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PREFACE

The aim of this Handbook is to provide easy access to information about resources and regulations relating to graduate studies for the MA, MS, and PhD degrees in Anthropology at the University of Pennsylvania.

Graduate studies in anthropology are the responsibility of the Anthropology Graduate Group, which collectively organizes instruction, advising, and examines. The Graduate Group faculty are listed in *Appendix A*.

The Handbook is revised regularly. Suggestions for additions, corrections or other changes are welcome and should be sent to the Graduate Program Assistant, Department of Anthropology, 323 University Museum, Philadelphia, PA 19104-6398.

Disclaimer: If there appears to be a conflict between rules and regulations, as stated in this handbook, and the Graduate Academic Bulletin (<http://www.upenn.edu/grad/catalog.html>), the latter shall prevail.

The University of Pennsylvania values diversity and seeks talented students, faculty and staff from diverse backgrounds. The University of Pennsylvania does not discriminate on the basis of race, sex, sexual orientation, religion, color, national or ethnic origin, age, disability, or status as a Vietnam Era Veteran or disabled veteran in the administration of educational policies, programs or activities; admissions policies; scholarship and loan awards; athletic, or other University administered programs or employment. Questions or complaints regarding this policy should be directed to: Executive Director, Office of Affirmative Action and Equal Opportunity Programs, 3600 Chestnut Street, Nicholas House, Suite 228, Philadelphia, PA 19104-6101 or 215-898-6993 (voice) or 215-898-7803 (TDD).

1. PhD REQUIREMENTS, PROCEDURES and SUPERVISION

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

- 1) be accepted into the program;
- 2) pass an examination in a language of library research by October of the second year;
- 3) complete the Core Program and pass the Comprehensive Examination in general Anthropology at the end of the first year;
- 4) complete three semesters of teaching, usually during the second and third years;
- 5) complete 20 course units;
- 6) pass the Final Oral Examination, based on a draft proposal for doctoral research and written statements on four related fields of specialization (two major and two minor);
- 7) submit and defend an acceptable dissertation.

The procedures for meeting these requirements are explained in the following sections of the Handbook.

Statute of Limitations. The Graduate Division of Arts and Sciences (GAS) has ruled that all requirements for the PhD up to and including completion of the Final Oral Examination be completed within seven years from entry into the Program. (A leave of absence or research abroad does not change the time limit.) As well, students matriculating after July 1, 1993 should be aware of an important University regulation. The rule requires that students who register for dissertation tuition for more than five years must retake either their preliminary exam (Comps), their final examination (Orals), or satisfy another procedure devised by the Graduate Group and approved by a University-wide body. The purpose of the rule is to "assure that students who take a longer time to complete their theses have kept both their skills and research agenda at the frontier of knowledge in the field." The Graduate Group has not yet determined which procedure it will follow, but will advise those students to whom this rule applies when it has done so.

1.1 The Department of Anthropology and the Graduate Group

The University of Pennsylvania's Department of Anthropology has a long and distinguished history, dating back to the late 19th century. The Department currently includes twenty-three standing members of the faculty, ten in Archaeology, ten in Cultural-Linguistic and three in Physical/Medical Anthropology. Penn's Department has traditionally, and continues to, espouse a holistic approach to Anthropology that emphasizes the integration of its four subfields (Cultural, Linguistic and Physical Anthropology and Archaeology) on both the undergraduate and graduate level.

Post-baccalaureate studies in Anthropology and the supervision of graduate students fall under the collective control of a body called the Graduate Group (GG). This Group is composed of all members of the Department of Anthropology's standing faculty and some members of the standing faculty in other University departments who are either anthropologists or have professional interests in anthropological subjects (currently 17). Advisors and Advising Committees are composed, primarily, of members of the GG. See *Appendix A*. The GG emphasizes the training of first-rate professionals who display an

appreciation and comprehension of Anthropology's four fields, as well as expertise in a particular research specialty.

1.2 Admission to the Graduate Program

Criteria for selection. Entry into the graduate program in Anthropology is reserved primarily for students who have demonstrated exceptional ability for and commitment to research in an area of anthropology within the competence of the standing faculty of the GG. However, prior experience or coursework in anthropology is not required. The GG makes every effort to attract applicants from a wide variety of backgrounds, especially from among minority communities in the United States, but also from countries in Africa, Asia, Europe and Latin America.

