



BROWN

**DEPARTMENT
OF
ANTHROPOLOGY**

**Graduate Student
Handbook**

2021-22

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List of Acronyms:

DA	Department of Anthropology
DGS	Director of Graduate Studies
DRP	Dissertation Research Proposal
GS	Graduate School
GSH	Graduate Student Handbook
MA	Master of Arts degree
PE	Preliminary Examination

INTRODUCTION

The Graduate Student Handbook (GSH) reviews departmental expectations, policies, and rules, as well as provides students with advice on the pacing of a graduate career at Brown and on how best to prepare for a professional career in Anthropology. We attempt throughout to state departmental policy and norms clearly. We welcome advice on how to improve the GSH for the benefit of future graduate students.

Graduate students are expected to follow the most recent rules in existence at the time they arrive at a particular level of a degree program. Thus, for example, students entering the department this Fall will discover in the *GSH* a description of the master's degree requirements they must fulfill. Returning students who completed MA requirements in May, and who have now entered a new phase of their training, will find here the doctoral degree requirements that they must meet. Other matters important for Anthropology graduate students at all levels are also discussed. Graduate students should consult the *GSH* for deadlines at all stages.

The authoritative source for the Graduate School's general policies is [the Brown Graduate School Handbook](#).

The departmental Director of Graduate Studies (DGS) for 2021-22 is Professor [Daniel Jordan Smith \(Daniel_j_Smith@brown.edu\)](#). The DGS assigns TAs, responds to inquiries about funding, reviews and recommends Dissertation Completion Proposals (DCPs) and Dissertation Extension Proposals (DEPs), approves leaves of absence, approves transfer credits, verifies degree requirements for graduation, and generally serves as the main point of contact for graduate students (except 2nd years – see below) regarding the program.

The departmental Director of Graduate Training (DGT) is Professor Paja Faudree ([Paja_Faudree@brown.edu](#)). The DGT advises the 2nd years and oversees the MA process.

The Faculty of the Department of Anthropology
August 2021

I. SCHEDULE

A. TIMELINE: 2021-22

The University and the Department are committed to advancing qualified students to the PhD as quickly as possible. Ideally, for students in the Department of Anthropology, this should take six years: three years to be admitted to candidacy, including fulfilling the requirements for the MA and completing doctoral qualifying exams, and three years combined to complete field research and to write and defend the dissertation.

To help achieve this goal, the Graduate School guarantees full support for the first five years of their training to all graduate students admitted to Brown who remain in good standing. The Department recognizes that doctoral degrees in anthropology can only rarely be completed within five years, given the exceptional demands necessary to prepare for and carry out field research. Therefore, students in good standing can generally apply for and receive a sixth year of funding (see the Graduate School's information on the DCP process).

The following timeline provides a series of deadlines that must be followed in order to make timely progress and meet the requirements of the Anthropology graduate program. This timeline may be modified in order to support the student's training and research, if recommended by the student's committee and approved by the DGS.

First Year

(Note there is no first-year class in 2021-22)

Semester I *Complete two core courses (ANTH 2010 & ANTH2501) and two electives.*

Semester II *Complete two core courses (ANTH 2800 & ANTH 2020 or equivalent), and two electives.*

- Feb. 14 Constitute an MA committee.
- Apr. 29 Approved MA Research Paper proposal due to Department Office.

Summer *Conduct MA research.*

Second Year

Semester I *Complete independent study (ANTH2980) with advisor for the purpose of completing the MA paper; take two elective courses; serve as TA/proctor (or, if not TAing, take an additional R&R or course).*

- Oct. 15 Submit 3-5 pages (double-spaced) outline of MA Research Paper to committee.
- Nov. 19 Full initial draft of MA Research Paper due to committee for review.
- Dec. 6 Faculty feedback on MA Research Paper draft.
- Dec. 10 Present MA Research Paper at department colloquium.

- Dec. 21 Final draft of MA Research Paper must be approved by committee (via emails to Department Manager) and emailed to Department Manager.

Semester II

Complete a minimum of two elective courses (the third course may be an R&R or elective) and serve as TA/proctor (or, if not TAing, take an additional R&R or elective); satisfy language requirements.

- Feb. 14 Constitute committee for Preliminary Exams and Dissertation Proposal.
- May. 29 Commencement - Receive MA Degree.

Summer

Conduct pre-dissertation research and/or language study; work on Dissertation Proposal.

Third Year

Semester I

Complete a minimum of one elective course (the second and third courses may be R&Rs or electives) and serve as TA/Proctor (or, if not TAing, take an additional R&R or elective); complete Dissertation Research Grant Proposals. The Department offers a grant-writing seminar which all 3rd-year students are encouraged to take.

Sept.–Jan. Deadlines for external funding: Fulbright, SSRC, Wenner-Gren, NSF, etc.

(NB: If planning to hold prelim exams in the fall, consult DGS and committee well ahead of time to identify deadlines. Spring deadlines are below.)

Semester II

*Complete a minimum of one elective course (the second and third course may be R&Rs or electives); TA/Proctor (or, if not TAing, take an additional R&R or elective). Complete Preliminary Examinations. As external funding decisions arrive, decide whether to petition for Advanced Student Status for year 4 (see **section V.E.**). File successful funded grant applications with the department manager.*

Mar. 4 Deadline to submit Preliminary Examination Statements to committee (*for spring exam*).

Apr. 8 Deadline to submit approved Preliminary Examination Statements and abstract to Department (*for spring exam*).

Apr. 22 Last possible day to submit final draft of Dissertation Research Proposal to committee (for spring advancement to candidacy).

May. 6 Last possible day to hold Preliminary Examination (*for spring exam*).

Summer

Prepare for or begin dissertation research.

