



UNIVERSITY OF CENTRAL FLORIDA

COLLEGE OF SCIENCES

**Department of Anthropology
Master's Program Handbook**

“Seeing Diversity through Holistic Eyes”

University of Central Florida
College of Graduate Studies

DRAFT - August 2009

WELCOME LETTER FROM THE CHAIR AND GRADUATE COORDINATOR

Welcome to the Department of Anthropology! We are very happy that you have chosen the MA in Anthropology as the next step in your academic journey. Four years ago we welcomed the inaugural MA class, and thus far we have had 13 students graduate from our program. It is wonderful that you are able to share in the next phase of our development. As you begin your journey toward completion of the MA in Anthropology we look forward to working with you to ensure that your experiences as a MA student are both enriching and rewarding.

As a new graduate student you have become an important and valued member of our departmental family. Although much of your primary mentoring will come from your advisor, our department consists of a talented group of faculty with diverse research interests and a strong commitment to graduate education. They are more than willing to provide advice and help as needed. Do not hesitate to visit and make yourself known to the faculty, as they can be a very valuable resource to you.

Regardless of what MA sub-discipline you choose, you should make a point of getting to know your fellow students. Being a graduate student is different than being an undergraduate student, and you may find the process demanding, and requiring a lot of changes on your part. The friendships you forge during this time can be a great source of support and inspiration, both during this program, and in many years to come. Together you can create and sustain the culture needed to succeed.

Unfortunately, completion of the MA may not simply be a matter of taking a few courses and conducting research. At various stages of your journey there will be programmatic requirements to fulfill, committees to be assembled, and forms to be filled out and passed on to mysterious administrators. It is important that you fully understand the requirements of the program and how to prepare for them. It is equally important that you develop an understanding of how the program is administered both at the Departmental and University level. Ultimately you are responsible for meeting Programmatic and University requirements prior to graduation. This Handbook was designed to provide you with the basic information you need to understand and anticipate the requirements. Read it carefully and ask us about anything that is not clear to you.

Once again, congratulations on admission to the MA Program in Anthropology and good luck with all of your endeavors.

Sincerely,

Dr. Tosha L. Dupras
Assistant Chair &
Graduate Coordinator

Dr. Arlen F. Chase
Department Chair &
Pegasus Professor

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The information in this handbook supplements but **does not replace** information in the *UCF Graduate Catalog*. The Graduate Catalog is the university's official record of graduate policies, and this Graduate Handbook must be consistent with university policy. In any case where the two documents appear to disagree, the Graduate Catalog is the final authority.

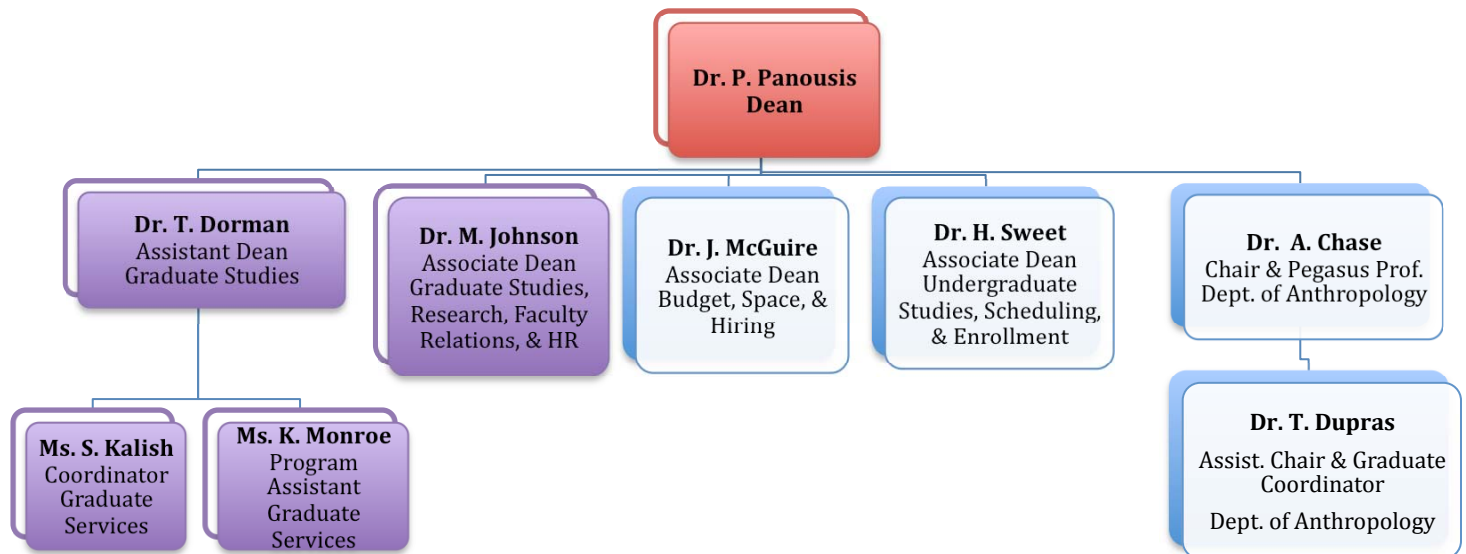
I. Department of Anthropology MA Program Mission Statement

The Department of Anthropology’s mission is to provide all students with an opportunity to understand the relationships among the various peoples and societies of the world -- both past and present -- and to develop an awareness of their own and other social and cultural environments. The Department stresses critical thinking and holistic approaches in its course offerings. Of key importance is the role of context in understanding and interpreting behavior, as well as the significance of cultural relativism in a multicultural world.

Course offerings provide concrete examples of both commonalities and variations in the worldwide human experience. Students are provided means of examining contextual relationships among institutional structures, such as religion, education, politics, family and economics, in their own and other cultures. An effort is made to permit students to better understand who we are as human beings by examining the complex relationships among social structure, culture, behavior, and biology. The Department maintains high standards for graduate student performance and encourages creative approaches to social issues. Students are exposed to many different techniques for understanding and interpreting human behavior. The Department seeks to foster and maintain an atmosphere of excitement and respect for scholarship. Department faculty has made and continues to make substantial research advances and communicate the efforts back to the local, national, and international communities.

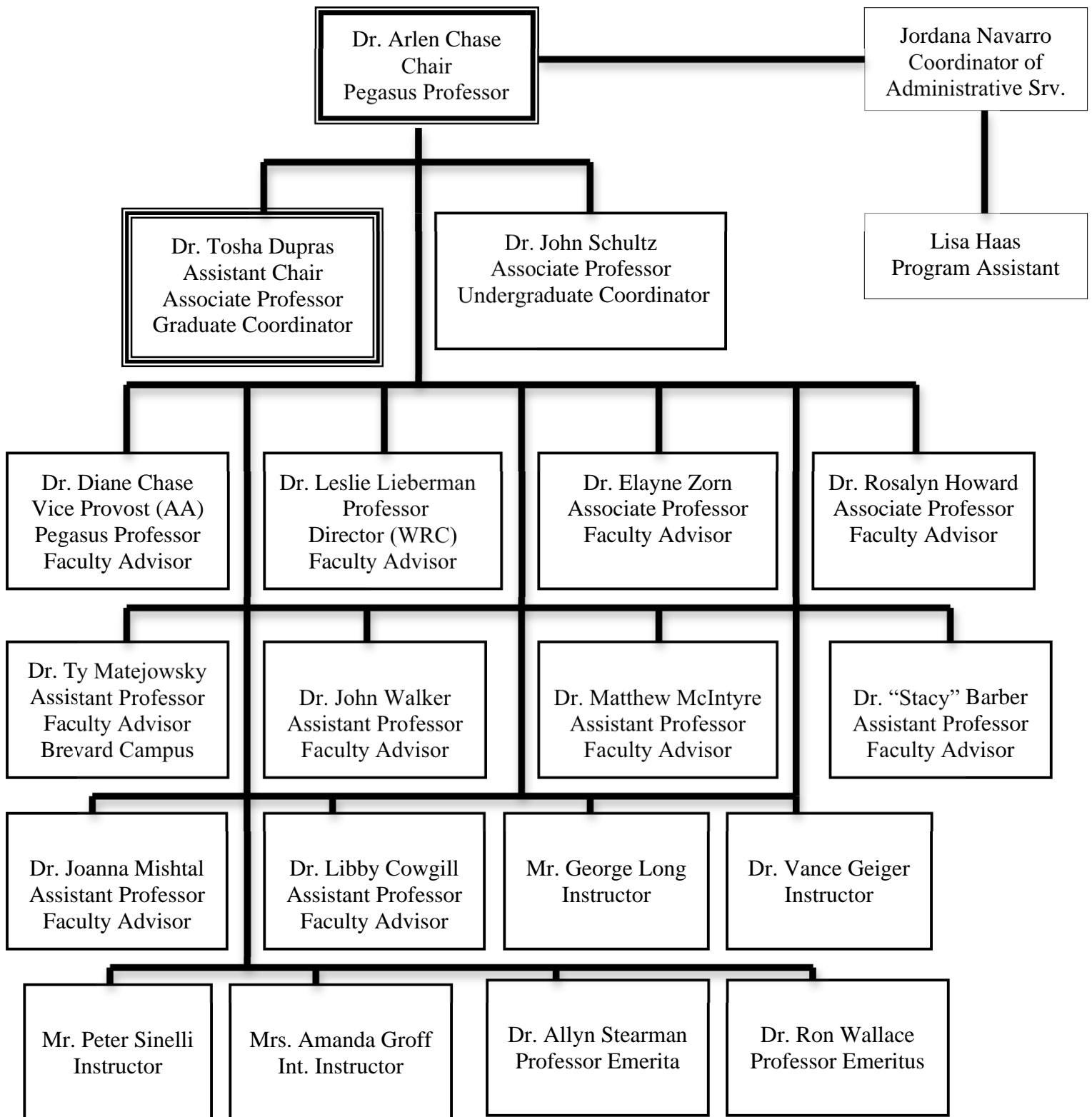
II. Organizational Charts

College of Sciences Abbreviated Organizational Chart*



*More information on the COS Graduate Services Office is provided in the Helpful Information section

Department of Anthropology Master’s Program Organizational Chart



*Department of Anthropology Contact Information can be found in the Helpful Information section

III. Advising and Mentoring

A. The Academic Advisor

Upon admission to the program, and in consultation with the Anthropology Graduate Committee, the student will be assigned a temporary Academic Advisor by the Graduate Coordinator to develop the student's program of study (this advisor will be identified in your letter of admission). During the first semester, the student will select a permanent Academic Advisor who will direct the student's progress (this individual does not have to be the originally assigned "temporary" advisors, as students may choose to work with another individual). Students pursuing the thesis option will select an Academic Advisor whom will normally chair the Thesis Advisory Committee. Students pursuing the non-thesis option will select an Academic Advisor whom will normally chair the Oral Examination Committee. The student's advisor will guide the student on issues related to research, professional guidance, socialization, and other areas of academic and professional interest. Once formed, the additional two members of the Oral Examination Committee will assist the committee chair in these matters. It is important for students to understand that both the Thesis Advisory Committee and the Oral Examination committee are also referred to as the MA Advisory Committee, which is described in the following section.

The Graduate Coordinator, Program Assistant, and Academic Advisor are important resources for students and will provide guidance on overall academic and program requirements, as well as University policies and procedures. However, it is ultimately **the student's responsibility** to keep informed of all department, college, and university policies and procedures required for graduate studies. Graduate program policies and procedures will not be waived or exceptions granted because students plead ignorance or claim their advisors neglected to keep them informed. Students are encouraged to reference the General Policies section of the [UCF Graduate Catalog](#) frequently and to seek out advisement when in doubt.

B. MA Advisory Committee

The MA Advisory Committee will consist of three members, including the student's academic advisor. For students pursuing the thesis option this committee will serve to assist and guide the student through their research and thesis defense, and will also be known as the Thesis Advisory Committee. For students pursuing the non-thesis option, this committee will guide the student through the oral defense process and will also be known as the Oral Examination Committee. Students are required to form their committee by the end of their first academic year, typically end of spring semester (note: students cannot enroll in thesis hours until their committee has been formed and accepted by the College of Sciences). If the committee has not been formed by the end of the student's first academic year, the student may have a "hold" placed on their enrollment capabilities until the committee is formed. Once formed, students are required to have their committees approved by the Graduate Coordinator. Only faculty approved by the department and the [College of Graduate Studies](#) are eligible to serve on graduate committees. These individuals are referred to as [Graduate Faculty](#) and a full list is published annually in the Graduate Catalog. While students can elect to have one outside member on their committee, from either another department or outside the university in general, the Graduate Coordinator in consultation with the Anthropology Graduate Committee must approve the request. To request an outside committee member, students should turn in that individual's full Curriculum Vita to the Graduate Coordinator immediately upon notice.

In order to have their committee reviewed; students must complete a [Thesis Committee Approval](#) form to indicate the formation of the committee. Provided that the Graduate Coordinator and College of Sciences approve the committee, the department will notify the student of when to begin enrolling in thesis. If the

committee is not approved, the Graduate Coordinator will notify the student of why the committee was not approved and the student will be required to form a new committee.

In order to find committee members, the student must contact potential graduate faculty to determine if they are willing to serve. The Committee should include faculty who can contribute, advise, and give direction, especially to the student's research. In order to determine suitability, the Anthropology Graduate Committee will review Curriculum Vitae of potential off-campus committee members.

IV. Degree Requirements

A. Steps to Completion

Program of Study

The program of study is a listing of course work agreed to by the student and the Anthropology program which specifies course degree requirements. Students are responsible for completing the [program of study](#) form in consultation with their Academic Advisor and submitting it to the Graduate Coordinator for approval by the end of the second semester of full time enrollment. Part time students may delay completing the program of study form until the completion of nine Graduate credit hours.

