extent possible. Upon completion, have your advisor sign and date this document, and submit the signed version plus a copy of your CV to the Graduate Chair and Graduate Coordinator.

1. Scholarly interests, including a list of the three fields that you anticipate forming the basis of your third year Oral Examination

2. List the courses you have taken in the Graduate Program

3. List your teaching and/or research assignments in the Graduate Program.

4. Provide a tentative list of the remaining courses you plan to take to complete your coursework

5. Describe any relevant non-course experiences, such as fieldwork, laboratory work, and/or field language study that can reasonably be completed

_____	_____	_____
Advisor Name	Advisor Signature	Date

6.4 Appendix D: Annual Plan of Study Years 4-7 (ABD)

Student_____ Year in Program_____

Please complete this document to the fullest extent possible. Upon completion, have your advisor sign and date this document, and submit the signed version plus a copy of your CV to the Graduate Chair and Graduate Coordinator.

1. List the courses you have taken in the Graduate Program

2. List your teaching and/or research assignments in the Graduate Program.

3. Describe any relevant non-course experiences, such as fieldwork, laboratory work, and/or field language study completed as part of your training.

4. List your accomplishments during the past year including teaching and publishing activities, grants applied for and/or received, etc.

5. Provide an update on fieldwork and dissertation progress, and a detailed timetable for completion of fieldwork and submission of the dissertation (even if tentative).

_____	_____	_____
Advisor Name	Advisor Signature	Date

6.5 Appendix E: 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