This table shows suggested scheduling for the three years of coursework:

Yr. 1/Fall	Yr. 1/Spring	Yr. 2/Fall	Yr. 2/Spring	Yr. 3/Fall	Yr. 3/Spring
2 core classes 2 electives	2 core classes 2 electives	Write MA; take reading & research course (= 1 R&R) 2 electives TA/proctor (or additional R&R or elective) Milestone: Complete MA	Draft 1st PE Statement (= 1 R&R) 2 electives TA/proctor (or additional R&R or elective)	Proposal writing (=ANTH 2045 or 1 R&R) Draft 2nd PE Statement (=1 R&R) 1 elective TA/proctor (or additional R&R or elective)	Draft 3 rd PE Statement (= 1 R&R) 2 courses (Minimum 1 elective, second may be R&R) TA/proctor (or additional R&R or elective) Milestone: Take PE

Fourth Year

Semesters I & II

Conduct dissertation research in project field site (generally off campus); register for ANTH 2990; maintain periodic contact with committee; resubmit research grant applications; apply for write-up grants.

Fifth Year

Semesters I & II

Continue research and/or return from the field; register for ANTH 2990; begin writing dissertation; TA/proctor; apply for write-up grants and sixth-year fellowships.

Grad school deadline (usually mid-February) Submit DCP (Dissertation Completion Proposal)

Sixth Year +

Semester I

Continue writing dissertation; TA/proctor; apply for jobs.

Students intending to graduate in May must work with their advisors and committee members to determine an appropriate timeline for producing chapters and receiving feedback during the fall semester.

Semester II

Complete dissertation draft; schedule tentative defense date; revise dissertation in response to committee feedback; TA/proctor; defend.

- Jan. 26 Submit complete, initial draft of dissertation to committee for a planned degree conferral in May.

(Students planning to receive the degree in October or February should consult the DGS and Department Manager well ahead of time to identify deadlines).

- Jan. 14 Submit DEP -- Dissertation Extension Proposal (If not planning to defend this year,) by GS deadline and advise DGS and department staff.
- Apr. 1 Deadline for dissertation committee to decide if draft is defensible.
- Apr. 15 Deadline for submitting dissertation abstract to Department Manager for circulation to Anthropology faculty and graduate students.
- Apr. 22 Last possible day to hold dissertation defense.
- May. 1 Deadline to submit dissertation to Graduate School in order to receive the PhD in May falls on the Sunday before Memorial Day (Commencement).
(Check GS website for current due date deadline)

B. BETWEEN SEMESTERS: GENERAL POLICIES ON SUBMITTING WORK

Note that students are expected to meet deadlines during the semesters stipulated and cannot expect to schedule events or receive faculty feedback when the university is not in session. This includes reviewing and approving Preliminary Examination proposals, Preliminary Examination statements, and reviewing and approving dissertation drafts. This stipulation applies both to Winter Break (the period between the last day of the Reading Period of the Fall semester and the first day of classes in the Spring semester) and Summer Break (the period between the last day of the Reading Period of the Spring semester and the first day of classes in the next Fall semester).

II. MA REQUIREMENTS**Summary of Departmental Requirements:**

Successfully obtain credit for eight approved semester-long courses, including the four core courses; and demonstrate research and analytical skills in an approved MA paper. Students are responsible for meeting posted deadlines and fulfilling Graduate School requirements specified in university publications.

A. COURSES

1. The Department offers four core courses; except under extraordinary circumstances, all four are completed during the first year. The content of the core courses is fundamental to the Department's curriculum. The core courses are:
 - ANTH 2010: Principles of Cultural Anthropology
 - ANTH 2020: Methods of Anthropological Research (or equivalent)

- ANTH 2501: Principles of Archaeology
 - ANTH 2800: Linguistic Theory and Practice
2. In the first-year, students must enroll in four classes per semester. Ideally, first-year students should take all of their classes in the Anthropology Department to become acquainted with as many of the anthropology faculty as possible. At minimum, three courses in each of Semesters 1 and 2 must be taken within the Department (e.g., two core courses and one ANTH elective per semester). During the second semester, all first-year sociocultural and linguistic students must take ANTH 2020 (plus one core course). Archaeology students may either take ANTH 2020 during the second semester of their first-year or may opt to enroll in an appropriate alternative that focuses on methodological training appropriate to their research trajectory.
 3. During Semester 3 (fall of year 2), at least two credits must be taken as in-class seminar courses. The remaining credits may be fulfilled by a combination of Reading and Research (ANTH 2980), and teaching assistantships. Students should consult with their advisors regarding course scheduling, including whether it is appropriate to take more than one R&R in a given semester. Electives must be approved by the DGT or by a student's MA advisor; generally, most of these courses are taken within the Department during the first year, as a way of becoming acquainted with as many of the anthropology faculty as possible. After the first year, students are encouraged to take courses outside the Department if they match their specific interests. Although most of the courses taken by graduate students are 2000-level classes, students may enroll in 1000-level courses with instructor permission. However, note that additional work is often asked of graduate students taking these classes, which will be primarily geared towards undergraduates.
 4. Undergraduate language courses may be necessary for students who are preparing for fieldwork. Graduate students may enroll for credit in undergraduate language courses if acquiring language skills is fundamental for their research, and such courses may be counted toward the required number of classes to be taken in a particular semester. Students should consult with their advisor and the DGT for approval.
 5. Reading and Research courses (ANTH2980; R&R) are normally reserved for students in the third semester of residence and beyond. Students should work with the faculty member supervising the R&R to develop a reading list prior to the start of the semester. Students are encouraged to use R&Rs to support the writing of MA thesis, dissertation research proposals, external funding proposals, and/or preliminary exam essays.
 6. Graduate courses are graded on a Satisfactory/No Credit (S/NC) basis. Faculty are expected to evaluate the student's performance in writing and provide copies of the evaluation to individual students and for inclusion in her/his file (Form 1). The Department Manager is responsible for soliciting these from faculty (both inside and outside the department); however, if for some reason you do not receive this evaluation for a particular class in which you were enrolled, please request it from the faculty member and/or notify the DGS.
 7. As a general rule, graduate students are expected to attend all their classes, unless they have permission of their instructors to be absent.

B. MA RESEARCH PAPER (“MASTERS’ THESIS”)

The Department considers the paper for the MA, with its accompanying proposal and research activity, to be an important exercise in the professional development of graduate students. The MA topic and activities may be, but are not necessarily, connected directly to the student’s dissertation research.