After the student has met with his/her advisor and submitted the completed form to the Program Assistant, the Graduate Coordinator reviews the program of study for department approval. Provided the Graduate Coordinator approves, the program of study form is forwarded to the [College of Sciences Graduate Services Office](#) for final approval.

Once approved, students must adhere to their program of study. Any deviation from the program of study form will reinitiate the process of approval. Poor performance is not a valid reason for altering an approved program of study. In the rare case that a change may be warranted, students must file a written petition stating the rationale for the change to the Graduate Coordinator.

Coursework

Required Core Courses (12 Credit Hours)

All students will be required to complete the following four core courses:

ANG 6110	Archaeological Theory and Method
ANG 6587	Seminar in Biological Anthropology
ANG 6930	Seminar in Cultural Anthropology
ANG 6002	Proseminar in Anthropology

Together, these courses provide an in-depth understanding of the epistemological foundations of the discipline. Students are introduced to the theory and praxis of Anthropology at a level of synthesis that will prepare them for future doctoral study should they wish to pursue it. These courses will also establish the foundations of understanding that will prepare students for non-academic careers that employ Anthropological perspectives and knowledge.

Elective Courses (12 Credit Hours [Thesis Option] or 18 Credit Hours [Non-thesis Option])

Students will select electives from the courses offered in the department according to the interests of each student, which will provide them with the necessary preparation for academic or career specializations that they choose to pursue. These electives will be selected with the advice and consent of the student's academic advisor and the Graduate Coordinator as dictated on the program of study form, and may include one graduate course from another discipline.

- ANG 5166 Problems in Maya Studies (3 credit hours)
- ANG 5167 Maya Hieroglyphs (3 credit hours)
- ANG 5228 Maya Iconography (3 credit hours)
- ANG 5486 Quantitative Research in Anthropology (3 credit hours)
- ANG 5742 Problems in Forensic Anthropology (3 credit hours)
- ANG 6466C Advanced Human Osteology (3 credit hours)
- ANG 6740C Advanced Forensic Anthropology (3 credit hours)
- ANG 5165 Field Research in Maya Studies (3 credit hours)
- ANG 5272 Culture, Power, and Development (3 credit hours)
- ANG 5307 Peoples and Cultures of Latin America (3 credit hours)
- ANG 5341 Caribbean Cultures (3 credit hours)
- ANG 5437 Anthropology of Tourism (3 credit hours)
- ANG 5467 Nutritional Anthropology (3 credit hours)
- ANG 5620 Language and Culture (3 credit hours)
- ANG 5622 Language, Culture, and Pedagogy (3 credit hours)
- ANG 5738 Advanced Medical Anthropology (3 credit hours)
- ANG 6168 The Ancient Maya (3 credit hours)
- ANG 6123 Forensic Archaeology Field Methods (3 credit hours)
- ANG 6181C GIS Applications in Anthropology (3 credit hours)
- ANG 6324 Contemporary Maya (3 credit hours)
- ANG 6701 Seminar in Applied Anthropology (3 credit hours)
- ANG 6801 Ethnographic Research Methods (3 credit hours)

Completing & Graduating- Thesis Option

It is vital for students to understand the department, college, and university procedures necessary to successfully complete and graduate when pursuing a thesis option. A failure to complete any step or meet any posted deadlines *will* result in a delay of graduation and degree certification.

Once students have completed all their required coursework and have successfully proposed their Thesis (see [Thesis Proposal form](#)), three hours of thesis will constitute full-time status. Also, the university recognizes that thesis research is on-going and does not follow the typically time constraints of an actual live class, therefore, once students begin enrolling into thesis hours, they are not permitted to skip thesis hour enrollment of any semester—including summer (see [Continuous Enrollment Policy](#)).

When planning on graduating, it is important for the student to, first, discuss with their Thesis Advisory Committee the plans to complete. If the committee is confident that the student can complete by the anticipated date, an [Intent to Graduate](#) must be filed with the department by the posted university deadline found on the

[academic calendar](#). Students should note that the department does not permit summer graduations, due to several faculty being off-contract and out of the country conducting field research.

Timely filing ensures the availability of the Advisor and Graduate Coordinator for required signatures, as well as allows the program staff to ensure the student's records are in order. While the department staff reviews the graduate records regularly, students are encouraged to monitor their own progress by referencing their degree audit. Before filing an Intent to Graduate, the student must ensure that all requirements are showing as completed on their degree audit (see MyUCF Navigations), other than defense of thesis. An Intent to Graduate with any requirements, other than thesis defense, showing as incomplete will be denied by the Graduate Coordinator. Provided that the Graduate Coordinator approves the student's Intent to Graduate, the form will be forwarded to the college and university for final approval.

After the college and university have approved the student's Intent to Graduate, the Editor of the College of Graduate Studies will begin sending regular correspondence of thesis format workshops and upcoming deadlines. It is very important students pay attention to all correspondences sent by this office. **A failure to read emails will not be grounds for an exception to any procedure or deadline.**

There are several steps after filing an Intent to Graduate that, if missed, will prevent graduation. The following list is meant to provide a quick reference for students, however, should not be understood as inclusive. Students are encouraged to reference the [College of Graduate Studies Thesis & Dissertation](#) website, where the current [Thesis/Dissertation manual](#) can be downloaded.

- Contact the thesis committee chair and ask for deadlines on submitting your draft to the committee. Each faculty member varies on the amount of time needed to properly review and respond to student theses. Students may want to plan on giving each committee member a month to review their thesis and respond with feedback.
- Schedule a thesis defense date with your Academic Advisor and notify the department by completing the Notification of Thesis Defense (see Thesis/Dissertation Manual)—ensure the defense date is before the university deadline to complete*
- Submit a draft of the thesis to the College of Graduate Studies Editor for a format review**
- Submit a Thesis Defense Announcement (see [Thesis/Dissertation Manual](#)) no later than two weeks from actual defense date to the Program Assistant for release
- Defend before or on the university deadline to graduate and have the Thesis Advisory Committee complete the [Thesis Defense Outcome](#) form***
- Upload the final thesis by the College of Graduate Studies Editor's posted deadline**
- Submit the ETD form to the College of Graduate Studies Editor**

**It is understood that on the rare occasion, committee members are unable to meet before the university wide defense deadline. If this situation arises, students are responsible for notifying the department Graduate Coordinator to request an extension from the College of Graduate Studies Editor. Only those students granted extensions will be allowed to defend after the posted university deadline.*

***Deadlines with this notation are particularly important. A failure to meet these deadlines will cause the student to be immediately removed from the graduation list.*

****All theses must be scanned through [Turnitin.com](#) to ensure originality of material. Any material that is deemed plagiarized will result in serious academic consequences for the student.*

Provided that the student meets all posted deadlines and requirements, the student will graduate and will be approved during degree certification.

Completing & Graduating- Non-Thesis Option

Students selecting the Non-Thesis Option will take an additional six hours of elective course work, for a total of eighteen credit hours of electives. At the conclusion of this course work, the student will be given a comprehensive oral examination. In consultation with the Academic Advisor, two additional faculty members shall be selected to serve on the Oral Examination Committee, otherwise known as the MA Advisory Committee. A successful comprehensive oral examination completes the requirements for the degree. Students are expected to follow all procedures and complete all their requirements in the semester of graduation.

B. Suggested Timelines

The following are *suggested* timelines towards completion of the MA in Anthropology degree.

2-Year Schedule of Course Requirements for Thesis Option

1st Year of Graduate Training

<p>Fall: ANG 6110 Archaeological Theory and Method (3) ANG 6930 Seminar in Cultural Anthropology (3) Elective (3)</p>	<p>Spring: ANG 6587 Seminar in Biological Anthropology (3) Elective¹ (3) Elective² (3)</p>	<p>Summer: Optional Summer</p>
Semester Total: 9	Semester Total: 9	Semester Total:

2nd Year of Graduate Training

<p>Fall: ANG 6931 Pro-Seminar in Anthropology (3) Elective (3) Thesis (3)</p>	<p>Spring: Thesis (3) Final Oral Examination</p> <p><i>Graduation Semester</i></p>	<p>Summer:</p>
Semester Total: 9	Semester Total: 3	

Total Hours: 30

All electives should be selected with the assistance/advice of the student's academic advisor to ensure that course scheduling will not interfere with the student's timeline towards graduation.

2-Year Schedule of Course Requirements for Non-Thesis Option

1st Year of Graduate Training

<p>Fall: ANG 6110 Archaeological Theory and Method (3) ANG 6930 Seminar in Cultural Anthropology (3) Elective (3)</p>	<p>Spring: ANG 6587 Seminar in Biological Anthropology (3) Elective¹ (3) Elective² (3)</p>	<p>Summer: Optional Summer</p>
Semester Total: 9	Semester Total: 9	Semester Total:

2nd Year of Graduate Training

Fall: ANG 6931 Pro-Seminar in Anthropology (3) Elective ¹ (3) Elective ² (3)	Spring: Elective (3) Final Oral Examination <i>Graduation Semester</i>	Summer:
Semester Total: 9	Semester Total: 3	

Total Hours: 30

All electives should be selected with the assistance/advice of the student’s academic advisor to ensure that course scheduling will not interfere with the student’s timeline towards graduation.

C. Graduate Research

Student Responsibilities

Research is an integral part of graduate studies and the Anthropology Department. Graduate students are expected to take an active role in the laboratory and in the classroom, thereby taking full advantage of the department’s outstanding facilities. However, before beginning their research work, students have the responsibility to familiarize themselves with the university’s policies governing research as detailed on the [UCF Research and Commercialization](#) and the College of Graduate Studies websites.

Researchers in every discipline have a responsibility for ethical awareness as the status of the profession rests with each individual researcher. It is important to be honest and ethical in conducting research as well as in taking classes. The ethical collection and use of information includes, but is by no means limited to, the following: confidentiality, accuracy, relevance, self-responsibility, honesty, and awareness of conflict of interest. The [University of Arizona’s Code of Research Ethics](#) provides our students with guidelines for responsible practice in research. Students can also reference the [American Anthropological Association’s](#) website for further information on responsible research and [ethical standards](#) within the field of Anthropology.

In short, as graduate students each action whether bearing positive or negative results, is a reflection of not only that student but of the Anthropology Department and university. Therefore, students who commit research ethics violations, [Golden Rule](#) violations, or do not meet their MA Advisory Committee’s expectations may lose department financial support and/or face possible removal from the program with potential referral to the [Office of Student Conduct](#) for university disqualification. If a student is removed from the program or university, an appeal process can be initiated by the student (See [Golden Rule](#)).

Travel Support & Conferences

Students are encouraged to take every opportunity to attend conferences relating to their research or Anthropology. This not only adds to the student’s curriculum vitae, but also provides the opportunity to network with other Anthropologists in their field of interest. There are several agencies on campus that offer financial support to students wishing to travel to professional conferences in order to present formal papers. Students should join the [Graduate Student Association](#) (GSA) to gain access to travel support opportunities provided by the [College of Graduate Studies](#). Additionally, if students are successful in forming a graduate student organization through the [Office of Student Involvement](#), the club may have access to travel funds distributed through the [Student Government Association \(SGA\) office](#).

Aside from GSA and SGA, the Office of Graduate Studies offers a Graduate Travel Award that provides funding for master's, specialist, and doctoral students to deliver a research paper or comparable creative activity at a professional meeting. The funding is available to pay transportation expenses only. Students wishing to know more are encouraged to reference the [current Graduate Catalog](#).

Research Guidelines & Resources

Human Subjects

When planning on conducting research that involves human subjects (i.e. surveys, interviews, etc.), the student must gain Institutional Review Board (IRB) approval prior to beginning the study. Students should seek the guidance of their MA Advisory Committee in this process. In order to prepare for this process, it is also highly suggested students access the [UCF IRB website](#) for more information and to view sample IRB submissions and sample consent forms. Once the student's IRB paperwork has been approved, the student is required to submit the approved paperwork to the Program Assistant in order to keep their academic and research file current.

Animal Subjects

If the student chooses to conduct research that involves animal subjects, he or she must gain Institutional Animal Care and Use Committee (IACUC) approval prior to beginning the study. As when using human subjects, students should seek the guidance of their MA Advisory Committee in this process. Students can access past IACUC submission forms by visiting the Office of Research website. Once the student's IACUC paperwork has been approved, the student is required to submit the approved paperwork to the Program Assistant in order to keep their academic and research file current.

Office of Research Contact

Students should first address all research questions to their MA Advisory Committee, and only if a question remains unanswered, contact Ms. Barbara Ward, IRB Graduate Coordinator, at (407) 823-2901.

Patent and Invention Policy

UCF has three fundamental responsibilities with regard to graduate student research. They are to (1) support an academic environment that stimulates the spirit of inquiry, (2) develop the intellectual property stemming from research, and to (3) disseminate the intellectual property to the general public. UCF owns the intellectual property developed using university resources. The graduate student as inventor will, according to this policy, share in the proceeds of the invention.

The full policy is available online from the [Graduate Catalog](#) in the [Policies](#) section.

UCF's Thesis & Dissertation Manual

The [Thesis and Dissertation Manual](#) provides guidelines for preparing, formatting and submitting a thesis. Students are expected to review the manual regularly to ensure that their thesis is formatted according to the specifications in the manual. A thesis not formatted according to guidelines in the Thesis and Dissertation manual will not be accepted by the Editor and will delay graduation.