Beginning with Academic Year 2001-02, the GG will only admit students to the PhD program who are fully funded. GAS makes a fixed number of William Penn Fellowships available to the GG each year. In general, the Anthropology GG aims for an incoming class of 10-12 PhD students divided among archaeology, physical, socio-cultural and linguistic anthropology.

PhD Program in relation to the MA and MSc degrees. In general, students are admitted as prospective candidates for the PhD or MSc degrees only. The MA is a degree in general anthropology, which students in the PhD program may take for one or another of the reasons discussed below.

1.3 Advising

A student's Committee normally consists of three people. At least two members of the Committee must be active members of the GG. The Advisor (or Chair of the Committee) must be a standing faculty member. At the time of matriculation, an Advisor is appointed from the Anthropology faculty to advise each student. During the first year, in consultation with the Advisor, the student should select two other members to form an advising committee. The student's Advisor and Committee will be formally confirmed once the student passes the Comprehensive Examination.

The Committee is jointly responsible for working out the details of the student's program from semester to semester. When special expertise is required, extra committee members may be appointed from outside the GG or the University. The Advisor is responsible for initiating regular meetings with the student for the purpose of guidance. These meetings should occur at least once per semester, at least until the student has passed the oral exam.

Annual Progress. All students who have not yet taken the Oral Exam have their progress reviewed annually by the GG. Satisfactory progress includes timely completion of coursework, maintenance of a B+ average, adequate comps performance, and an appropriate schedule of preparation for the oral exam.

Dean's Annual Progress Report. After the fourth semester of Dissertation registration, the student is required to complete an annual dissertation progress report. The report is

submitted to the Dean's Office for recording and then is returned to the student's advisor for evaluation.

Changing Advisors and Committee members. There are no impediments to changing Committee members. A student who wishes to change his/her Advisor or one or more Committee members should consult with the persons concerned and the Graduate Group Chair (GGC).

Note: All formal actions (e.g., requests for leave, dissertation abroad, etc.) require the signature of the GGC, and that signature is normally granted only to requests approved by the student's Advisor.

1.4 Language Examination

The ability to access and utilize literature in a foreign language or languages appropriate to a student's specialization is a critical component of the PhD program. Students are, therefore, required to pass an examination in a language of scholarship and library research by October of their second year. The examination is held twice each year--in October and April--by a language committee appointed by the GGC. First-year students are encouraged to take the exam in October of the first year, even if they do not feel completely prepared, in order to gain experience.

The examination consists of three or four passages taken from the subject matter of the principal subdivisions of anthropology. In order to pass the candidate must translate into English at a level that demonstrates an ability to do library research reliably in the language. Students should take the examination in a language that they are likely to need in their doctoral research. The examination is usually taken in French, German, Russian or Spanish. Students who wish to take the examination in another language should petition the Graduate Group through the GGC, citing the connection to library research they expect to undertake for their degree.

The GG takes the language requirement seriously and views failure to pass the exam in a timely fashion as the equivalent of an Incomplete.

Additional Languages. While the GG requires students to pass an examination in only one language, students often need additional languages, both for library research and fieldwork. Students should consult with their advisors about the language(s) required for library research and fieldwork in their areas of specialization. Students may be required to demonstrate proficiency in such languages at the time of their final Oral Examination.

1.5 Coursework and Individual Program Planning

Twenty courses are required for the PhD. One course is equivalent to one course unit (CU). Four courses (three for a TA) per semester is considered a full-time course load. Courses numbered 500 and above are intended primarily for graduate students though 400-level courses may also be taken for graduate credit.

Apart from the Core Program, discussed below, no specific courses are required by the GG (see *Second-tier Core Courses*, below) but some courses are strongly recommended and may be required by some Advisors (see also *Special Tracks*, below).

Students should select courses carefully in order to be sure to cover what they will need to be able to discuss in their Final Oral Examination.

In cases where no suitable course is available, students may propose a course of independent study with a particular faculty member and, if the faculty member agrees, enroll for the work mutually agreed upon under the course 620 (Directed Reading & Research). Alternatively, if such a course consists primarily of field experience, the appropriate course number is 621 (Directed Field Training & Research). No more than one 620 or 621 course may be taken in any given semester.

In some cases it is necessary for a student to take more than twenty courses. For example, where a particular course of study requires a large amount of language study, although the language work is necessary it may not all be applicable towards the statutory twenty course units for the degree. Where feasible such additional work will be arranged without formal registration.