The Department encourages students to model their MA research papers on peer-reviewed research articles in leading journals in their subfield, in terms of length, level of argumentation, integration of theory and data, and grounding in the relevant literature. The emphasis in the MA is on the process of designing and carrying out original research, albeit in a relatively short period of time as compared to dissertation research. Because this entails not only collecting primary data but also positioning one’s research in the context of existing scholarship, supplementary research on the state of existing research should be considered an important part of the final product. The MA research paper should be approximately 30 double-spaced pages (i.e., article-length).

The Department strongly encourages students to move expeditiously through the stages of the MA. Details pertaining to the MA research paper are as follows:

1. In Semester II of the first year, each student should meet with each of her/his MA committee members at least once to discuss the forthcoming summer research plan.
2. The MA Proposal must be approved by the student's advisor (see Section IV.C.; Form 2) and is due the first day of the Reading Period of the spring semester.
3. The MA Proposal must include a concise statement of the research project (3-5 pages, double-spaced). It should include the following elements:
 - a. the research problem;
 - b. objectives and justification;
 - c. methodology, including a discussion of specific techniques to be used in gathering data;
 - d. the potential significance of the study; and
 - e. a budget.
4. Students conducting research involving human subjects should include in their proposal a statement on potential harm to study participants; they must obtain IRB clearance for their research (see Section V.B.). Students engaged in archaeological research should consult with their advisors on all legal or ethical matters concerning excavation. Because it is a time-consuming process, students are encouraged to begin the process of securing human subjects research approval as early as possible in the second semester. Some grants require IRB approval before research funds can be released, and students may not begin data collection until the IRB has approved the protocol.
5. The Graduate School and/or the Department offer small grants in support of summer research. Calls for applications are issued each spring. Students are expected to apply for all relevant internal funding sources (Graduate School Joukowsky funds, the Population

Studies and Training Center [PSTC], the Watson Institute's Graduate Program in Development [GPD], area studies initiatives, global health, and others) to support their summer research. Students may also apply for external research grants (Council for European Studies [CES], etc.).

6. Upon return from summer research, students should meet with their advisors and committee members to agree upon the expectations and timeline for completing the MA research paper. The following points should be considered:
 - a. The student should enroll in ANTH2980 with their advisor and ensure that satisfactory progress is made on the MA paper during the semester.
 - b. Satisfactory progress involves responsiveness to committee members' comments and evidence of substantial improvements in each draft.
 - c. Students should complete a full draft by the Friday before Thanksgiving, allowing committee members just over two weeks to provide feedback by the first Monday in December so that final revisions can be made and the MA paper submitted prior to winter break.
 - d. Students are expected to report on their MA research in a departmental colloquium held in early December.
7. The MA paper should be submitted electronically to the Department Manager by the last day of the exam period of Semester I (**Form 3**). Submitting a bound copy is optional, but welcomed.
8. The MA research paper must be approved by all committee members, who should notify the Department Manager of their approval by email.
9. Failure to complete the MA research paper by the end of Semester I will result in an incomplete for the Reading and Research class associated with the MA paper (ANTH 2980). It could also affect your formal academic standing in the program.
10. Note that the timing of the MA paper deadlines, are designed in part to remain in compliance with the Graduate School's requirement that any student who will not be continuing in the program towards the PhD should be notified by the end of their third semester at Brown.
11. Students arriving at Brown with an MA degree in Anthropology for which they have written a thesis may consider submitting their thesis for approval by the Department in lieu of writing an MA paper at Brown. The procedure is as follows: Constitute a committee; consult with the advisor for approval; circulate the MA thesis to all three committee members and obtain their approval by mid-March of the first year. If approved, the student must still present their scholarship in December of the second year at the departmental forum. If it is not approved, this timeline enables students to prepare an MA proposal, conduct summer research, and stay on schedule.

III. Ph.D. DEGREE REQUIREMENTS

Summary of Departmental Requirements:

- Successfully complete MA requirements and gain permission to continue for the PhD; teach at least two semesters as a teaching assistant, or demonstrate comparable teaching experience; fulfill the field language requirement; write acceptable essays for and pass the PE; prepare acceptable proposal for doctoral research; twelve additional elective courses beyond the eight required for the Master's Degree (or the fulfillment of equivalent through coursework at another university); and write and successfully defend the dissertation.

Students are responsible for meeting all Graduate School requirements and deadlines. For the PhD, Brown requires three years of residence beyond the bachelor's degree and 24 tuition units.

A. MA PREREQUISITE AND EVALUATION

To continue in the Ph.D. program, a student must have completed all requirements for Brown's MA in Anthropology and must have received formal written permission to proceed in the program (see Section II.).

B. COURSEWORK

Students will continue to take courses in Semesters 3, 4, 5, and 6. During Semesters 3 and 4, at least two credits per semester must be taken as in-class seminar courses. During Semesters 5 and 6 at least one credit per semester must be taken as an in-class seminar course. The remaining credits can be fulfilled by other in-class seminars or Reading and Research (ANTH 2980) credits. Students serving as TA, RA, or proctor, should enroll for three credits rather than four. Twelve additional elective courses beyond the eight required for the Master's Degree (or the fulfillment of equivalent through coursework at another university).

C. TEACHING EXPERIENCE

In order to ensure adequate professional development and training, students are required to have some teaching experience by the time they complete their PhD. Typically, this experience is obtained as a Teaching Assistant (TA) for a minimum of two semesters. Students with alternative but comparable experience may request the DGS accept it in lieu of the TA experience.

The teaching requirement should ideally be completed in years 2 or 3 of the program (i.e., prior to conducting doctoral field research). In exceptional cases only – which require agreement by the student, her/his committee, and the DGS – the TA requirement may be completed after dissertation fieldwork.

Students who are appointed to semester-long Teaching Assistantships take on responsibility for the class they TA in lieu of a fourth class, i.e., they enroll for only three courses that semester.

As of this writing, students are typically appointed to TA both semesters of years 2, 3, and 5. Therefore, most students complete the departmental requirement of two semesters of TAship

through their appointments to TAships connected to the Graduate School's support model. However, as some students obtain fellowships from interdisciplinary units at Brown - like PSTC, Cogut, or Watson - they should carefully consider the timing of their TAships in order to complete this requirement by the end of the sixth semester. Under the collective agreement, students can only TA if they are appointed to a TAship, and internal funding may preclude that.