Students are encouraged to meet with their MA Advisory Committee as often as necessary for guidance on completing their thesis. Additionally, students are offered resources at several university locations:

- Editor's Office, [College of Graduate Studies](#)
- [Electronic Thesis Dissertation Workshops](#), [Office of Instructional Resources](#) (OIR)
- [Center for Multilingual Multicultural Studies](#)
- [University Library](#) (UCF ID card required for off-campus access)
- [University Writing Center](#) (Appointment required)

V. Academic Policies

A. Academic Grievance Procedure

UCF Graduate Studies allows for petitions of university requirements and their academic matters. Academic matters are those involving instruction, research, or decisions involving instruction or affecting academic freedom. The academic grievance procedure is designed to provide a fair means of dealing with graduate student complaints regarding a specific action or decision by a faculty member, program or college, including termination from an academic program. Academic misconduct complaints associated with sponsored research will invoke procedures outlined by the [Office of Research](#).

Students who believe they have been treated unfairly may initiate a grievance. The procedure provides several levels of review, and at each level of review the participants are further removed and have a broader outlook than where the grievance originated. Procedures for initiating an academic grievance can be found in [The Golden Rule](#).

B. Academic Performance

The primary responsibility for monitoring academic performance rests with the student. However, the department, college, and the College of Graduate Studies will monitor a student's progress and may dismiss any student if performance standards or academic progress as specified by the Anthropology Department, College of Sciences, or university are not maintained. Satisfactory academic performance in the program includes maintaining at least a 3.0 graduate status GPA in all graduate coursework taken since enrolled in the program.

If a student's [graduate status GPA](#) drops below 3.0, the student will be automatically changed to academic probationary status by the College of Graduate Studies for a maximum of nine semester hours. Students will receive a notice of probation at the beginning of the probation and this notice of probation will be imprinted on the student's degree audit. Students may request that the Graduate Coordinator submit an "appeal for retention" during the 9-hour probationary period, however the Graduate Coordinator is under no obligation to do so. If the request for retention is granted, the Graduate Coordinator will consult with the appropriate university organizations to formulate an acceptable Conditional Retention Plan before dismissal should the student fail in their probationary remediation. Please refer to the [Graduate Studies Academic Progress and Performance](#) for more details on graduate standing.

If the student does not request an appeal for retention from the Graduate Coordinator and fails to attain a graduate status GPA of 3.0 at the end of the nine semester hours, she/he will be dismissed from the Anthropology program. Students who are dismissed from the Anthropology program will not be able to enroll in department courses. Additionally, any future registrations will be administratively dropped.

Graduate students whose graduate GPA falls below 2.0 or earn more than two unsatisfactory grades (B- or below) within their program of study will be dismissed from the Anthropology program immediately and will not be able to enroll in department courses.

Satisfactory performance also involves maintaining the standards of academic progress and professional integrity. Failure to maintain these standards may also result in dismissal or reversion to probationary status.

C. Classroom & Professional Conduct

Students must be aware that their behavior in the classroom is a reflection upon the Anthropology program, its faculty, as well as incoming students. Therefore, the Anthropology program holds high standards regarding classroom conduct. These standards apply to any student enrolled into classes within the Anthropology Department or Anthropology graduate students enrolled in courses outside the program. In other words, the following applies to non-degree seeking students, senior undergraduates enrolled into graduate classes, etc.

Classroom behavior, at a minimum, should encompass the following:

- **Professional:** positive professional demeanor and presentation in interpersonal relations and professional activities with faculty, peers, and colleagues
- **Adjustment:** positive personal and professional behaviors such as self-confidence, maturity, sensitivity, responsibility, cooperation, etc.
- **Ethics:** personal behaviors that reflect adherence to Code of Ethics for Anthropologist (American Anthropology Association, Society of American Archaeologist)

Anthropology MA students may forfeit financial support from the department, college and university as well as current/future field opportunities if found to be violation of the above mentioned standards. Student can reference the GTA Offer of Appointment in order to review the similar standards.

Non-degree seeking students as well as any other student not in the Anthropology MA program may be administratively dropped from their courses if the above standards are not met.

Students are encouraged to read Appendix A for examples of non-professional conduct.

D. Continuous Enrollment

The [continuous enrollment policy](#) specifies the university's requirements regarding continuous attendance at the university. Essentially, when students begin enrolling into thesis/dissertation, they must stay enrolled for every semester thereafter (including summer) unless otherwise informed by the department. Please reference the full policy on the [College of Graduate Studies](#) website.

E. Full-Time Status

[Full-time graduate status](#) is nine (9) hours during the fall and spring semesters and six (6) hours during the summer semesters, until regular graduate course work is completed.

Students who have completed all of their course requirements and are enrolled into only three hours of thesis are considered full-time for fellowship, employment, and tuition waiver purposes.

Requirements that need to be met for federal loan eligibility override graduate full-time requirements. A student may be held to other enrollment requirements, as defined by financial awards, veteran status, employment, or other outside agencies

F. [Incomplete Grades](#)

A grade of "I" (incomplete) is assigned by the instructor when a student is unable to complete a course due to extenuating circumstances, and when all requirements can clearly be completed in a short time following the close of regular classes. Requirements to complete the course are agreed upon by the faculty member and student via the Incomplete Grade Agreement form. Students should note that unresolved "I" grades revert to "F"s after one year from the date of issue. Please reference the [Incomplete Grade policy](#) for more information.

G. [Petitions & Graduation Requirements Procedures](#)

When unusual instances arise, students may request exceptions of graduation requirements.

The procedures are:

The graduate student completes a petition form specifying the requirement and submits the exception desired to his/her MA Advisory Committee.

The committee will examine the necessary information and will attach a response to the petition for the Graduate Coordinator. The Graduate Coordinator will consider the input of the student and the MA Advisory Committee, and after consulting the Chair of the Anthropology Department will make a decision about the exception at the department level. Provided the Graduate Coordinator approves the request, the petition follows the procedure noted within the [Academic Grievance Policy](#).

H. Registration

Students are responsible for being aware of registration deadlines noted on the [Academic Calendar](#). While the department intends to have open enrollment into their graduate courses, if a student is unable to register for a course for any reason, it is that student's responsibility to notify either the Program Assistant or Graduate Coordinator of the issue for assistance. A failure to notify the department of registration difficulties more than a full 24 hours before the registration window closes will not constitute an error on the department, but of the student. This also includes the failure to clear "holds" in enough time to register. Additionally, a failure to enroll by posted deadlines will result in additional fees.

I. Transfer Coursework

All transfer coursework must be at the graduate level, have a grade of B- or better, and must be approved by the Graduate Coordinator. Students can submit the request to use transfer coursework in their program of study by completing an updated [Program of Study](#) and indicating which courses are to be fulfilled by the transfer. Provided that the student's Academic Advisor supports the use of the transfer coursework, the request will be forwarded to the Graduate Coordinator for final approval. If the Academic Advisor does not support the request to use the transfer coursework, the student may still submit the request to the Graduate Coordinator, although the request does not have to be granted.

In general, transfer coursework is limited to 9 hours and the 7-year rule is applied to any transferred coursework excluding those courses from a completed degree.

Transfer coursework includes:

- Graduate level coursework taken at UCF while an undergraduate or that was taken as a part of the Senior Scholars program.

- Graduate level coursework taken at UCF as a part of a separate graduate program or taken while in non-degree seeking status.
- Graduate level coursework completed at a regionally accredited institution prior to admission at UCF.
- Graduate level coursework taken at another regionally accredited institution while enrolled as a student at UCF.

All requests must be submitted with documentation on the courses at issue, for example: syllabus, textbook information, past exams, etc. Request absent of the required documents previously stated will be denied.

J. Withdrawal Policy

If a student decides to withdraw from a course, they must do so by the semester's withdrawal deadline noted on the [Academic Calendar](#). In doing so, the student is still liable for tuition and fees for the course.

VI. Student Rights and Responsibilities

The [Golden Rule](#) is provided to answer any questions a student may have about the university rules and regulations, as well as outlines a student's rights and responsibilities. Additionally, graduate students can find information about their responsibilities in the [Graduate Catalog](#), found in the Policies section.

For more information about college and university graduate policies, see also:

College of Sciences Graduate Website:

<http://www.graduate.cos.ucf.edu/>

UCF Graduate Studies Website:

<http://www.graduate.ucf.edu/>

VII. Professional Development

A. [Career Services & Experiential Learning Center](#)

• Career Expo

Held in the fall and spring, this event provides the opportunity for employers to discuss internship, career, and employment opportunities with University of Central Florida students and alumni.

• Internship Job Fair

Provides the opportunity for employers to discuss internship, career, and employment opportunities with University of Central Florida students and alumni through the Internship Fair and Spring Career Expo

• Statewide Job Fair

Joint effort from all Florida universities to provide the opportunity to Florida students to meet with employers and discuss internship, career, and employment opportunities.

• Employment Prep Fair

Held prior to each Career Expo, this event provides students with the opportunity to meet with employers to learn more about job search techniques, resumes, interviewing, and negotiating job offers. Employers are available to critique resumes and offer practice interviews. This event is designed to better prepare students for success at Career Expo.

• Externship Information Sessions

Provide students with information on how to participate in winter and spring externships. The Externship Program offers students the opportunity to shadow an employer in their professional area of interest to learn more about the career field as well as the organizations culture, products, and services.

- **Career Panels**

Provide students with opportunities to hear employers talk about potential careers and jobs relative to their majors. These employer panels are ideal for anyone considering a major or already declared in a major relevant to the panel's professional field.

B. GTA Certificate Program

Sponsored by the [Faculty Center for Teaching and Learning](#)

Students receive group and individualized instruction by Faculty Center staff and experienced UCF professors, as well as textbooks and materials. GTA's will attend a 12 week, non-credit program.

Topics include:

1. Presentation skills and practice
2. Balancing the many roles of TA's
3. Course design and management
4. Delivery of instruction, teaching strategies
5. Learning differences among students
6. Instructional technology (hands on)
7. Giving assessment and soliciting feedback
8. Building a peer support network
9. Professional survival skills, ethics, legal issues

C. [Graduate Research Forum](#)

Sponsored by the [College of Graduate Studies](#)

The Research Forum is an opportunity for students to showcase their research and creative projects and to receive valuable feedback from faculty judges. Awards for best poster and best oral presentation in each category will be given and all participants will receive recognition. The Research Forum is usually held in the spring semester. Students may contact the college or the Office of Graduate Studies for more information.

D. Graduate Student Association Seminar Series

The purpose of the [Graduate Student Association](#) (GSA) is to represent graduate students' concerns and interests and to enrich personal, educational and professional experiences. GSA frequently holds seminars ranging from non-profit management to thesis/dissertation topics. Please check the organization's calendar periodically for the latest happenings.

VIII. Financial Support

A. Assistantships and Tuition Waivers

The Department of Anthropology is given a set number of tuition waivers each year. Distribution of the tuition waivers is based on fellowship/scholarship, GRE scores and GPA. For complete information about university assistantship and tuition waivers, please see the [UCF Graduate Catalog](#). The Department of Anthropology offers a number of Graduate Teaching Assistantships (GTA) each year (the number offered will vary depending on the

budget situation of the department). Graduate Research Assistantships (GRA) may also be offered through faculty member's grants. Students who are employed under these job descriptions will be assigned to a faculty advisor (typically the instructor of the course or the principal investigator of the grant). After the completion of 18 credit hours, students may also be eligible to teach their own course. Students are encouraged to reference the [College of Graduate Studies](#) for [descriptions on each job category](#).

When granted a tuition waiver, students should understand the waiver only assists in the matriculation fees accrued. In addition to matriculation, students are also charged several university fees (athletic fee, distance fee, etc.) that the tuition waiver does not go towards. Students can reference the [graduate catalog](#) for the breakdown of "tuition." **Finally, out-of-state students should note that out-of-state fees are only waived during periods of full-time employment (20 hour assistantships).** For more information on residency requirements, students should refer to [UCF's Registrar's Office](#).

B. Required Hire Paperwork

First time employees must complete several documents before being processed on payroll. The following is a description of each document.

Confidentiality Agreement: As university employees, graduate students are granted access to personal and academic information about fellow students. While the access is a necessary to fulfill duties, using access to obtain information on other students for personal reasons or distributing information to a third party is against the law and could create a legal liability for the university as well as the offending party. Therefore, students must agree to maintain the utmost confidentiality before, during, and after their employment with the department.

Contract: Students will be provided a contract noting the details of the assistantship at the time of hire. Students should read the contract in its entirety before agreeing to the conditions of the assistantship, such as: hours per week, stipend, assignment, supervisor, format of class (live/web), etc. A failure to understand the terms of the contract will not be considered a valid excuse for failing to meet obligations.

Direct Deposit: The University's payroll system functions on direct deposit, only. Students must associate their paycheck with a bank account or payroll will not be processed. A voided check, *not deposit slip*, must be submitted with the direct deposit form. A voided check is not necessary when associating a paycheck with a savings account.

Employment Questionnaire: The Employment Questionnaire is used by departments to ensure that employees are enrolled and are eligible for hire.

FERPA Information/Quiz: [The Family Educational Rights & Privacy Act \(FERPA\)](#) protects private information of past and present students of the university. Any employee interacting with student records should fully understand FERPA rules/regulations in order to avoid accidental violations. Students will be required to read information on FERPA and demonstrate understanding by taking a short quiz, which will be kept in their academic file.

Health Insurance Form: Beginning Fall 2009 semester, the [College of Graduate Studies](#) will provide health insurance coverage for all university fellows and graduate assistants with appointments totaling 20 hours per week. Students being awarded full-time assistantships can either elect to receive free health insurance or "opt out" of the program via the [Health Insurance Form](#). Despite the student's decision, the department must receive

the completed Health Insurance form back to include in the hire packet. Students can reference the College of Graduate Studies site for more information on the [Health Insurance](#).