Non-Program courses. In the process of formulating their graduate career plan with their Committee, students should bear in mind the possibility that some of their needs might be served by courses outside the GG, or even outside the University. (Note that there is a program of Inter-collegiate Cooperation with certain other colleges in the area).

Special Tracks. Courses fall into three basic categories:

- 1) those that the GG considers must be taught, such as the Core Program and some "topics" courses, such as Religion. The GG tries to ensure that these are taught regularly;
- 2) those that derive from the research interests of a particular faculty member;
- 3) those that are organized by a grouping of faculty members whose theoretical or geographical interests are closely related. These are in some cases identified as "tracks" within the program. This is especially the case in the interdisciplinary programs listed below. But the same is true for certain conventional specializations within the Anthropology Graduate Program, such as Africa, the Middle East, and Latin America. Students wishing to specialize in these areas should consult carefully with all the appropriate faculty members.

Good standing. In order to remain in good standing students must maintain a minimum average grade of "B+" and make up incomplete grades within one year of the finish of the course (see more info about incomplete grades on page 20). A grade of "C" is considered unsatisfactory in graduate studies. After one year, incomplete grades become permanent.

Each student's program of study and research is an individual one and the timing will vary from person to person. However, the following general schedule is recommended by the Graduate School of Arts and Sciences.

First Year

Core courses (two per semester)

Basic courses in area of specialization and 2nd-tier course

Satisfaction of Language requirement (fall or spring)

First Summer

Field work/research

Comprehensive examination (spring)

Second Year

Specialized courses, 2nd-tier course, seminars, tutorials

Second Summer

Field work/research

Third Year

Completion of course work

Preparation for Oral Examination

Investigate and apply for dissertation research grants

Third Summer

Fieldwork/Research

Preparation for Oral Exam

Fourth Year

Oral Exam and submission of dissertation proposal

Begin dissertation research

Fifth Year

Dissertation research

Sixth Year

Writing up and submission of Dissertation

1.6 Core Program, Comprehensive Examination and Second-tier

First year's courses. The Core Program consists of four courses specially designed and taught for Anthropology graduate students in their first year. These courses cover the basic subject matter of human evolution, world prehistory, linguistic anthropology, and current socio-cultural approaches.

All first-year PhD students must take the following courses:

ANTH 600 Fundamentals of Archaeology

ANTH 602 Fundamentals of Physical Anthropology

ANTH 603 Language and Culture

ANTH 617 Contemporary Approaches to the Study of Culture

This leaves an additional four courses to be taken in the first year (see Second-tier Courses, below). These other courses should be selected in consultation with one's advisor, such that students will be able to move into advanced graduate work in an expeditious manner.

Students who for some reason plan to register for less than eight courses during their first year in the program must obtain the approval of the GG for another arrangement.

The Comprehensive Examination ("Comps"). To qualify for PhD candidacy students must pass a PhD Preliminary Exam (or Comprehensive Examination) in May of the first year. The Comprehensive Examination is a two-day (four hours each day) examination in general anthropology, based on Core Program courses. On entry into the Program students receive a list of some fifty questions that serve to illustrate the range and depth of the questions that may be asked in the exam. Comps is a "closed-book" examination, and Penn's Code of Academic Integrity applies. There are three possible outcomes of the Comp. Exam: A student may pass at the PhD level, pass at the MA level, or fail the exam.

Note: Comps must be taken at the end of the first year and may be taken only once. Only in rare circumstances does the GG consent to a delay, but never to a re-take.

Incompletes in the first year. All Core Program courses must be completed by one week prior to the Comprehensive Examination. Students with incomplete grades in any Core Program course may not take the Comprehensive Examination.

Evaluation of performance. Performance in the examination is evaluated by the GG along with performance in the year's coursework. Students whose combined performance is satisfactory are admitted to candidacy for the PhD. Passing this exam also satisfies the MA final exam requirement.

Second-tier Core courses. In addition to the four first-year courses, students must take two additional courses by the end of their second year. These courses must be chosen from outside the student's field of specialization. Archaeology students must choose courses in either physical/medical or cultural-linguistic anthropology; cultural-linguistic students in archaeology or physical/medical; and physical/medical students in archaeology or cultural-linguistic anthropology. See *Appendix D* for approved courses for the Second-tier requirement. Because not all of these courses are offered every year, if a second-tier course appropriate to a student's special interests is given during that student's first year, he or she would be well advised to take it at that time and not wait until the second year. A student who wishes to substitute other courses for the Second-tier requirement should first consult with his or her advisor and then petition the Graduate Group Chair.