TAs assist faculty by grading papers and exams, leading discussion sections, and presenting the occasional lecture. TAs are expected to meet all their classes, and fulfill other obligations related to their classes. Absences from class meetings or sections must be discussed with, and approved by, the faculty member in charge of the course. In all cases, the faculty member has responsibility for the content and conduct of the course, and exercises supervisory authority over the TA(s). The Department has approved [Best Practices for Anthropology TA-ships](#) that are available in the Department Office. As of July 2020 graduate student workers employed in TAships do so under the terms of a [Collective Bargaining Agreement](#).

Students who TA in the Department should expect to receive a written evaluation of their performance after the semester ends (Form 1). The Department Manager collects, distributes, and files these evaluations. If for whatever reason a student does not receive such evaluations, they should request them from the faculty member and/or the DGS. TAs also receive anonymous student evaluations after the course is concluded, which will be added to the student's departmental file and which the student can access online.

In addition, students with substantial TA and teaching experience may have the opportunity to teach their own independent courses, either in the summer or during the academic year. These opportunities are typically circulated in the fall semester for the subsequent summer or academic year. Students interested in pursuing such opportunities should approach the Department Chair, the DGS, and/or their advisor about their interest. Students will be selected for these teaching opportunities on the basis of merit, with special attention paid to whether they are making good progress on their dissertations and can demonstrate significant teaching experience with strong evaluations.

Students should acquaint themselves with The Sheridan Center for Teaching and Learning. This unit promotes excellence in teaching at Brown and offers myriad forms of support aimed at helping graduate students improve their teaching; the Center also awards Teaching Certificates and conducts workshops. All new TAs are required to take the TA training orientation offered by the Sheridan Center in addition to department-specific training.

D. PROFICIENCY IN FIELD LANGUAGE(S)

1. The student is expected to have acquired the language skills necessary for conducting research in the doctoral field site before beginning the dissertation research project. This may be done by taking language courses in another department or at another university through cross-registration (see Graduate School's website for instructions on cross-registration).
2. The process by which the language skills are to be acquired and proficiency in them is to be evaluated are both matters subject to agreement by the student's dissertation committee. Students should discuss these details with committee members early in their training, ideally in the first year, and well before the dissertation proposal is presented to the committee.

E. OTHER SKILLS

The student's PhD research may require additional skills and experience not provided by the Department. These may include, for example, proficiency in statistics, specialized computing skills, GIS training, or specialized archaeological field techniques. It is the responsibility of the student to discuss any additional skills needed for their research with their committee. Students should discuss these details with committee members early in their training, ideally in the first year, and well before the dissertation proposal is presented to the committee.

These skills may be acquired through courses in other departments or at another university. In exceptional cases, students can petition to formally attend another university for a semester or even an entire academic year. Students who feel that this might be necessary should discuss this matter with their committee members and the DGS as early as possible in their training program.

Students may wish to pursue related interdisciplinary training. Anthropology students have participated in training in units like the PSTC, GPD, the Cogut Institute, or the Pembroke Center, or obtained a second MA degree through Brown's Open Graduate Education (OGE) initiative. More information on these opportunities can be found on each program's website.

F. PRELIMINARY EXAMINATION (PE) STATEMENTS AND THE PE

1. The three PE Statements are the basis for the PE. Examples from previous exams are available in the Department Office. Students generally enroll in R&Rs (ANTH2980) with committee members to develop the statements.
2. Each PE Statement should consist of a concise narrative of **approximately 20-25 double-spaced pages** in which the student describes, characterizes, and assesses an area of anthropological research in which they wish to become professionally knowledgeable. The PE Statements should include:
 - a. **Two essays addressing areas of theoretical and methodological interest drawing on cross-cultural ethnographic data and analyses**; past essays have covered such topics as archaeological method and theory, demographic anthropology, gender, historical archaeology, linguistic anthropology, migration, etc.; and
 - b. **One essay addressing the ethnography or archaeology of at least one major world area** (e.g., Latin America, Western Europe, West Africa) and the theoretical problems pertinent to that area.
 - c. Bibliographies of key works relevant to each essay.
 - d. If the committee requests it, the student will also prepare a list of at least 10 questions addressing the quintessential issues that pertain to the specific theoretical focus and culture area chosen.
3. Please note that in preparing the PE Statements and planning for the PE, both *consultation* and *scheduling* are critical. Consultation in preparing the PE Statements involves ongoing communication with *all* committee members throughout the process of drafting exam essays and preparing for the exam. It also involves explicit conversations about the schedule upon which the entire exam process will unfold. By the time that the PE Statements have been

formally submitted to the committee for approval, they should already have undergone significant review and revision. Because the PE is normally taken soon after the PE Statements have been accepted, attention to scheduling and deadlines is very important.

4. The PE is typically taken in the sixth semester. **It may not be scheduled during the University's examination period nor over vacation periods unless the entire committee agrees in writing.** The student may not schedule the PE until the MA has been completed and permission to continue in the PhD program has been granted. Students who have transferred in an MA or several credits may consider taking the PE earlier.
5. A complete draft of the PE Statements must be provided to the committee (Form 5) at least two calendar months prior to the Exam.
6. Following that step, there is a one-month review process during which committee members comment on the essay drafts and the student addresses the committee's recommendations for revisions. At the end of this review process, the student submits the final versions of the PE Statements to the Department Manager, and all committee members confirm their official approval via email. The PE Statements are available for any member of the faculty to comment upon; together, the student and his/her committee determine together how to respond to the such faculty comments.
7. At least one calendar month before the PE, the student provides a one-page abstract of the PE Statements to the Department Manager for circulation to the full Departmental faculty. The abstract should identify the three areas of specialization; list the committee members; provide a brief summary of each area to be examined; and indicate the day, date, time and location of the exam.
8. The Preliminary Examination is based on the PE Statements, and enables the faculty to evaluate a student's ability to:
 - a. articulate the relationship between their specific academic interests and the discipline as a whole; and
 - b. demonstrate a thorough knowledge of their disciplinary specialties.
9. The PE is an oral examination that usually lasts up to 3 hours; only in exceptional cases, agreed to by the student and her/his committee, may the PE take place in written form. The student's committee conducts the PE, but other faculty members are invited to participate.
10. At the close of the exam, the committee evaluates the student's performance. Their evaluation (Form 6) and a copy of the PE Proposal are placed in the student's file.