I-9: The [I-9 form](#) is a federal form authorizing that individuals have the right to work in the United States. Due to the complexity of this form, employees should fill out the information when in the presence of a staff member. The form indicates what information is acceptable to demonstrate the right to work.

Loyalty Oath: The [Loyalty Oath](#) must be recited by the student in front of a Notary. Students should not complete any part of the form unless in front of the Notary.

Offer of Financial Support: The Offer of Financial Support is an agreement between the employee and department. The offer details stipend amounts, teaching and/or teaching assistant obligations, and additional information relevant to the position. However, the offer can be rescinded at any time by the Anthropology Department if it is deemed the student is not fulfilling their obligations and/or falls out of good academic standing with the department, college, or university.

Personal Data Sheet: The [Personal Data Sheet](#) contains contact and biographic information on all employees. A new Personal Data Sheet is required any time an employee's contact information changes.

W-4: The [W-4](#) is used to declare tax status. Employees within the department are not tax advisors and students should seek out professionals within the field when questions arise. Students may also contact the [Human Resources](#) department.

C. Graduate Employment Requirements

To be employed and to maintain employment in a graduate assistantship, the student must be enrolled [full-time](#) and meet all of [the training requirements and/or conditions of employment](#) noted within the [current graduate catalog](#).

The department will communicate training requirements to students at the time of hire, but the onus to fulfill all requirements by university deadlines is solely the student's responsibility. A failure to meet the requirements will result in the loss of an assistantship and all corresponding tuition waiver funds. Failure to maintain satisfactory academic progress can also result in the loss of financial support.

D. GTA Performance Evaluation

At the completion of each semester, students employed as a GTA's (assistants and instructors for records-IOR) are required to be evaluated by their faculty advisor. If the student is assisting in a course, the faculty advisor will be the instructor of the course. If the student is serving as the instructor of record, the faculty advisor will be the Department Chair. It is important for students to understand that the faculty advisor in this case does *not* replace the established Academic Advisor. Criteria used in the evaluation can be seen by referencing the [GTA Performance Evaluation](#). These assessments will be used to review strengths and weaknesses in the student's performance in preparation for future employment. A continuously negative evaluation may cause the student to lose future assistantships. Additionally, a failure to submit an evaluation will also result in a loss of future assistantships. Therefore, students are encouraged to follow-up with their faculty supervisors to ensure a GTA performance evaluation has been submitted each semester of employment.

E. International Students

Several types of employment are available to international students, including on-campus employment. International students are encouraged to contact the [International Student Center](#), the best resource available, for more information about the types of employment available to and the requirements and restrictions based in visa-type.

IX. Department and University Resources

The following resources are reserved for conducting university business, only.

A. Department Resources

- Copy machine

The department copy machines are code protected and are not to be used by any Graduate Students. Employed students needing to make copies for their courses or other business can submit a Copy Request to the department staff at least 48 hours before the copies are needed. A late request cannot be guaranteed to be completed by time needed. The department expects that our students will respect the rules governing the copy machine. However, if students are found to be using the copy machine, particularly for personal reasons, the student will be formally reprimanded and billed for the personal copies.

- Email Accounts – Knight's Email

Knight's e-mail accounts are required for all UCF students, despite employment. As of September 28, 2009, university officials are only permitted to use this email extension when distributing electronic information. Therefore, a failure to create an account will result in missed deadlines and undoubtedly have academic consequences. Along with creating an account, students are required to check their email at least twice a week to stay informed and updated with department/university requirements. A failure to check email and stay informed will not constitute a valid excuse for missing deadlines. Because students are not continuously employed, a Knight's email is also used during periods of employment.

Although Microsoft hosts Knight's e-mail, The University of Central Florida maintains control. The e-mail system is powered by Windows Live and co-branded with The University of Central Florida.

To set up a Knight's Email account should visit the [Knight's Email webpage](#) and follow the instructions provided there to get an account setup. On this site there are also sections of frequently asked questions, a link for technical information, how-to guides, and support, as well as a link for security, privacy and spam management.

- Office Space

The department maintains a computer lab within the department's main office space that Graduate Students are welcome to use. The lab is open as long as the department is open and includes two couches, approximately eight new computers, a large refrigerator, a large file cabinet to store books, and graduate student mailboxes. Additionally, the computers within this lab have frequently used computer programs such as ArchGIS and Google Earth already installed for student convenience.

- Phone/Fax Machine

Unless students are using a department phone/fax machine to fulfill Teaching Assistant/Research Assistant duties, these devices may not be used by students to avoid state audit complications.

- Technology

The University of Central Florida is equipped with wireless internet. To gain access to UCF's wireless network, students must register their wireless card through [Network Operations Control](#).

- Mailboxes

Students will have a mailbox created for them in the department computer lab. It is the responsibility of the student to regularly check their mailbox.

B. University Resources

- Academic Calendar

It is vital that students become familiar with the [Academic Calendar](#), Important Deadlines, such as registration deadlines, can be found on the calendar. Additionally, [the final exam schedule](#) for each term can also be found on the academic calendar.

- Campus Social Life

Aside from Academics, the university holds many outstanding social activities throughout the year. The [Campus Activities Board](#) is charged with organizing all campus events. In addition to direct campus advertisement, usually held outside the Student Union, students will also receive daily "Good Morning UCF" emails detailing a listing of events each day. Many other organizations, in addition to CAB, regularly plan events for students to take part in. If students are not receiving the "Good Morning UCF" informational email, a listing of daily events can also be located via the My UCF portal (my.ucf.edu).

- Computer facilities

The university has several computer facilities located around campus that are equipped with printers. However, campus computer facilities require students to login using their Network User ID (NID). Students can look up their NID by logging on to the My UCF Portal (my.ucf.edu) and should keep a record of the information before proceeding to any computer facility. To locate where campus computer facilities are, please reference the [Schedule Web Guide](#).

C. Health & Wellness Campus Resources

- Counseling Center

The [Counseling Center \(CC\)](#) is the only campus agency designated to provide comprehensive psychological services to university enrolled students. The CC offers crisis intervention, career assessment and counseling, presentation services, professional consultation, and graduate training. The CC is composed of a professional staff of licensed (or license-eligible) psychologists and mental health counselors, and graduate interns who provide a confidential environment in which students explore and resolve issues of concern.

- Recreation and Wellness Center

[The Recreation and Wellness Center](#) (RWC) is open to all currently enrolled UCF students. The center offers a 3,000 sq ft cardiovascular floor, 12,000 sq ft weight floor, 3 multipurpose group exercise rooms, 4 indoor basketball courts, and a 41' rock climbing tower. The RWC also conducts a variety of group exercise programs throughout the day and early evening.

- Library

The university has one main library that is open to students on campus as well as off campus (UCF ID required). The [library](#) offers many services to students, including by not limited too: citation information, research assistance, and a live-chat with a librarian program.

X. Helpful Information

A. Frequent MyUCF Navigations

Logging into MyUCF

- **Login Information**>What is my PID & NID?>Enter Social Security Number>Enter Date of Birth (DOB)>Submit

My UCF Default Password=PYYMMDD of DOB

PID=Personal Identification Number which replaces SSN for university purposes

NID=Network Identification Number which is used to log onto WebCT

Change MyUCF Password>Enter in old My UCF password>Enter new My UCF password 2x>Hit change password button

Academic Information

- Student Self-Service>Student Center>Drop Down Box “Other Academic...” (links to: course schedule, course history, degree audit, enrollment appointment, enrollment, grades, incomplete grades, intent to graduate, and transcript information)

Registration Navigations

- Student Self Service>Student Center>Search (Classes)
- Student Self Service>Student Center>Plan (only assists in planning-is not a “placeholder”)
- Student Self Service>Student Center>Enroll>Select Action>Select Term

Updating Personal Information

- Student Center>**Personal Information**>(whatever field to update)>Edit>Save

Viewing/Editing Financial Information

- Student Self Service>Student Center>Finances>My Account>**View Your Account**
- Student Self Service>Student Center>Finances>My Account>**Fee Invoice**
- Student Self Service>Student Center>Finances>UCF Textbook Purchase Program

Viewing Holds

- Student Self Service>Student Center>Holds>Click “details” if on hold

Employees Only

- Employee Self Service>Personal Information>**Marital Status Change**>Personal Data Sheet
- Employee Self Service>Payroll and Compensation>**View Paycheck**

B. Staff Duties

When you need...

Blank copies of administrative forms
 To submit administrative forms for review
 Check the status of an administrative request (Program of Study, Transfers, etc)
 Questions regarding Program of Study
 Assistance with degree audit (course substitutions)
 Request copies (at least 48 hours in advance)
 Place a book order (only if instructor of record or GTA)
 Ask general department, college, or university policy questions
Please contact the Program Assistant, Lisa Haas, 407-823-3790

Information about hire paperwork/human resources matters
 Information about tuition waivers
 To notify the department of errors in your pay (only if department employee)
 All other items assigned to Program Assistant in case of absence
 Ask general department, college, or university policy questions
Please contact the Coord. Of Administrative Srv., Jordana Navarro, 407-823-3950

C. Department Contact Information

Faculty & Staff		Office	Extension	Email Address
Stacy	Barber	PH 309D	3-2207	sbarber@mail.ucf.edu
Arlen	Chase	PH 309 E	3-2124	achase@mail.ucf.edu
Diane	Chase	PVL	2-0078	chase@mail.ucf.edu
Libby	Cowgill	PH 409 N	3-3769	lcowgill@mail.ucf.edu
Tosha	Dupras	PH 309 F	3-6725	tdupras@mail.ucf.edu
Vance	Geiger	150-200 or 409 K	3-3779	vgeiger@mail.ucf.edu
Amanda	Groff	PH 409L	3-3757	agroff@mail.ucf.edu
Lisa	Haas	PH 309	3-3790	anthro@mail.ucf.edu
Rosalyn	Howard	PH 309 C	3-6554	rhoward@mail.ucf.edu
Jordana	Navarro	PH 309 B	3-3950	jnavarr@mail.ucf.edu
Leslie	Lieberman	RP 360	3-5142	llieberm@mail.ucf.edu
George	Long	PH 409 Q	3-6503	galong@mail.ucf.edu
Ty	Matejowsky	3-224 or 409 K	407-406-4890 or 3-3779	tmatejow@mail.ucf.edu
Matt	McIntyre	PH 309G	3-4611	mmcintyr@mail.ucf.edu
Joanna	Mishtal	PH 409 R	3-3797	jmishtal@mail.ucf.edu
John	Schultz	PH 409 T	3-1180	jschultz@mail.ucf.edu
Pete	Sinelli	PH 409 P	3-3793	psinelli@mail.ucf.edu
John	Walker	PH 409 O	3-3798	jzwalker@mail.ucf.edu
Elayne	Zorn	PH 311 C	3-2206	ezorn@mail.ucf.edu

Appendix A-Classroom Conduct

Examples of Inappropriate Behaviors – although many of these examples may seem obvious to some, it came to our attention that some students need to pay special attention to these examples of unacceptable conduct.