1.7 Teaching

Beginning with the Class of 2001-02, all PhD students will be required to complete three semester of teaching as part of their program, preferably in the second semester of their 2nd year and during the whole of their 3rd year.

In their first two semesters of teaching students will serve as Teaching Assistants, handling recitations in the Department's introductory undergraduate courses and various other 100+-level courses whose enrollments would justify one or more Teaching Assistants. We will make every effort to see to it that students serve as Teaching Assistants in courses both within and outside their own specialties. Such an approach to distributing our Teaching Assistants is in keeping with Penn Anthropology's four-field approach and at the same time will better prepare our students for the job market.

In their third semester of teaching we will try to give our students greater responsibilities by assigning the majority of them to work intensively with faculty as "pedagogical interns" in higher-level courses or by assigning those who might be qualified to teach independently.

1.8 MA Degree

Terminal MA. PhD Students whose combined performance in the examination and in the first year's coursework is below standard may be passed only at the level of a terminal MA. In this case they will be advised to complete the ten-course unit requirement and write an acceptable research paper or thesis in order to receive the MA

degree. They may then wish to seek advice from members of the GG about other programs that may be more suited to their interests. (Students may enroll for no more than two semesters on Master's Tuition while writing their thesis or research paper.)

Note on readmission following terminal MA: In exceptional circumstances a student who has completed a terminal MA may petition to be readmitted to the Program. Such petitions have in the past been granted only on the basis of an unusually promising MA thesis.

Non-terminal MA. After passing Comps the student is formally accepted into candidacy for the PhD and may therefore bypass the MA. However, some students opt to take an MA on the way to the PhD. Possible reasons for doing this (even though it may delay progress towards the PhD) are: 1) the MA is accepted as a qualification for various positions, and therefore enhances possibilities for part-time employment before completion of the PhD, and 2) an MA project can be a useful trial run for the PhD, allowing the opportunity to make the first step in the proposed PhD research and affording experience in analysis, interpretation, and writing.

MA Thesis or Research Paper. Besides ten course units, the MA requires either a research paper or a thesis. The difference is important. A research paper may be an expanded or improved version of a paper initially written for a course, in which case the criterion for acceptance would be that it demonstrates that the student is capable of independent research. It is normally article length (about 25-60 pages). After being accepted by the GG the paper remains in the Department's archive. A thesis may also begin in the framework of a course, but it is work that has grown beyond the point of demonstrating the student's research ability and constitutes a recognizable contribution to knowledge. In this case it is bound according to the normal regulations for a dissertation and transmitted to GAS for the final version approval and deposited in the University Library.

Approval of MA Thesis/Research Paper. In either case, to be accepted by the GG the work must be approved by the student's Advisor (Committee Chair) and by a reader (chosen by the Advisor or the GGC). Once approved, the student's advisor notifies the GGC, who then notifies the GG and makes the paper available in the Conference Room ("tabling") for comments. If at the end of one week there are no objections GAS is informed that all requirements for the MA have been satisfactorily met. If there *are* objections, the procedures detailed below for PhD dissertations are followed.

Statute of limitations for the MA. Six years is the maximum time allowed by GAS for completion of all requirements for a terminal MA, except for a thesis, for which an extra year may be taken.

Submatriculation. Submatriculants are admitted into the MA or MSc Programs. If the MA Program is chosen, they fulfill the requirements of PhD students regarding the Core Program and Comps. They may apply for admission to the PhD Program following completion of their MA. They should consult with the GGC prior to making application.

1.9 Final Oral Examination

The Final Oral Examination ("Orals") must be taken no later than the end of the fourth year, and preferably in time for a student to be considered for a GAS dissertation fellowship in her/his fifth year. Nominations for dissertation fellowships are usually due in

mid-February. Orals typically lasts one and a half hours. All members of the GG are invited to participate, though minimally the group of examiners ought to include the GGC, who presides, and the student's committee members. Five members of the GG constitute a quorum.

Eligibility. The Oral Examination should take place at least twelve months after the Comps. A candidate must have completed eighteen courses. Students should consult closely with their Advisor and dissertation committee (see Section 1.3 Advising) in deciding when to take the examination and in preparing for it. Students should reserve a time-slot with the Graduate Program Assistant (GPA) at least one semester in advance and write to the GGC petitioning to take the examination on that date, with an short abstract of the dissertation and the particular topics that will be the subject of the examination. Examinations are normally held on Wednesdays, Noon to 2pm, during semesters.