G. DISSERTATION RESEARCH PROPOSAL (DRP)

1. Students typically prepare the DRP in the second semester of their third year of study (Form 7); *for examples, visit main office.* The deadline for committee approval of the DRP is on the last day of classes for Semester II. (An alternative fall semester series of deadlines is included in the calendar earlier in this document.)

2. In addition to satisfying Departmental training requirements, the DRP functions as a proposal for NSF, SSRC, and other funding agencies. Many students submit a proposal to a research funding agency as their DRP. The DRP should consist of a narrative or project description no longer than 20 pages double-spaced. The narrative should describe the project's theoretical focus and research objectives, placing both within the context of relevant scholarly literature. It should also describe the research site, the student's preparation for research, the research methods that will be employed, and the research schedule or timeline – all of which should be related clearly to the overall research objectives. Finally, the DRP should also contain a statement about the projected significance of the project. The bibliography should include 50 - 100 sources. A budget specifying and justifying the project's costs should be included as well, and should cover such items as transportation expenses, housing and other maintenance costs while in the field, informants' fees, and computers and other research equipment.
3. The student must demonstrate field language proficiency (if needed for field site) before the DRP can be accepted.
4. The student must seek approval of Brown's Institutional Review Board when pertinent (see **Section V.B.** for more information).

H. ADMISSION TO CANDIDACY

1. A student is admitted to candidacy for the PhD when he or she has completed an acceptable DRP, passed the PE, and satisfied all other requirements as specified by the DA and Graduate School for the doctorate, with the sole exception of the dissertation and its defense.
2. Upon reaching candidacy, the student may begin work on the dissertation.
3. It is expected that students will reach candidacy by the end of their sixth semester in the program. Failure to do so may affect a student's formal academic standing in the program.
4. The Dissertation Fellowship may not be taken until the student has reached candidacy.

I. DISSERTATION RESEARCH AND WRITING

Dissertations are based on original, extended research in a field site, museum, laboratory, and/or archive.

For students who travel out of the U.S. to conduct research, Brown encourages registration with the Brown University Global Assistance Program. This program provides 24-hour worldwide medical, security, and travel assistance, including emergency evacuation. Please visit the website for more information and the access code to Brown's International SOS portal:

<https://www.brown.edu/campus-life/safety/resources/international-sos>.

(COVID update: As of this writing, research travelers within the U.S. are required to register their travel plans in [TravelSafe](#), and international research travelers must obtain approval of the Research Continuity Committee, per guidelines on the [Resuming Research web page](#).)

Writing a dissertation requires close consultation between the student and their committee. The procedures by which this consultation takes place are determined ahead of time by the entire committee and the student. For some, the first draft of the dissertation will be submitted chapter by chapter to the chair of the committee (i.e., advisor) for initial revisions, and only later submitted as a completed first draft to the rest of the committee members. For others, all committee members will simultaneously review individual chapters as they are completed. Students and their committees may come to additional arrangements as well. However, in all cases, the dissertation writing process is one that requires multiple rounds of exchanging ideas between students and committee members. Students should thus anticipate the need for multiple revisions.

The Department encourages students to be mindful of the importance of making steady progress on their dissertations, and of the expectations by both the Department and the University that they will complete their degrees within the established norms. (See “Time Limits,” below.)

J. DEFENSE

1. The student, in consultation with their committee, needs to plan carefully and in advance for the two-month long final process between submission of a completed draft and the dissertation defense. Once the student and committee have agreed to a plan for dissertation completion and defense, that information should be conveyed to the Department Manager and DGS. If a student expects to be awarded the degree at the May commencement, they must present a completed draft to the committee by the first day of semester II. Students who deliver the drafts after that date should not expect to receive their degrees in May.
2. The Graduate School now also offers February and October degree conferrals. Students who plan to aim for one of those degree conferral dates should consult with the DGS and their committee well in advance in order to identify the relevant deadlines.
3. Once students have submitted a full, near-final draft of the dissertation to the committee, they should tentatively schedule a defense date, in consultation with their committee members. Students should be mindful that the final month of the spring term is often very busy for individual professors and also for the department as a whole, so it is extremely important to plan ahead in scheduling the defense.
4. Once the student has submitted a full, near-final draft of the dissertation to the committee, its members have one month in which to read and return the dissertation draft with comments for revision. When at least three committee members agree in writing that the draft is acceptable except for minor revisions – that is, they agree that the draft is defensible – the defense date can be confirmed.
5. For a May graduation, the defense should preferably be scheduled in April or earlier, allowing the student the opportunity to make final changes before the completed dissertation is due at the Graduate School, whose deadline for the presentation of the final, completed, defended dissertation is May 1.
6. At least one week before the defense, the candidate will provide a dissertation abstract to the Department Manager for circulation to all Departmental faculty and graduate students, and

make the revised dissertation available to the full faculty. The time and place of the defense must also be posted in the Department at that time.

7. The defense is public: all Departmental faculty and graduate students are invited to attend.
8. At the defense, students generally make a short presentation of their dissertation findings, then respond to questions from the committee members. The student and advisor should discuss procedures for the defense prior to the defense. After the defense, the student may collect the committee members' signatures on the cover pages required by the Graduate School.
9. Once the dissertation has been successfully defended, the student must make any final changes required by the committee after the defense. The student must format the dissertation in line with the specific requirements available at the Graduate School website, at <https://www.brown.edu/academics/gradschool/dissertation-guidelines>. The student must file the dissertation electronically.
10. The student is required to submit a bound copy of the dissertation to the Department. Students may provide bound copies of the dissertation to their advisor and other members of the committee at their discretion, or offer to distribute electronic copies.