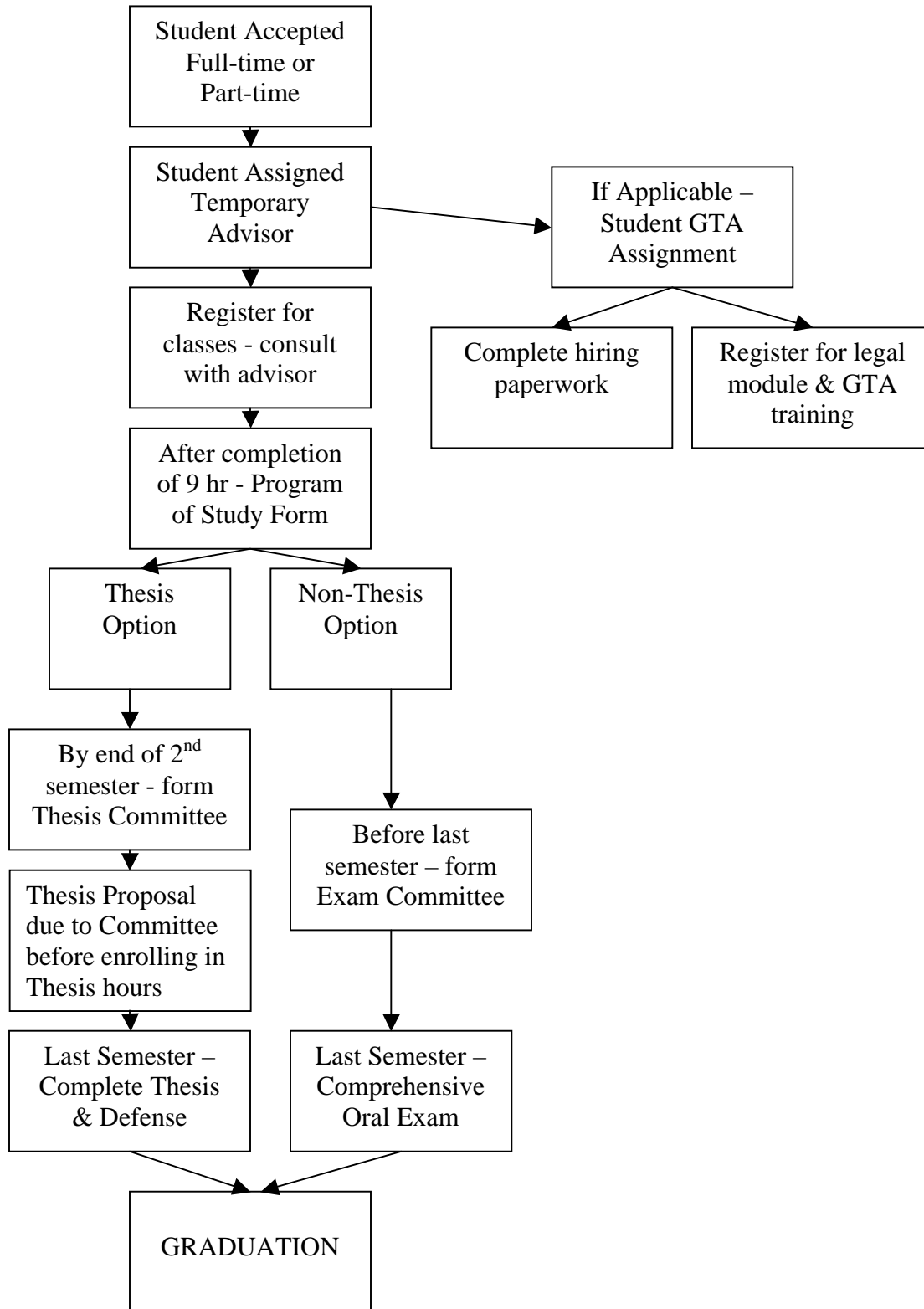
- As a general rule, professors should be approached and treated with respect. Unless told otherwise, always refer to professors by “Dr.” Even if you have been told that you can address your professor by their first name, when talking to staff or undergraduates, professors should be referred to by “Dr.” Avoid using sarcasm with professors (this is not appropriate professional behavior). Do not expect professors to be your “friends” (this is different than “mentor”). It is not necessarily appropriate to discuss your social/personal life with your professors unless it is impeding your ability to attend class or complete work.
- Because the Program Assistant does not have an office, there are times when graduate students coming in and out of the office may hear private conversations occurring over the phone or between other staff members. Graduate students are to respect the privacy of these events and not repeat information they may have overheard to their peers. Intentionally repeating information that was overheard could be a violation of that student’s FERPA rights, which will result in a report being made to the Office of Student Conduct.
- Talking during another student’s presentation or while the professor is talking is not appropriate behavior. Show respect for your fellow students (undergrad or grad) and your professor. If you are in a class that has combined undergrad and grad students, remember that as a grad student you are supposed to set the example for the undergraduates, because believe it or not they may look up to you as a role model.
- Although it is okay to use your computer to take notes, Internet use during class such as answering emails, chatting or IMing is not acceptable. Text messaging on your cell phone is not appropriate. Hopefully you are in a graduate program because you want to be (and were fortunate enough to be accepted)... doing other things in class other than what you are supposed to be doing is unacceptable.
- Website Conduct – Websites such as MySpace and FaceBook are very popular. However you need to think of what impression you make when you have one of these pages. Don’t be naïve and think that your professors or prospective employers never visit these sites. Be careful of what you have on display for the whole world to read. It is completely inappropriate to have comments about other students or professors on your site.
- Complaining to a professor about another professor. In the Department of Anthropology, all the professors are colleagues and we do not want to hear negative comments about our colleagues. A key thing to remember is that we all talk to each other. The only exception to this rule is if you have a serious complaint (serious does not mean, for example, if you do not like the way a course is being taught) and this should be brought to the Graduate Coordinator or the Chair of the Department.
- Social conduct at Department functions – even though these are social occasions, no one wants to see the graduate students getting drunk or displaying obnoxious behavior. If the party is winding down (i.e., most faculty have left), observe this signal (after all, we are Anthropologists!) and follow suit. If you are one of the last people at the party, be courteous and assist in some of the clean-up. In addition, when requests are made for an RSVP to be made for a dinner, please do RSVP and do not just show up. The RSVP request is for a reason (usually to make sure enough food and beverages are available).
- Social conduct at Professional functions - Remember at all times that you are representing your advisor, the Department and UCF when you attend professional functions (eg., conferences). The rule applies when you are off campus conducting research. When you are at these functions you may make an

impression on someone who in the future could be a potential Ph.D. advisor, a reviewer of a grant or publication. Don't burn any bridges! How do you behave appropriately? Don't get drunk, dress appropriately, and conduct yourself in an appropriate manner that is befitting a professional. Although we don't like to think about it, many times "books are judged by their covers". Also remember that many times our colleagues are from different countries, and what they think is appropriate behavior may be different than your own ideas.... Be culturally aware.

- Dressing appropriately is important – you are no longer an undergraduate and are entering into a professional realm.

It is really important for all graduate students to remember that any negative conduct can have long term repercussions (and can even result in your dismissal from the program). If you are planning to go on for a Ph.D. program or into the work force, remember that you will need letters of recommendation from numerous faculty in the Department.

Appendix B - Student Flow Chart



Appendix C-Graduation Checklist

When an Intent to Graduate (ITG) form is received in Department of Anthropology, several academic requirements are confirmed, including the following:

- **Graduation Check Appointment with Department Program Assistant**
 - Can be scheduled by phone (407-823-3790) or e-mail (anthro@mail.ucf.edu)
- **Enrollment in semester of graduation**
 - Or student must have received a “waiver of enrollment” from Thesis/Dissertation Editor for completed document upload
- **Transfer course limits**
 - Includes courses taken prior to program admission at:
 - UCF
 - Other universities
- **Total hours** required in program of study have been met
- **7 year rule**
 - Courses used in program of study are not more than 7 years old unless previously approved based on:
 - Graduate petition
- **6000-level courses**
 - ½ of required program of study credit hours are taken at 6000-level or higher
- **Independent Study limits**
 - Limits on independent study credit hours used toward program of study:
 - Masters = 6hr limit
 - Includes courses with the following course numbers:
- **Graduate Status GPA** (at top of degree audit) must be at least 3.000
- **Program of Study GPA** must be at least 3.000
- After the graduation check is completed, the department will send the approved intent to the COS Graduate Services Office for final processing.

Graduate petitions are required for exceptions to UCF graduate policy.

- **Thesis/Dissertation Students**
 - Format Review deadline to Grad Studies editor
 - Defense Announcement submission to program office 2 weeks in advance
 - Defense Deadline
 - Final Submission Deadline

Modified from College of Science: Graduate Services

Appendix D-Faculty Research Description

[Sarah "Stacy" Barber](#)

Dr. Barber is an assistant professor of anthropology specializing in archaeology. She received her Ph.D. from the University of Colorado at Boulder in 2005. Her theoretical interests include the application of poststructuralist social theory to archaeological contexts, the origins and organization of early complex societies, social identity, and the role of households and communities in large-scale social phenomena. Dr. Barber's methodological interests include ceramic analysis and the use of geophysical remote sensing in archaeological contexts. Her current research focuses on the Pacific Coast of Oaxaca, Mexico. Recent publications include "Polity Produced and Community Consumed" in *Mesoamerican Ritual Economy* (U of Colorado Press, 2007), and "When is a House a Palace?" in *Palaces in the Ancient Americas* (U of Texas Press, 2006).

[Arlen Frank Chase](#)

Dr. Chase is a Pegasus Professor and Chair of the Department of Anthropology, specializing in archaeology. His primary focus of research is on the ancient Maya of Central America. He received his B.A. in 1975 and his Ph.D. in 1983 in anthropology from the University of Pennsylvania (*A Contextual Consideration of the Tayasal-Paxcaman Zone, El Peten, Guatemala*). His research interests focus on archaeological method and theory in the Maya area with particular emphasis on contextual, settlement, and ceramic analysis and secondary interests on urbanism, ethnicity, and epigraphic interpretation. He has been at UCF since 1984 and teaches: *Archaeology and the Rise of Human Culture*, *Mesoamerican Archaeology*, *Archaeological Method and Theory*, *The Ancient Maya*, *Maya Hieroglyphic Writing*, and field courses in Belize. For the last two decades, he has co-directed excavations at Caracol, Belize; before that he worked on a seven year project at Santa Rita Corozal in the same country. He has authored over 100 publications as well as *The Lowland Maya Postclassic* (1985; edited with P.M. Rice), *Investigations at the Classic Maya City of Caracol Belize: 1985-1987* (1987; with D.Z. Chase), *A Postclassic Perspective: Excavations at the Maya Site of Santa Rita Corozal, Belize* (1988; with D.Z. Chase), *Mesoamerican Elites: An Archaeological Assessment* (1992; with D.Z. Chase), and *Studies in the Archaeology of Caracol, Belize* (1994; edited with D.Z. Chase). He is currently working on a book, being co-authored with D.Z. Chase, called *Maya Archaeology: Reconstructing an Ancient Civilization*. With D.Z. Chase, he also serves as the Maya Studies Series Editor for the University Press of Florida.

[Diane Zaino Chase](#)

Dr. Chase is a Pegasus Professor of anthropology specializing in archaeology and currently serves as Vice Provost for Planning and Evaluation in Academic Affairs. Her primary focus of research is on the ancient Maya of Central America. She received her B.A. in 1975 and her Ph.D. in 1982 in anthropology from the University of Pennsylvania (*Spatial and Temporal Variability in Postclassic Northern Belize*). Her research interests focus on archaeological method and theory in the Maya area with a particular emphasis on the rise and fall of complex societies, osteological and mortuary analysis, and ethnohistory. For the last two decades, she has co-directed excavations at Caracol, Belize; before that she directed a seven-year project at Santa Rita Corozal in the same country. She has been at UCF since 1984 and teaches: *The Human Species*, *The Archaeology of Complex Societies*, *Mortuary Archaeology*, *Problems in Maya Archaeology*, and field courses in Belize. She has authored over 100 publications as well as *Investigations at the Classic Maya City of Caracol Belize: 1985-1987* (1987; with A. F. Chase), *A Postclassic Perspective: Excavations at the Maya Site of Santa Rita Corozal, Belize* (1988; with A.F. Chase), *Mesoamerican Elites: An Archaeological Assessment* (1992; with A.F. Chase), and *Studies in the Archaeology of Caracol, Belize* (1994; edited with A.F. Chase). She is currently working on a book, being co-authored with A.F. Chase, called *Maya Archaeology: Reconstructing an Ancient Civilization*.

With A.F. Chase, she also serves as the Maya Studies Series Editor for the University Press of Florida.

[Libby Cowgill](#)

Dr. Cowgill is an assistant professor of anthropology specializing in biological anthropology. Her primary research focus includes late Pleistocene human evolution, human growth and development, human variation, and functional morphology. In particular, she is interested in understanding how childhood activity patterns affect the developing skeleton during growth, and how these forces shape the adult skeleton. She received her B.A. in anthropology from the University of California at Berkeley in 2001 and a M.A. and Ph.D. in anthropology from Washington University in St. Louis in 2001 and 2008. Dr. Cowgill has done extensive field research in Europe as well as the United States and looks forward to the opportunities that UCF holds.

[Tosha L. Dupras](#)

Dr. Dupras is an associate professor of anthropology specializing in biological anthropology. Her primary focus of research is analysis of human diet and migration through stable isotope analysis, bioarchaeology, growth and development and forensic archaeology. She received her B.A. in archaeology from Simon Fraser University in 1993, a M.Sc. in Human Biology from the University of Guelph in 1995, and her Ph.D. in Anthropology from McMaster University in 1999. Dr. Dupras has been part of the Dakhleh Oasis research project in Egypt since 1996, and joined a second expedition at Deir al Barsha in Egypt in 2004. Dr. Dupras also works with local law enforcement agencies on the search, recovery and identification of human skeletal remains. She has been at UCF since 1999 and teaches The Human Species, General Anthropology, Human Osteology, Advanced Forensic Anthropology, Human Origins, Primatology, and Life and Death in Ancient Egypt. She has published her work in journals such as the American Journal of Physical Anthropology, Archaeological Sciences, and Journal of Forensic Sciences. She recently published two books entitled Forensic Recovery of Human Remains: Archaeological Approaches (with co-authors J. Schultz, S. Wheeler and L. Williams, CRC Press, 2005), and The Osteology of Infants and Children (with co-authors B. Baker and M. Tocheri, Texas A&M Press, 2005).

[Vance Geiger](#)

Dr. Geiger is an instructor in anthropology specializing in cultural anthropology. He received his Ph.D. from the University of Florida in 1994. His main research interest is centered around refugee studies. Dr. Geiger teaches Cultural Anthropology, General Anthropology, Peoples of the World, Magic, Ritual and Belief, Sex Gender and Culture, Environmental Anthropology, Medical Anthropology, Peoples of Southeast Asia, Southeast Indians, High Plains Indians, Ethnography of North American Indians, History of Anthropological Thought, and Human Species.

[Amanda Groff](#)

Mrs. Groff is an interim instructor of anthropology that specializes in archaeology with a specific interest in the Ancient Maya and bioarchaeology. Mrs. Groff has participated in many archaeological investigations, including work in Belize, Egypt, and here in the U.S. Classes taught: Sex, Gender, and Culture, Cultural Anthropology, Human Species, Magic, Ritual and Belief, and Mesoamerican Archaeology.