Papers to be submitted before the examination. A candidate for the Oral Examination must prepare in advance a draft of the doctoral research proposal and written statements on three related fields of specialization. The dissertation proposal should be in the format of a National Science Foundation Doctoral Dissertation Improvement Proposal (see <http://www.nsf.gov>). The Graduate Group's expectation is that the proposal will essentially be ready to be "tabled" at the time of the Oral Examination. However, students will have two weeks from the completion of the Orals to incorporate comments or criticisms that may arise from the questioning during the exam. Statements should be about five pages (or 1500-2000 words) each, exclusive of bibliography, and should summarize the landmarks and issues in the anthropological study of the particular topic. Students should submit eight copies each of the proposal and papers to the GPA at least two weeks prior to the Oral Examination.

Content of the examination. Students are examined on the dissertation proposal and position papers.

In the case of cultural and linguistic anthropologists, one of the fields of specialization should be a large Geographical Area (See *Appendix D*). Knowledge of the Geographical Area should include *inter alia* an understanding of why and by what criteria the Geographical Area has been subdivided into constituent Culture Areas. The student is expected to have a command of the social-science and historical literature relating to the Geographical Area and show an ability to discuss anthropological issues that arise, or have arisen, from the study of this Geographical Area as a whole or from any of its constituent Culture Areas. In general, the student will be expected to show competence at a level sufficient to teach an introductory course about the cultures and peoples of the Geographical Area. One of the Ethnographic Types (see *Appendix D*) may be substituted for a Geographical Area.

Students in archaeology have to discuss a Geographical Area as one of their papers. The expected level of competence for area specializations is to be able to teach an introductory course on the Geographical Area.

Students in biological anthropology need not be specifically examined in a Geographic as such. However, they must select some area relevant to their interests (e.g., southern Africa, Latin America) if their dissertation topic requires it.

In every case at least two subfields should be topical or theoretical. *Appendix D* lists acceptable topical and theoretical subfields. Students wishing to propose a subfield not listed should petition the GG (through the GGC) early in the semester prior to the one in which they expect to take the oral examination. Such subfields, if approved by the Graduate Group, will not normally be added to the list of approved topics and theoretical subfields.

Results. At the end of the examination the examiners review the candidate's performance and either pass (occasionally with distinction), pass conditional upon specified further work, require a re-examination at a later date, or fail. However notification of a pass is not forwarded to GAS until approval of the final version of the dissertation proposal, as explained in the next section.

Changes in fields of specialization after passing Orals. Occasionally, a candidate decides to alter his or her subfields of specialization in some significant way after having successfully passed the Orals. (This usually occurs as the result of a major shift in dissertation topic.) When such a change has been agreed to by the candidate and his or her Dissertation Committee, a petition to make the contemplated changes(s) shall be submitted to the GG (through the GGC) for consideration. The GG shall review the appropriateness of the intended changes, decide what additional course work might be required, and determine whether the candidate should prepare another dissertation prospectus and/or retake parts of the Oral Examination.

Time Limitation (see page 3).

1.10 Dissertation

The PhD dissertation should demonstrate the candidate's ability to plan and execute independent research in accordance with professional standards, and to present the results in a manner that is coherent and readily intelligible to fellow professionals. The dissertation will be based on the candidate's own field of investigation and will be written under the direction of a Dissertation Advisor and Committee.

Dissertation Committee. A Dissertation Committee is appointed by the GGC, in consultation with the student and those present at the Examination. At least half the members of the Committee will be active members of the Anthropology GG. The student's primary advisor is normally the chair of the committee. The chair must be a member of the standing faculty.

Dissertation Proposal. Following successful completion of the Oral Examination the candidate, in consultation with the Dissertation Committee, must produce a final version of the proposal. When the Committee has approved the final version, the Advisor will forward it with a letter indicating the Committee's approval to the GGC. The GGC will then "table" a copy of the proposal in the Conference Room and notify the GG that they have one week to read and comment on it. If there are objections that the student and the Committee do not answer satisfactorily, the GGC is responsible for resolving disagreements. If there are no objections, the Final Oral Examination is considered complete, and GAS is formally notified.

Committee Procedures. The procedures given below, insofar as they concern the internal workings of the Dissertation Committee, are suggestions only to be followed at

the Committee's discretion. If contradictions arise, however, the candidate can expect that they will be resolved by following these procedures.