IV. ADVISING, COMMITTEES, AND EVALUATION

A. ADVISING

1. The DGT serves as advisor to entering students in their first semester and until such time as they constitute an MA committee in their second semester.
2. Once a student has determined their study or research topic, they will seek out the faculty member most relevant to the topic and determine whether that person will serve as the chair of the committee.
3. The faculty expect that students will select, retain, or change advisors and committee members with the aim of maintaining the closest possible concordance between the scholarly and professional interests of the individual student and her/his faculty committee members.
4. The advisor for the dissertation proposal, fieldwork, and the dissertation itself is assumed to have a long-term academic relationship with the student. Faculty not in residence, therefore, will continue to advise whenever possible.

B. COMMITTEES

1. The graduate program in Anthropology relies on the committee system. The committee chair and at least one other committee member must be regular members of the faculty of the DA (i.e., tenured or tenure-track faculty in the Department). A third member of the committee must be either a regular member of the DA faculty, or another faculty member at Brown who is acceptable to the committee chair and the DGS.

2. Under normal circumstances, when a faculty member leaves, advisees will be required to seek a new advisor who is a regular member of the DA faculty. Subject to approval of the DA chair and DGS, faculty who leave Brown may continue to serve as co-advisors with a regular member of the DA faculty for students they were advising at the time of their departure. For dissertations, the former advisor may of course serve as an external reader. The Department is mindful of the need to provide students with some on-campus supervision and contact in cases where a non-resident advisor continues to serve. In these situations, co-chairing is a viable option.
3. A student will have a fully constituted committee for each stage of their progress through the program. Each committee is for a special purpose: Master's committee, preliminary exam committee, dissertation committee. When that purpose has been accomplished, the committee is dissolved and the student will constitute a new committee for his/her next phase of the program. While it is often the case that some or even all of the same members from the previous committee may serve on the subsequent committee, this is not necessarily the case.
4. Once a committee has been formed and approved, however, it is fixed until its particular purpose has been fulfilled. In other words, committee membership may be changed only under extraordinary circumstances.
5. The procedures for establishing all committees are as follows. Once a faculty member has agreed to chair the committee, the student and chair together will decide on the other two appropriate committee members. The student will then invite those faculty members to sit on the committee.
6. As a general rule, either the student or faculty members can request that a committee meeting be scheduled in order to discuss issues relevant to the student's program and academic career.

C. THE MA COMMITTEE

1. During the second semester of the first year, no later than the second Monday in February, a student must constitute an MA committee to advise the student on a summer research proposal and Master's Research Paper. The student should submit the names of the proposed committee by email to the DGT and the Department Manager.
2. The committee is composed of at least three faculty members, with composition as noted above. It is acceptable, although not common, to have a fourth member on the committee.

D. THE PE COMMITTEE

When the MA is completed, the student should recommend a PE committee in writing to the DGS for approval. The committee is composed of at least three faculty members, with composition as noted above. It is acceptable, although not common, to have a fourth member on the committee. This committee will be responsible for evaluating both the PE and the DRP.

E. THE PH.D. COMMITTEE

The dissertation committee consists of at least four faculty members. Normally, three of these are the same individuals who approved the DRP (i.e., the PE committee members). At least two of the four committee members must be regular DA members. At least one committee member must come from outside the DA: a faculty member from another unit at Brown, a faculty member from another university entirely, or some other expert approved by the student's Departmental committee members whose knowledge and standing in the scholarly community make them an appropriate choice to serve as committee member.

F. EVALUATION OF STUDENTS

Annual Reviews:

The faculty of the DA, meeting as a whole, reviews the progress of all enrolled students at the end of each academic year. At every review, the DA determines whether each student should be recommended to continue in the graduate program. The DA will make every effort to alert students about any weaknesses in their performance as soon as possible so that they may take all possible remedial actions. Such review by the faculty continues throughout a student's time at Brown. If students fail to make satisfactory progress in their professionalization (e.g., by failing to finish incompletes or to meet deadlines) they may, after faculty vote, be placed on warning at the end of that semester. By Graduate School rules, this warning affords the student one further semester to remedy the problems noted. After faculty review and vote, students who show satisfactory progress will return to good standing; those who do not will be released from the program.

Evaluation after MA:

Although students are reviewed every year, the evaluations that take place during the second year, in connection with completion of the MA requirements, are particularly important. An MA paper not completed satisfactorily in December could result in the student's being placed on warning. During those evaluations faculty also ensure that there is a viable alignment of interests and faculty are available to advise.

Ongoing Review:

In addition to these annual reviews, the faculty attempts to inform each student at the earliest opportunity about any issues that arise pertaining to his or her standing in the program. The student's advisor and/or the DGT or DGS are crucial intermediaries in this process of ongoing evaluation and dissemination of feedback. Students encountering difficulties in the program should inform their advisors, committee members, and/or the DGT or DGS.

V. RELATED TOPICS

A. FINANCIAL ASSISTANCE

1. Consult the Graduate School Handbook for information on the funding guarantee; TAs/ships/proctorships/RAs/ships; sixth-year funding (DCP); other forms of financial assistance; and forms required by the GS.
2. All students are strongly encouraged to seek outside funding on their own behalf. First-year

students who are US Citizens or permanent residents should apply, for example, for the NSF Graduate Fellowship (NSF GRFP). Advanced students should plan to apply to a range of agencies and foundations offering grants and fellowships relevant to their stage in the program (pre-field, post-field, dissertating, etc.). The Graduate School maintains a resource listing for external funding opportunities (available here: <https://www.brown.edu/academics/gradschool/external-funding>).

3. As noted above, the Graduate School, other units at Brown (e.g. GPD, PSTC, Cogut), and/or the DA have internal funds to defray costs of student research/scholarly activity/expenses that are directly relevant to grad student training and education. These funds are available by application and calls for applications are issued each year.
4. Graduate students can apply to teach pre-college and undergraduate summer courses that pay a modest salary and offer independent teaching experience. Calls for course proposals are issued the fall prior to the summer during which teaching would occur.
5. Students are responsible for understanding and planning for the tax consequences of grants, fellowships, and other awards.