[Rosalyn Howard](#)

Dr. Howard is an associate professor of anthropology specializing in cultural anthropology. She received her Ph.D. from the University of Florida in 1999. Her primary focus of research is in the studies of the African Diaspora with a focus on the Caribbean region. Her topical interests include: Race, Ethno history, Oral History, Cultural Identity, and the interrelationships of African and Indigenous peoples in the Americas and the Caribbean. Dr. Howard's research has focused on the historical relationships of Seminole Indians and Black Seminoles, and their present-day descendants in Florida and The Bahamas. Among her publications is the book

entitled Black Seminoles in the Bahamas, which is based upon research that she conducted while living in the community of Red Bays, Andros Island, Bahamas for one year. Other recent publications include, The "Wild Indians" of Andros Island: Black Seminole Legacy in The Bahamas (Journal of Black Studies), and Social Capital, Health and HIV Awareness of Girls in a Rural Caribbean Community (International Electronic Journal of Health Education). Her latest research involves an interdisciplinary project entitled "Looking for Angola," a maroon community formerly located near Sarasota, Florida that potentially has direct connections to the Bahamian Black Seminole descendants on Andros Island. Her research about the existence of the Black Seminoles' pathway to freedom in the Bahamas will become part of "The Slave Route," a project mapping the African Diaspora that is being conducted by UNESCO (United Nations Educational, Scientific and Cultural Organization) in Paris. Dr. Howard has been at UCF since 1999 and teaches General Anthropology, Cultural Anthropology, Peoples of the World, Anthropology of Diaspora, Caribbean Cultures, Language and Culture, Ethnographic Field Methods, and Black/Seminole Relations.

[Leslie S. Lieberman](#)

Dr. Lieberman is a professor of anthropology who specializes in biomedical anthropology. She received her MA in Anthropology from the University of Arizona in 1971 and her Ph.D. in Behavior Genetics from the University of Connecticut in 1975. Her research interests include nutritional anthropology, obesity, diabetes, women's health and child growth and development. She has worked in many US minority populations including Native Americans, Puerto Ricans, Samoans and African Americans and in Croatia. She joined the UCF faculty in 2001 and is the founding Director of the Women's Research Center. She has over 200 publications and has served as President of the National Association of Academies of Science/American Association for the Advancement of Science, Council on Nutritional Anthropology/ American Anthropological Association and Florida Academy of Science. She is a fellow of AAAS and has received numerous awards for professional leadership. She teaches Nutritional Anthropology.

[George Long](#)

Mr. Long is an instructor of anthropology specializing in archaeology. He received his M.A. from the University of Florida in 1967. Mr. Long teaches Human Species, General Anthropology, Sex Gender and Culture, Peoples of the World, Florida Archaeology, and Archaeological Method and Theory.

[Ty Matejowsky](#)

Dr. Matejowsky is an assistant professor that specializes in cultural anthropology. He received his Ph.D. in 2001 from Texas A&M University. His research interests include economic anthropology, globalization, urbanization, culture change and development, disaster studies. Dr. Matejowsky currently conducts his research in Southeast Asia, particularly the Philippines. Recent publications include Spider-Wrestling and Gambling Culture in the Rural Philippines, Globalization and Retail Development in the Post-Disaster Context: A Comparison of Two Philippine Communities, and Globalization, Privatization and Public Space in the Provincial Philippines. He joined the faculty at UCF in 2002 and teaches Sex, Gender and Culture, Peoples of the World, Magic, Ritual & Belief, and Economic Anthropology.

[Matthew McIntyre](#)

Dr. McIntyre is an assistant professor of anthropology specializing in biological anthropology. He received a Ph.D. in anthropology from Harvard University in 2005 and a M.Sc. in epidemiology from the Harvard School of Public Health in 2007. Dr. McIntyre studies the effects of perinatal sex differentiation on later patterns of growth and development. He has also studied the socio-ecological regulation of testosterone production, as well as the effects of testosterone on behavior, personality, and cancer risk. He collaborates with two large, long-term studies of child growth and development, the California Child Health and Development Studies, and the

Fels Longitudinal Study. Dr. McIntyre has broad interests including quantitative methods, anthropological demography, the anthropology of health, gender theory, and the evolutionary theories of life history and sexual selection. He has conducted field work in China, and will pursue future projects in Brazil.

[Joanna Mishtal](#)

Dr. Mishtal is an assistant professor who specializes in cultural medical anthropology. Her theoretical and research interests include gender and politics, democratization, political economy, global women's health, Feminism and women's movements, reproductive rights and policies, power and class, gender and the European Union expansion, nationalism, and Eastern Europe. In particular, her primary research interest is study of the postsocialist democratization process and the contentiousness of reproductive politics that emerged since the 1989 fall of state socialism in Poland. Dr. Mishtal received her B.A. in anthropology, her M.A. in cultural anthropology, and a Ph.D. in cultural anthropology from the University of Colorado at Boulder in 1997, 2000, and 2006. Dr. Mishtal has ample work in the field of anthropology and looks forward to expanding her horizons here at UCF.

[John Schultz](#)

Dr. Schultz is an associate professor who specializes in biological anthropology. He received his Ph.D. from the University of Florida in 2003. His research interests include forensic anthropology, taphonomy, and ground-penetrating radar methods for forensic and archaeological contexts. . Recent publications have focused on the application of ground-penetrating radar for detecting controlled forensic graves, taphonomy of commercial cremations, and taphonomy of skeletal remains from historic contexts. Dr. Schultz also works with local law enforcement agencies on the search, recovery and identification of human skeletal remains. He recently published a book entitled *Forensic Recovery of Human Remains: Archaeological Approaches* (with co-authors T. Dupras, S. Wheeler and L. Williams, CRC Press, 2005). He joined the faculty in 2003 and teaches Human Species, Human Biological Diversity, Introduction to Forensic Anthropology, and Archaeological Sciences. Dr. Schultz was recently featured on the Discovery Channel's series, "Mummy Autopsy".

[Pete Sinelli](#)

Mr. Sinelli is an instructor of anthropology who specializes in Archaeology. He received his MA from the University of Florida in 2001 and is currently finishing his Ph.D. at the University of Florida. His research interests include Caribbean prehistory. Mr. Sinelli has been at UCF since 2006 and teaches Human Species, General anthropology, Sex, Gender, and Culture, and Human Origins.

[Allyn McLean Stearman](#)

Dr. Stearman is an emerita professor of anthropology who specializes in cultural anthropology. She received her Ph.D. from the University of Florida in 1976. Her research focuses on cultures of Latin America, with particular interest in cultural ecology, native Amazonians, problems of developing nations, and women in agriculture. She currently conducts her fieldwork in Bolivia. She has been at UCF since 1976 and teaches Cultural Anthropology, Peoples of the World, Peoples and Cultures of Latin America, and Native Peoples of Amazonia. Among her publications are two books entitled *No Longer Nomads: The Siriono Revisited*, and *Yuqui: Forest Nomads in a Changing World*.

[John Walker](#)

Dr. Walker is an assistant professor of anthropology who specializes in archaeology. He received his Ph.D. from University of Pennsylvania in 1999. His research is focused on landscape, agricultural, social organization, and the Bolivian Amazon. Dr. Walker has been at UCF since 2006 and teaches History of Anthropological Thought, Archaeology of Complex Societies, and Archaeological Method and Theory. Among

his publications are *Agricultural Change in the Bolivian Amazon* (2004), “Painted Pots, Parties and Social Groups in the Bolivian Amazon” (2001), and “Raised Field Abandonment in the Upper Amazon” (2000).

[Ronald L. Wallace](#)

Dr. Wallace is an emeritus professor of anthropology who specializes in biological anthropology. He received his Ph.D. from the University of Florida in 1975. His research is focused on the biology of human behavior with particular interest in computational models of the mind, evolution of language, and bio-social perspectives on sex and gender. He has been at UCF since 1975 and teaches *The Human Species*, *Sex, Gender and Culture*, *Biobehavioral Anthropology*, and *The Emergence of Civilizations*. Among his publications are: *Those Who Have Vanished: An Introduction to Prehistory*, and *The Tribal Self: An Anthropologist Reflects on Hunting, Brain and Behavior*.

[Elayne Zorn](#)

Dr. Zorn is an associate professor who specializes in cultural anthropology. She received her Ph.D. from Cornell University in 1997. Her research interests include highland South American indigenous communities with particular interests in sociocultural anthropology, ethnology, political economy, and the politics of identity, gender, tourism, art, and crafts. Dr. Zorn currently conducts her field work in the Andes, particularly in Bolivia and Peru. She came to UCF in 1998 and teaches *General Anthropology*, *Cultures of Latin America*, *Peoples of the World*, *Ancient Incas*, and *Anthropology of Tourism*. Her publications include her recent book, *Weaving a Future: Tourism, Cloth, and Culture on an Andean Island* (2004).

Appendix E: Thesis Option Guidelines

Master's of Arts Degree

DEPARTMENT OF ANTHROPOLOGY
University of Central Florida

Thesis Option:

GUIDELINES FOR WRITING THE
THESIS

Department of Anthropology
Graduate Committee

Last revised and accepted by Dept:
August 2007

MA in Anthropology – Thesis Option **Guidelines for Writing a Thesis**

The goal of the graduate-level thesis is to demonstrate a student's ability to work independently and to think critically. Thoroughness, accuracy and a working knowledge of the research methodology to be employed are indispensable. A thesis provides the student with an opportunity to collect data, conduct analysis, and construct theory. All research for theses must be original work for the project and draw from graduate study. Graduate students researching and writing a thesis are expected to grow in the spirit of research under the guidance of graduate faculty in Anthropology. Through this process, the student will become fully capable of scholarly research, defense and peer review.

POLICY AND PROCEDURES FOR COMPLETING THE THESIS OPTION

Regardless of the sub-discipline you have chosen for your MA in Anthropology, all students who have opted for the thesis route must complete the following requirements:

1. **COURSES** - Complete core, required, and elective courses – seek advice from your advisor or the graduate coordinator regarding the choice of courses for your degree path.
2. **PROGRAM OF STUDY (POS) FORM** - Upon completing 9 credit hours in the program (if you are full-time this will occur during your 2nd semester), you must complete the Program of Study Form with your advisor. This form helps you to plan out the remaining courses for your degree, and is considered to be a contractual obligation that can only be changed with the consent of your advisor or the graduate coordinator. This form is required by the Department of Anthropology, the College of Sciences, and the University of Central Florida's College of Graduate Studies. This form can be obtained from the Program Assistant in the Department of Anthropology and must be returned back to her after completion for filing in the Department and College of Sciences.
3. **SELECTING A THESIS TOPIC** - During your 2nd semester you should be meeting with your advisor to decide on a thesis topic (if you already have one before this, all the better!). At this point it is also advised to choose a thesis format – the traditional or the “journal article” thesis format.
4. **THESIS COMMITTEE** – By the end of your 2nd semester, you, together with your advisor, must select a thesis committee. Your thesis committee must consist of three members – your advisor and two other faculty members. One of the other faculty members must be from the department, while the other is an external member (this is someone from outside the Department and they can be from another UCF department or from another institute). If you select a third committee member from outside the university, they must meet certain criteria to be considered a graduate faculty (i.e., they must hold a Ph.D. in a relevant field). Once the committee is selected, a formal [Thesis Committee Form](#) must be completed and signed by all members of the committee and the student. If a committee member is selected from outside

UCF, a copy of their C.V. must accompany the form, so that the Associate Dean for the College of Sciences can approve of their participation. This form must be received and approved by the College of Science **before** you can register in thesis hours (ANG6971 Thesis).

5. **THESIS PROPOSAL** – After a topic has been chosen and your thesis committee is formed, the next step is to start your thesis proposal. The Department of Anthropology has a formal document that outlines what your proposal should look like. Please see the Program Assistant for a copy of this document. Your proposal must be submitted to all your committee members at least two weeks before a formal committee meeting is held to discuss your proposal. All committee members must sign off on your proposal before you can proceed with the thesis. A copy of this [document](#) must go to the Program Assistant to be included in your student file. If necessary, a copy of this proposal should be used to seek IRB (Institutional Review Board) approval if your thesis will include collecting any data that utilizes human subjects.
6. **DATA COLLECTION, ANALYSIS, and THESIS WRITING** – This part of your program should begin by or in your 3rd semester. Keep in regular contact with your committee to advise them of your progress. Keep, barring unforeseen circumstances, to the timeline that you established in your proposal.
7. **TURNITIN.COM** - To ensure originality of material, all theses are submitted to Turnitin.com before formal submission takes place. Students should check with their advisors on when their thesis is due to each committee member for review and feedback. Once the thesis is final, with all committee members agreeing to revisions, the chair of the thesis committee will submit the thesis to Turnitin.com and sign-off on the required university documentation. After the advisor has signed off on the [thesis attachment form](#), the department will contact the student to pick-up the form.
8. **APPLY FOR GRADUATION** – At the beginning of the semester that you expect to graduate, fill in the [Intent to Graduate Form](#). This form should be completed and returned to the department by the last day of classes in the term preceding the graduation semester. At the time of submission to the department, the program assistant will conduct the Department of Anthropology check for graduation. An example of the Department Graduation Checklist can be seen in Appendix C. Provided that the student is approved to graduate the term of filing, the Program Assistant will assist the student in scheduling an appointment with the College of Sciences graduate director for the exit interview (if necessary).
9. **THESIS DEFENSE** – The suggested time of completion for this program is 2 years (although we recognize this may be longer if you are conducting field research), and as such your thesis defense should occur at the end of your 4th semester in the program (not including summers). When your committee is satisfied that your thesis is in optimum form (you should plan on having a draft to your advisor at the beginning of the semester that you are planning to graduate), you will be required to set a thesis defense date. Please note that Graduate Studies has very strict deadlines by which your defense must occur in order for you to graduate that semester. If you plan to graduate in your 4th semester, you must consult these dates in order to plan accordingly for your defense. These dates are published in the

university's [academic calendar](#). All the members of your committee should be available for your defense, however, in the case that one member is not available, there must be a majority of your committee present for the defense to occur. The thesis defense will be scheduled for 90 minutes in the Department conference room. Thesis defenses are open to the public, and a formal notification will be issued by the graduate coordinator.

The defense will begin with opening remarks by the thesis advisor, followed by a presentation of no longer than 30 minutes to be given by the student. Members of the audience will be given the chance to ask questions before the thesis examination begins. There are two formal rounds of questions from your thesis committee. After the 2nd round of questions, the audience and the defending student will be asked to leave the room so that the committee can deliberate. The student will then be called back into the room for the decision. The student will also be advised at this time regarding any revisions that must be completed before the submission of the thesis. The members of the thesis committee must all sign the thesis approval forms that will be made available by the student at the time of defense before the thesis can be submitted to Graduate Studies.

- 10. FINAL DRAFT OF THESIS** – After your thesis defense, you must prepare a final draft (including any revisions suggested by your committee) of your thesis and present it to your advisor for final approval and signatures. This draft must conform to the Graduate Studies thesis formatting rules, and must be grammatically correct, free of typographical, spelling and other errors. Students should reference the [Thesis/Dissertation Manual](#) for information on document formatting. The thesis must be submitted electronically by the required date in order to be eligible for graduation that semester.

Checklist for Thesis Students

- ___ Complete core requirement courses
 - ___ ANG6110: Seminar in Archaeological Theory and Method
 - ___ ANG6587: Seminar in Biological Anthropology
 - ___ ANG6930: Seminar in Cultural Anthropology
 - ___ ANG6002: Proseminar in Anthropology
- ___ Complete elective courses
- ___ Complete Program of Study (POS) form with advisor (after completion of 9 credit hours). Submit to Department Program Assistant.
- ___ Select a thesis topic with advisor.
- ___ Select thesis committee and fill out Thesis Committee Form. Submit to Department Program Assistant.
- ___ Complete Thesis Proposal and meet with Thesis Committee for approval.
- ___ If necessary, complete paperwork and receive approval from Institutional Review Board (IRB) for Research on Human Subjects.
- ___ Complete thesis research.
 - ___ Submit an "Intent to Graduate" form prior to the close of regular registration.
 - ___ Complete Department of Anthropology's Graduation Check with Program Assistant.
- ___ Complete "Exit Interview" with COS Graduate Director (if necessary).
- ___ After committee approval of the your thesis, set up thesis defense.
- ___ Successfully defend thesis.
- ___ Submit corrected thesis to Turnitin.com & Graduate Studies through electronic submission.

Thesis Format

The Department of Anthropology allows for students to choose from two different thesis formats: the traditional thesis format or the “journal article” format. The decision of which format you will follow should be made in conjunction with your advisor and/or committee.

1) Traditional Thesis Format

The first choice is the traditional thesis format. Instructions for thesis formatting for submission can be found at: <http://graduate.ucf.edu>. This format usually includes the following thesis sections (this format may vary slightly depending on topic and committee decision):

Introduction
Literature Review
Material and Methods
Results
Conclusions
References

Literature Citation Style – Reference citation within your paper and in your “References Cited”, should follow an accepted Anthropological journal style. These will vary according to your sub-discipline. Examples of accepted journal formats include (please consult your advisor if you want to use a style that is not listed):

Archaeology

Latin American Antiquity
American Antiquity

Biological Anthropology

American Journal of Physical Anthropology
International Journal of Osteoarchaeology
Journal of Archaeological Science
Journal of Forensic Sciences

Cultural Anthropology

Current Anthropology

2) Journal Article Format

The second choice is the “journal article” format where two “publishable”¹ papers are put together to form the thesis. The advantage of this format is that students are able to write their thesis in a format

¹ Publication of your papers is not a requirement of the Department of Anthropology for the completion of the MA degree. However, the level, and state of your papers should be judged “publishable” by your committee. We encourage all students to publish the results of their thesis.

that is conducive to publication. The thesis should include two papers bound on either side by a short introduction and conclusion chapter to tie everything together. The introduction chapter should introduce the topic area that the papers cover and provide an overview of the questions that the papers will address and why the examination of these questions is important. The introduction should also provide a brief “road map” to the papers that follow. Each of the papers should also include sections at the beginning of each that provide an indication of the relationship of the paper to the rest of the thesis in its entirety. The concluding chapter should explore the link between the findings of the different papers, relate the findings of the whole thesis to the literature, and explore the implications of the findings. A good way to think of this approach and the resulting product is to envision your thesis as an edited book, where you, as the editor, write the introductory chapter and the concluding chapter; as the only contributor to the edited book, you also write all the main chapters.

Each article should contain the following sections (dependent also on what journal is chosen for potential publication):

Introduction/Background - What is the big picture? Set the stage for your research by including background material on the current status of your general topic. Make sure you state what you are attempting to explore via your thesis research and why. Does it fill a gap in the current body of literature on your topic? How? State the hypotheses that you will be testing in this study. This section should be no more than a couple of pages.

Materials and Methods - Describe how the research was conducted including the following:

Study population: This section will vary depending on the focus of the student. What is the study design and how were subjects/artifacts selected? Where is the study site? For Anthropology, a map of site location is particularly appropriate. If necessary, a statement should be included that the institution's review board has approved the study proposal, as well as the manner in which informed consent was obtained from subjects (if applicable).

Data collection: Provide a detailed description of the variables used in your analysis. Descriptions should include, if applicable, measurements; collection method (interview, med record abstraction, etc.); and validation procedure. Provide a detailed description of any special methodologies or instruments used to collect your data (e.g. special laboratory methods).

Statistical analysis: Describe in detail how you carried out analysis of the data including methods used (logistic regression, principal components analysis), tests of statistical significance (chi square, Student's T Test, etc), transformation of data, selection of covariates for multi-variable models and any other details that would allow the reader to reproduce your work.

Results - The results should be a combination of tables, figures and text. Present results in a logical sequence. Usually descriptive data are presented first, followed by results of statistical analysis. Make sure all tables are labeled such that they could stand by themselves. Do not repeat in the text all data in a table; emphasize or summarize only important observations. In the text, talk not only about p-values, but interpret the magnitude and direction of any associations as well.

Discussion - The purpose of the discussion is to interpret and compare the results to the established literature. Be objective; point out the features and limitations of the work. Your opening paragraph should describe your key findings, emphasizing new and important aspects. Do not repeat information given elsewhere in the manuscript. Discuss the limitations of your study. Relate your results to current knowledge in the field and to your original purpose in undertaking the project: Have you resolved the problem? What exactly have you contributed? Briefly state the logical implications of your results. Suggest further study or applications if warranted.

Conclusion – Summarize your study and findings. Note future work (if applicable).

Literature Citation Style – Each paper should be formatted in the journal format to which you would most likely submit the paper. If you are not sure what journal would be appropriate for your subject, talk to your advisor and/or committee for advice. Also look at the articles in your literature review to see where they are published. Each journal will have an instruction description such as an “Author’s Guide for Submission” with citation guidelines. Follow these instructions.

Thesis Format – The formatting of your thesis MUST conform to the standards set by Graduate Studies. For a guide to formatting, see <http://graduate.ucf.edu>. The university also has an individual on staff that will work with students on the formatting of their thesis (contact the thesis editor by email at: editor@mail.ucf.edu).

Thesis Binding -- Please note that all thesis and dissertations at UCF are electronic. No paper copies are ever required. Barring restrictions, all final ETD submissions are available through the UCF Library and the Florida Center for Library Automation at www.fcla.edu. If a student would like to have a copy of their thesis or dissertation bound for personal use, a list of binding vendors can be found at the ETD website under [Binding Vendors](#)

Questions of Authorship for Published Papers

Joint authorship on publications in Anthropology is very common, particularly in sub-disciplines such as biological anthropology. While the papers submitted for publication may have joint authors, the papers that are included in the thesis are, together, considered the work of the student and would not have joint authorship assigned (students should, however, reference their co-authors, either in each of the papers or at the beginning of the thesis). The result is an outcome that is often observed even when the standard thesis format is used – the thesis as a whole appears as the work of the student, while papers that may result from the thesis may have joint authors. This is something that you should talk to your advisor about if you have any questions. Each professor may have a different perspective on how joint publication should work² depending on their academic background and experiences, so it is best to have this discussion early so there are no surprises or problems in the future.

² Joint publication may be expected by some professors if, for example, you are funded on their grant, you are using their data or materials collected by them, your professor contributes significantly to the ideas and writing of the articles, or you are using their laboratory/equipment for your work.

Best Practices for Students Concerning Turnitin.com

As of the Fall 2008 semester, the university requires all students submitting a thesis or dissertation as part of their graduate degree requirements to first submit their electronic document through Turnitin.com for advisement purposes and for review of originality. The thesis or dissertation chair is responsible for scheduling this submission to Turnitin.com and for reviewing the results with the student's advisory committee (typically during the student's final semester). Please see the [Thesis and Dissertation Policies](#) page for comprehensive information about Originality and using Turnitin.com. Use the following information to guide you through the Turnitin.com review process.

- Follow the instructions your committee chair provides regarding best practices for scholarly writing and for using and documenting sources properly for your discipline
- Familiarize yourself with what “plagiarism” is and how to avoid it in your writing. The University Writing Center offers guidance on [Avoiding Plagiarism](#)
- Complete your writing early enough in your final semester to submit it to Turnitin.com and allow ample time for your committee chair and advisory committee to review the results and provide their comments to you. Your advisory committee must agree that your writing meets university requirements before your committee chair can sign the “Review for Original Work” section on the [Thesis and Dissertation Attachment](#) form, which is required as part of your final submission to the university for graduation certification.
- If your advisory committee requires revisions, complete these revisions in a timely manner and resubmit your document to your committee chair

Department of Anthropology’s Policy on Plagiarism

The Merriam-Webster Dictionary defines PLAGIARISM as:

“...to steal and pass off (the ideas or words of another) as one's own; use (another's production) without crediting the source; to commit literary theft; present a new and original an idea or product derived from an existing source”

Simply put, the act of plagiarism is when an individual represents the work of others as one's own. It is unethical and dishonest to quote a source verbatim without placing the words in quotation marks and giving proper citation or without making a quotation clearly identifiable as another person's words. It is also plagiarism to take an idea or concept and reword it as your own without giving credit to the source. This is a serious offense and will not be taken lightly by the Department of Anthropology. If a student is found to be guilty of plagiarism in their thesis, the Department of Anthropology will seek disciplinary action against the student, following [UCF's Golden Rule](#).

Appendix F-Writing A Thesis Proposal

Master's of Arts Degree

DEPARTMENT OF ANTHROPOLOGY

**GUIDELINES FOR WRITING A THESIS
PROPOSAL**

**Department of Anthropology
Graduate Committee**

Last revised and accepted by Dept:
August 2007

MA in Anthropology:

Guidelines for Writing a Thesis Proposal

If you have chosen to take the thesis route for your degree, before beginning the thesis process, you must complete a thesis proposal that must first be accepted by your thesis committee. The proposal will become part of your student file.

The aim of the thesis proposal is to convince your committee that:

- There is a need for the research; it is significant and important.
- You are contributing something original to the field (ask yourself, “What is my work contributing to the field of Anthropology?”)
- The topic you have chosen is feasible in terms of availability of funding, equipment, supervisors, and data.
- The research can be completed in the expected time period (the length of this program is designed to be two years).
- Ethical issues have been considered and, if necessary, approval has been given for the research by the university’s Institutional Review Board (IRB³).
- The topic matches your interests and capabilities.

Remember - at the proposal stage, you are not expected to have explored all the ramifications of your subject – that is what the thesis itself is for, but you need to establish credibility that the work can be done and that it will make a contribution to anthropology and existing literature.

The Goal of your Proposal

The thesis proposal helps you focus your research aims, clarify its importance and the need, describe the methods, predict problems and outcomes, and plan alternatives and potential interventions. The proposal generally follows the outline of what the thesis will become. But it is in itself *not* the thesis. The principle is that the proposal needs to contain what is necessary to understand the proposal itself, and to provide coherence and continuity to statements of problem, hypotheses, and analysis.

Getting It Done

Preparing your proposal should be an iterative process. You will discuss your proposal with your advisor and committee. You should be writing regularly to have your proposal completed by the due date set by your advisor or committee (due date will vary from student to student).

³ UCF’s Institutional Review Board (IRB): <http://www.research.ucf.edu/Compliance/irb.html>. Refer to Appendix A for a description of IRB and whether or not your research will require IRB approval.

How Do You Structure Your Proposal?

The following sections are recommended for your thesis proposal. Check with your advisor for optional sections, variations and additional sections that may be required.