B. ETHICS OF RESEARCH INVOLVING HUMAN SUBJECTS

1. Students are required to be familiar with the statement on the ethical conduct of research adopted by the American Anthropological Association, as well as statements produced by any professional associations of their subfields (e.g., Society for American Archaeology). Students are also expected to give serious consideration to the full range of ethical questions raised by their research and other professional activities. These ethical questions include the potential uses and impacts of research, the interests served by research, the stipulations attached to funding, and the responsibility of anthropologists to colleagues, research subjects, funding agencies, governments, and the public interest.
2. Federal regulations mandate that all research projects that may involve the use of human subjects, regardless of sponsorship or source of funding, must be reviewed by Brown University for potential harm to humans. The Institutional Review Board (IRB), which is in the Research Protections Office (RPO), conducts these reviews. Granting agencies like NSF and NIH require that the IRB approve protocols before human subjects' research begins. Accordingly, students should submit protocols to IRB at least three months before they expect to begin research. Follow IRB instructions for preparing a protocol and all attachments (for examples, see Department Manager). Research may not begin until the research protocol has been approved. In addition, all students are required to pass the CITI accreditation course in their first year and to maintain their accreditation throughout their time in the graduate program. If students have questions about human subjects' review, they are urged to consult with the faculty, the DGS, or RPO.
3. In consultation with their advisors and committee members, students should decide whether any specific research activity they are planning should be submitted to the IRB for approval. Ordinarily, research exercises carried out as part of curricular requirements are not subject to IRB review. Where there is uncertainty about the need for IRB review, students should consult with the IRB staff and plan their activities with the IRB schedule in mind.

4. Upon receiving the Ph.D., contact RPO to have any open IRB protocols closed.

C. TRANSFER OF GRADUATE CREDIT

- Some students have done graduate-level work in anthropology elsewhere. The DA encourages students to transfer those credits. With the approval of the DGS and the registrar, some of those courses may be transferred. Information on how many credits can be transferred for the MA and PhD requirements can be found in the Graduate School Handbook. Forms for the transfer of credits are available from the Registrar.
- A student who has written an MA Research Paper for an anthropology MA degree elsewhere may submit the completed thesis for consideration for the DA's Research Paper requirement. Acceptance of this thesis in lieu of the MA Research Paper is not guaranteed and is subject to the committee's approval. The process is described above (II. B. 11).

D. TIME LIMITS FOR DEGREES

- Normally the MA should be completed by the end of the fourth semester in residence. To continue in the MA program beyond five semesters requires departmental permission.
- The Graduate School handbook provides information on post-candidacy deadlines for PhD completion.

E. OPTING OUT (“STOPPING THE CLOCK”) AND LEAVES OF ABSENCE

Advanced Student Status (Opting-out of Graduate School Support/Stopping the Clock)

Students who are away from Brown conducting dissertation research, and receive external funding to do so, may elect to apply for supplemental stipend and tuition support from the Graduate School under the incentive program (“top-up”), or they may choose to petition for Advanced Status to opt-out of Graduate School funding and “stop their funding clock” for up to two semesters. Tuition and Health Insurance Scholarships from the GS are available in the latter case. The DGS must approve all requests to apply for Advanced Status, and the GS makes the decision. Information on these options is available in the GS Handbook. Students should consult with the DGS and dissertation advisor prior to pursuing one of these options. This should be done as soon as possible after the student learns of the external award in order to facilitate the administrative piece of making this status change.

Leaves of Absence

Refer to the Brown Graduate School Handbook for information on the kinds of leaves of absence available, the implications of taking leaves (e.g., for deferring payments of student loans), and the procedures to follow in order to apply for them and to return to active status. The DGS must approve all leave of absence applications.

F. LETTERS OF RECOMMENDATION

- Students often apply for opportunities that require letters of recommendation from faculty.

In order for faculty to respond promptly and effectively to such requests, students are asked to provide the faculty member with an updated CV, a copy of the application letter or form, all appropriate links/prompts, and whatever other materials are required. Students should make requests at least two weeks before the letter is due and state clearly the deadline for the letter or recommendation. They should notify the DGS if a request is not met in a timely fashion.

- It is appropriate for students to inform their referees of the outcome of any letters they write.

G. ACADEMIC LIFE AND PRIZES

1. Throughout the academic year, the DA and Haffenreffer Museum sponsor various "brown-bag" luncheon talks, colloquia, and lectures. Students are expected to attend the lectures sponsored by the Department; these opportunities for hearing about research and for meeting visiting scholars in informal settings are an integral and important part of the academic enterprise. In addition, other presentations are sponsored and hosted by related units on campus. Students are strongly encouraged to take advantage of such opportunities.
2. It is also important to attend and participate in international, national, and regional professional meetings to the fullest extent possible. The annual meeting of the American Anthropological Association (AAA) is a major opportunity to present papers and meet others who share similar regional or theoretical interests. Other conferences – such as the annual meetings of The American Ethnological Society, Society for American Archaeology, Society for Historical Archaeology, etc. – provide important forums in which to present research and meet other scholars.
3. Students may apply to the Graduate School and/or the DA for support to attend conferences. Calls for applications are issued each year; contact the DGS or GS with questions.
4. The DA offers an annual prize, The Watson Smith Prize, for the best Anthropology paper written that year by an undergraduate and/or graduate student. The call for papers is issued in the spring. For Guidelines, see the Department Office Staff.
5. Students are also encouraged to submit their work to the graduate student paper prize competitions of international, national, and regional anthropology associations.

H. HAFFENREFFER MUSEUM OF ANTHROPOLOGY

The Haffenreffer Museum of Anthropology welcomes students to use its collections in Bristol, RI, to work with the museum's staff, and to participate in its work of collecting, exhibiting, and teaching. Internships, proctorships, and grants for fieldwork are available. The Museum's exhibition space is located in Manning Hall on the Main Green, and students are encouraged to visit. Graduate and undergraduate students have played prominent curatorial roles in recent exhibitions, have run seminars for docents, and have participated in school education programs. Interested students should contact Prof. Robert Preucel, Museum Director.

I. ACCESS TO STUDENT FILES

According to federal law, students have a right to see most information in their DA or GS file, except for materials specifically noted in the legislation. A student wishing to see their file in the Graduate School should contact the Dean of the Graduate School in writing. A student wishing to see their department file must submit a written request to the Department Manager (Form 8). The student may examine the file in the Department Office and may make copies of materials in the file. Nothing may be removed from the file.