1. Cover page

This should be the first full page (see Appendix B for example of title page). It should include your:

- Name
- Contact information including email address
- Degree for which you are a candidate (MA Anthropology)
- Thesis proposal title
- Advisor and committee members' names and places for them to sign and date
- Date

2. Introduction and Statement of Topic

Introduce the reader to the recognized general subject area (e.g., cultural anthropology, physical anthropology, archaeology) and how your specific topic is related (in other words, start big, and narrow it down to your topic). Briefly point out why it is a significant topic and what contribution your work will make to the wonderful world of Anthropology. We recommend dividing the introduction into the following sections:

- *Overall aims and general questions to be addressed* - This section consists of one to two paragraphs of introduction. It briefly defines your research problem, the study you propose to do, and what you hope to establish. It is essentially an abstract, but one that serves as well as an outline for what follows. It should ensure that there are no major surprises in the remainder of the proposal.
- *Specific research questions/objectives and hypotheses* - This section is where you define specifically what issues you are going to investigate and what you expect to find. There need be no more than one major research question, and there should almost never be more than three. Keep in mind the difference between a research question and a hypothesis.⁴

3. Background and significance - Review of the Literature

This should be the main substance of the proposal and will lay the basis for your discussions of your methods. This section is a description of the general problem area, defining constructs, what is generally thought to be known about your problem, and the key unresolved issue(s) that you are going to be addressing. While literature should be cited, this section is not necessarily the full

⁴ Research Question versus Hypothesis: A research question is a brief statement of an unresolved issue in the field that you plan to investigate. They should be couched in terms of the vocabulary of the field that you will describe. They are phrased as open questions, such as "What is the relationship between X and Y?" or "In situations characterized by X, what happens to Y?" Hypotheses, by contrast, are phrased as declarative statements about particular variables: "X is inversely related to Y." Remember: it is not a sin to state a hypothesis that later turns out to be unsupported; you don't have to do the analysis to prove it ahead of time. Hypotheses simply have to be plausible given your discussion of the issues. They gain plausibility either from logic or from previous findings or from theoretical predictions.

literature review to be used in the thesis itself. You should cite enough sources to make clear that you have read widely enough in the field to know what the major issues are. Your readers need to know that other people agree that your issue is important, but not necessarily everything they have ever said about it. At the end of this section, the readers should believe:

- you have identified a question that others are interested in
- there is enough that has been done in the field to give you a solid background for getting into the project (i.e., you are not trying to create a new field all by yourself)
- you know enough about the vocabulary and structure, previous findings, and methodology of the field to be able to understand what you are reading, to use specialized terminology appropriately, and to identify gaps or contradictions in the existing literature to provide the rationale for the study you propose.

Be careful not to allow the evaluation of previous work to become a large open-ended task. You should consult with your advisor and committee on the types of questions you need to be asking and what boundaries you should place on your literature review. In one sense the literature review for the proposal is incomplete. You will continue to expand and update the literature as your research progresses and as you locate new publications. The final literature review will be included in your thesis.

4. Material and Methods

This section should include a description of the materials (e.g., data, skeletal materials, artifacts) that you plan to use for your thesis. What is the source of this material? What are the methods you plan to use to look at this material? For example, if you are studying a skeletal or artifactual sample at the Smithsonian Institute, where did this collection come from? How many will you look at? What methods will you use to study this collection (measurements, analytical techniques like stable isotope analysis, DNA, etc)? Why did you choose this particular methodology? Inclusions such as tables, charts, and figures can be appropriate in this section. If you are planning a secondary analysis of someone else's data, you need to describe their study in enough detail that the readers do not have to go back and look it up to understand the data. If you are planning original data collection, you need to describe how you are going to go about it and establish that it is feasible to do what you plan to do. Specific techniques such as surveys, interviews, or observation should be described in some detail.

5. Analysis strategy

We realize that there are different kinds of data that might be collected by Anthropology MA students depending on their sub-discipline. Regardless of your area of study, the analysis strategy tells your committee what you are going to do with the data once you have collected it. This section does not need to be elaborate, but it does need to indicate how you will test each hypothesis. That is, you must propose statistics that match your variables and the kind of inferences you plan to make about them.

For example, if you have quantitative data, it may be sufficient to say that a given relationship will be tested with ANOVA, or correlation, or chi-square; you do not have to provide information on all the specific contrasts you might test or all the coefficients you will examine. The point is that the readers have to be able to understand that you know when specific kinds of statistics are appropriate, and that you know how to interpret them to test your hypotheses. If you will be working with more

qualitative data you still need to provide information on how you're going to treat them -- coding, cross-indexing, pattern matching, or whatever. Again, we have to believe that you are going to be able to get from the data back to your hypotheses in some reasonable fashion.

6. Thesis Chapter Outline

The inclusion of this section should be discussed with your advisor and committee. It will be dependent on whether you choose the traditional or "journal article" thesis format. If you do include this section, present the chapter outline as a draft contents page with brief annotations of expected content or stages. Follow the standard sections relevant to your type of research. Look at past theses in your area and discuss your ideas with your committee.

7. Limitations and Implications

Instead of ending your proposal with a conclusion (because you do not have one at this time) you should end with a consideration of the limitations and implications of your project.

8. Research Program Timeline

This will usually be from the date you began your degree to when you expect to submit the completed thesis. The time-line can be formatted as a table or a list. Include when you will start and finish important aspects of your research, such as: literature research, required training or attending courses, stages of experiments or investigations, beginning and completing chapters, any meetings you will attend or give presentations at, and completing the thesis. This will give your advisor and committee a guide for when they can expect to see your progress and completion of the thesis.

9. References Cited

All the references you cited in the text of your proposal must go in this section. The citation style used in this section (and throughout your proposal) should be the one that you will use in your thesis. This, of course, will depend on whether you choose to do the traditional format, or the "journal article" format for your thesis. If you choose the traditional thesis format, you should decide upon the citation style in conjunction with your committee. If you choose the "journal article" format for your thesis you will use the citation style of one of the journals that you would most likely submit your article to for publication.

10. Appendices

This section (if necessary) should include documents such as survey forms, data collection sheets, IRB approval letter, or anything extraneous that is important to your project, but does not really fit under any of the categories defined previously.

Things to Consider When Writing Your Proposal

In general, the proposal need be no longer than 20 pages in total (this does not mean it has to be 20 pages... if you are succinct 10 pages might be sufficient); if a lot more is required, this is an indicator

that the problem is probably too large and/or complicated for a thesis project. Keep it for your dissertation.

When you have finished an initial draft of your proposal, it is often helpful to let your friends look at it. Peer review works as well among students as it does for journals or granting agencies. The important point is to be sure that you have *clearly* described things. If it confuses your friends, you can be certain it will confuse your committee.

Your final draft should be completed in a clear and readable font, and in a reasonable font size. Before printing, run the spell-checker. After printing, read it through carefully; the spell-check cannot pick up an error that is a real word but not the one you intended to use. Check the References section to be sure all entries exactly match the text. The visual impression conveyed by your proposal predisposes the reader to judgments. Sloppy work looks like a sign of a sloppy mind.

The thesis proposal should not be a major stumbling block. If, in your research, things do not turn out exactly as you described in the proposal, no one is going to send you back to Square One. Every researcher knows that the unexpected things that happen during a project are often more interesting than what s/he set out to look at. The main caution in a thesis proposal is to keep the problem *bounded* and *manageable*. Take on only what is reasonable. Remember what the proposal is really all about -- to let your readers *help* you define and bound what you are going to look at. Your advisor and your committee are there to help you, and you should feel free to ask them as much as you need to get the task done. As we said, talking with your friends is often an excellent way of sharpening what you are trying to say. They will be honest with you if you are honest with them.

SUB-APPENDIX A: Institutional Review Board (IRB) at UCF

All researchers at UCF - faculty, researchers, staff, and students - who plan to conduct research that involves human participants, must submit their study proposal to the UCF IRB (Institutional Review Board) for review and approval. Researchers may not recruit or contact participants or begin research until they receive an IRB approval letter. This research includes: social/ behavioral research such as, survey research, questionnaires, focus groups, classroom research, and biomedical research, such as, blood draws, etc.

The researcher cannot determine whether or not the study meets the definition of human subject research. When in doubt call IRB at 407-823-2901 or 407-882-2012, or send an e-mail to IRB@mail.ucf.edu. If data (using human participants) is collected without IRB approval many journals will not publish the study findings. Master's students, whose theses are going to use data from human participant research, must obtain IRB approval before beginning their research. The UCF Thesis editor asks for the IRB approval letter and it is placed in a separate Appendix in the document. IRB approval cannot be granted after the fact.

Before completing the IRB process, researchers must complete a training course concerning the protection of human subjects (CITI). CITI training is online, and can be found through the IRB web page. This is a self-paced course that contains modules for Social/Behavioral or Biomedical research. At the end of this process, the researcher should print out the CITI Completion Certificate for their records (if you register with UCF as your institution, IRB will automatically receive your Completion Certificate). CITI is good for three years (after this a refresher course is required).

Any researchers working with animals must go through IACUC (this is separate from IRB, but part of the Office of Research & Commercialization and can be found on their compliance web page.

The IRB process at UCF is now completed with a new online submission software system called iRIS. Once submitted, a proposal must be reviewed by IRB. Most of the research done at UCF is less than minimal risk and as such does not need to go to the full board meeting of the IRB. Instead, it can be reviewed by the IRB chair or vice chair. Depending on the study and how well it has been put together, the review can take a week or so, or even more quickly. If there are questions that arise the applicant may be asked to respond to IRB and this may add additional time to the process. When considering your timeline, please factor in the time that it may take to pass your proposal through IRB.

The IRB website and complete instructions for submission can be found online at:
<http://www.research.ucf.edu/Compliance/irb.html>.

SUB-APPENDIX B: Example of a Thesis Proposal Title Page

**Sexual Dimorphism at Gross and Histological Levels in Human Ribs
(Working Title)**

**Thesis Proposal for the
MA in ANTHROPOLOGY
University of Central Florida**

Submitted by:

TOSHA L. DUPRAS

tdupras@mail.ucf.edu

May 20th, 1993

Dr. Susan Pfeiffer
Thesis Advisor

Date

Dr. William Leonard
Thesis Committee Member

Date

Dr. William Bagnall
Thesis Committee Member

Date

Appendix G-Non-Thesis Option Guidelines

Master's of Arts Degree

**DEPARTMENT OF ANTHROPOLOGY
University of Central Florida**

Non-Thesis Option:

**GUIDELINES FOR COMPLETING THE NON-
THESIS OPTION**

**Department of Anthropology
Graduate Committee**

**Last revised and accepted by Dept:
August 2007**

MA in Anthropology – Non-Thesis Option Guidelines for Completing the Non-Thesis Option

The Non-thesis option of the MA in Anthropology is designed for students who do not want to include a research component in their degree (recommended for students that do not plan to pursue a Ph.D., or for those that are pursuing the degree for job enhancement, etc). The Non-thesis option is more course intensive, and culminates with an oral examination that is structured to test the student's knowledge of Anthropology, and the specialized knowledge within their chosen focus.

POLICY AND PROCEDURES FOR COMPLETING THE NON-THESIS OPTION

Regardless of your interests or the focus you have chosen for your MA in Anthropology, all students who have opted for the non-thesis route must complete the following requirements:

- 1. COURSES** – The non-thesis option is course intensive, and students must complete 30 hours of course work. Students must complete the core, required, and elective courses – seek advice from your advisor or the graduate coordinator regarding the choice of courses for your degree path.
- 2. [PROGRAM OF STUDY \(POS\) FORM](#)** - Upon completing 9 credit hours in the program (if you are full-time this will occur during your 2nd semester), you must complete the [Program of Study Form](#) with your advisor. This form helps you to plan out the remaining courses for your degree, and is considered to be a contractual obligation that can only be changed with the consent of your advisor or the graduate coordinator. This form is required by the Department of Anthropology, the College of Sciences, and the University of Central Florida College of Graduate Studies. This form can be obtained from the Program Assistant in the Department of Anthropology and must be returned back to her after completion for filing in the Department and College of Sciences.
- 3. EXAMINATION COMMITTEE** – By the end of your 3rd full time semester, you, together with your advisor, must select an examination committee. Your examination committee must consist of three members – your advisor and two other faculty members. All three of the committee members can come qualified faculty from the Department of Anthropology at UCF (your committee members should represent those faculty with whom you have taken most of your program courses). However, if you select a committee member from outside the university, they must meet certain criteria to be considered a graduate faculty (i.e., they must hold a Ph.D. in a relevant field). Once the committee is selected, an [Examination Committee Form](#) must be completed and signed by all members of the committee and the student. If a committee member is selected from outside UCF, a copy of their C.V. must accompany the form
- 4. APPLY FOR GRADUATION** – At the beginning of the semester that you expect to graduate, fill in the [Intent to Graduate Form](#). This form must be submitted to the College of Sciences by the end of the regular registration period if you wish to graduate that semester. The [Intent to Graduate](#) must be submitted to the Program Assistant for signatures. At this time, the program assistant will conduct the Department of Anthropology Check for graduation. Provided that the student is approved to graduate

the term of filing, the Program Assistant will assist the student in scheduling an appointment with the College of Sciences graduate director for the exit interview (if necessary).

5. ORAL EXAMINATION – This program is designed to take 2 years to complete, and as such your oral examination should occur at the end of your 4th semester in the program (not including summers). The date of your examination must be decided upon by the availability of your committee. The Department of Anthropology stipulates that the oral examination must occur before the regular semester examination period of the semester in which the student plans to graduate. The oral examination will be scheduled for 90 minutes in the Department conference room.

The oral examination is designed to test the student on their knowledge of Anthropology and the coursework that they took during their program. There will be two formal rounds of questions from your examination committee. After the 2nd round of questions, the student will be asked to leave the room so that the committee can deliberate. The student will then be called back into the room for the decision. The members of the thesis committee must all sign the examination forms that will be made available by the student at the time of defense.

Checklist for Non-Thesis Option Students

___ Complete core requirement courses

- ___ ANG6110: Seminar in Archaeological Theory and Method
- ___ ANG6587: Seminar in Biological Anthropology
- ___ ANG6930: Seminar in Cultural Anthropology
- ___ ANG6002: Proseminar in Anthropology

___ Complete elective courses

___ Complete Program of Study (POS) form with advisor (after completion of 9 credit hours). Submit to Department Program Assistant.

___ Select Examination Committee and fill in form.

___ Submit an "Intent to Graduate" form prior to the close of regular registration. Submit to Program Assistant.

___ Complete Department Graduation Check with Program Assistant.

___ Complete "Exit Interview" with COS Graduate Director (if necessary).

___ Set Examination time at end of last semester in program.

___ Submit Examination signature form to Program Assistant