J. GRIEVANCE PROCEDURES

1. The Graduate Student Grievance Procedure was updated in the Brown University, *Faculty Rules and Regulations*, Part 4, Section 11, IIA, in November 2018. Full information on the procedure is available [here](#).
2. For grievances related to conditions of employment that are not resolved through the usual university process, refer to article XI of the CBA.

K. WELLNESS AND SUPPORT RESOURCES

- Diversity Initiatives provides assistance with recording a lived or chosen name change into university systems to support T* students (Graduate Center, 4th floor).
- Student Accessibility Services (SAS) coordinates and facilitates services for students with physical, psychological, and learning disabilities, and temporary injuries (20 Benevolent Street, 1st floor). Their website includes a link to a [form](#) where members of the Brown community may submit a concern around accessibility.
- Counseling and Psychological Services (CAPS) provides free confidential counseling (J. Walter Wilson, Room 516, 401-863-3476). CAPS offers Saturday appointments for graduate students from 9 am to 4 pm during the academic year at Health Services, 13 Brown Street.
- Maria Suarez, Associate Dean of Student Support in the Graduate School, is dedicated to serving master's and PhD students which includes assisting with Medical Leaves. She can be contacted at maria_suarez@brown.edu, 401-863-1802.

VI. GIDDINGS HOUSE AND FEINSTEIN HOUSE RULES

The entire Department – faculty, students, staff – are housed in Giddings House and Feinstein House. We must all be committed to maintaining them as a pleasant environment for work and socializing.

Kindly observe also the following guidelines:

Security is a vital issue. Thefts occur every year all over campus, and Giddings and Feinstein House are no exception. From September through May, the front doors are open weekdays 8:30a - 4:45p; at other times entry is by keycard, and be sure the doors shut securely behind you when entering and exiting. The basement door is especially sticky in humid weather and should always be closed firmly when entering or leaving the building. If holding sections at night, be sure the

windows and doors you have opened are closed. Please do not leave outside doors propped open and unattended. Request identification from strangers during the hours the building is closed, or at any time you see anything suspicious. The campus phone located outside the front door may be used to call Police/Security (**x3-3322**). Brown offers a shuttle and escort service. If the fire alarm sounds, evacuate the buildings immediately.

The **Kitchen Area** in the student lounge (B5) is for students' use. Please cover food prepared in the microwave. Leave the kitchen as clean or cleaner than you found it; wash anything you might have used.

Classrooms (Giddings House Rooms 114 and 212 and Feinstein House Room 104) should be cleaned up after use, chairs put in order and boards erased. Please be sure you turn off the projector/Display screen. It is very important to close and lock windows before you leave the room.

The **Student Study Area** (Basement Room, B5) is for the use of graduate students and undergraduate concentrators. It is preferred that there is no drinking or eating in this room. There are strict rules about installation of software and computer legalities; consult with the Department's technology consultant (ITSC), Joe_Vang@brown.edu, if you have any questions about such matters.

Outdoors: Parking in Giddings House Lot 59 is reserved for those with university permits. When exiting the lot, STOP at the brick wall and proceed with caution. Please do not block our neighbors' driveways with cars. Cyclists, please use the bicycle rack outside the building.

For the use of the **Archaeology Lab Room 202** contact Professors Stephen Houston, Patricia Rubertone, and Parker VanValkenburgh. For use of the **Haffenreffer Museum facilities**, contact Professor Robert Preucel.

FORM NO. 1: EVALUATION OF GRADUATE STUDENT IN COURSE / OF TEACHING ASSISTANT**Student's Name:****Instructor:****Course Number and Name:****Semester and Year:****Type of course (seminar, tutorial, lecture)****Number of Students in course:****Grade:****Comments** on written and oral work, presentations, participation in discussions, meeting assignment deadlines, etc.:

Faculty signature:

Date:

FORM NO. 2: MA RESEARCH PAPER PROPOSAL TITLE PAGE

Title of Proposed Research
Student name

Abstract (100-250 words)

Advisor's name printed

Advisor's signature

FORM NO. 3: MA RESEARCH PAPER - COVER SHEET

(Title)

(Student Name)

Research paper in partial fulfillment of the M.A. degree requirements
Department of Anthropology
Brown University

Abstract (approximately 100-250 words):

Faculty Approval:

Advisor _____

Date _____

Committee Member _____

Date _____

Committee Member _____

Date _____

Date accepted: _____

FORM NO. 5: PROPOSAL FOR PRELIMINARY EXAMINATION

(To be submitted for approval 2 months before the intended date of the Examination)

STUDENT NAME: _____

Date: _____

Committee:

Initialed: Date:

_____	_____
_____	_____
_____	_____

Specialties:

Foreign Language:

(A bibliography and statement should follow this page)

FORM NO. 6: REPORT ON PRELIMINARY EXAMINATION (PE)

Student Name: _____ Date _____

Areas of specialization:

1. _____

2. _____

3. _____

Form of exam (oral or written) Comments:

Conclusions: (pass, fail, or other?) _____

*Committee: 1. Advisor: _____

Additional faculty present:

2. _____

3. _____

4. _____

*Committee members should initial their names if in agreement with comments and conclusions (prepared by the advisor). Minority opinions should be appended.

FORM NO. 7: DISSERTATION RESEARCH PROPOSAL (DRP) COVER SHEET

Student Name _____

Title of Research Project: _____

Research problem: (abstract)

Type of support anticipated (NSF, Fulbright, SSRC, etc.)

Committee: _____, _____, _____

Language(s): _____

Mode of evaluating language(s): _____

Language(s) passed by (examiner's name) _____ Date _____

Approved by advisor: _____ Date _____

Approved by Committee Members:

FORM NO. 8: REQUEST FOR ACCESS TO STUDENT FILE

Date: _____

Student: _____

I hereby request access to my student file in the Department of Anthropology.

(Student's signature)

Certified that student has seen file:

Date: _____

Office Staff's signature: _____

Items Photocopied: _____