General Pattern. The Dissertation should pass through four drafts, as follows: First Draft: the first text that the candidate produces is given to the Advisor of his/her Committee who corrects and edits it. Second Draft: this version should be circulated for approval by the Dissertation Committee members. Third Draft: the version approved by the Dissertation Committee as a whole (or by a majority of the Committee) is presented to the GG for approval. This is the penultimate copy. Final Copy: the approved dissertation and one photocopy to be presented to the Graduate School and University Microfilms; an additional copy should be submitted to the GPA for the Department file.

The Dissertation Committee is free to set up, in advance, its own procedures, taking the dissertation through the Third Draft. But any departures from this above suggestion should be communicated to the candidate in advance. For example, it may be found advisable that the candidate consult with all the members of the Committee or only with the Advisor, while working on the First Draft. One Committee may want the candidate to submit chapters simultaneously to all of them and another may want the Second Draft to be completed exclusively with the Advisor, to avoid disparate and even contradictory corrections and suggestions.

In all cases, and whatever the procedures, any Committee member giving what he or she considers to be quasi-obligatory suggestions should make this clear, in writing, both to the candidate and to the Advisor. When suggestions are contradictory and strongly put, the Candidate can expect a clarification from the Committee through the Advisor.

In more detail ...

Step 1 (up to Second Draft). The Candidate produces, working with the Advisor, the Second Draft of the dissertation. The Advisor is responsible for editing, grammar, style, English usage, etc., as well as content. Other readers should not be responsible for heavy editing. The Committee as a whole is, however, responsible for the dissertation's general literacy.

Step 2 (up to the Third Draft). The Second Draft may be given simultaneously or in sequence to the other readers. These readers' editing responsibilities are meant to go beyond idiosyncratic preferences for certain terms, usages, and style; but they are free to give such suggestions, which the Advisor is free to accept or reject. If more than one reader has the same objection, in matters of style and usage, the Advisor should consider himself/herself to be 'alerted' to possible difficulties later. Even with a dissertation accepted by the Committee, a reader may state his reservations in the letter of transmission to the GG.

The Second, Third, etc. Readers' primary responsibility is to read the Second Draft for its scholarly and scientific content. Their suggestions about content, organization, argument, theory, etc. are to be discussed by the Committee as a whole (if such a discussion becomes necessary), reconciled, and transmitted to the candidate directly and to the Advisor. If the dissertation is not found acceptable by the Second and Third Reader (in a Committee of three), the dissertation cannot be recommended to the GG. If the Committee has four members, and there is a tie vote, the Advisor acquires an extra vote. The majority then makes its recommendation to the GG, and dissenting members make theirs. These are, of course, unlikely events and the GGC should lend his or her offices to help the Committee reach agreement on a unanimous

recommendation to the GG. In virtually all circumstances differing opinions can be worked out by the Readers and the student through effective communication; under no circumstances is it acceptable to hold a student hostage to intellectual differences of the committee members.

The incorporation of Committee suggestions in the text results in the Third Draft, which is submitted to the GG for final evaluation and eventual approval.

Third Draft. The Third Draft, presented to the GG, should be in clean and easily readable form. The student's advisor is responsible for submitting the approved draft to the GGC, who then notifies the GG and "tables," the dissertation, making it available to members of the GG for a period of two weeks. If at the end of a two-week period there are no objections GAS is informed that all requirements for the PhD have been met.

Step 3 (Final Copy). The GG faculty ultimately accepts a dissertation, and should not be normally concerned with matters of grammar, style, English usage, and organization, though they are free to make suggestions on these matters to the Dissertation Committee which may pass them on, or not, to the Candidate. GG members may also raise these matters, if they feel strongly about them, for discussion with the GG as a whole, through the GGC.

The GG faculty are, above all, concerned with the overall scholarly quality of the dissertation coming out of the department. The dissertation should thus be within the range of scholarly acceptability, regardless of whether individual faculties agree with it as scholars. Thus, the dissertation can be 'stopped' at this point on scholarly grounds alone. Objections by a single faculty member may be discussed by him/her with the Dissertation Committee and the GGC. If the objector is not satisfied, he/she will make a presentation of the objections. Objections by two or more faculty members may be taken by the GGC to be indication of serious problems with the dissertation. The Advisor may call the GG together to discuss a resolution of the difficulties.

If the dissertation is accepted by the GG Faculty (as indicated by a lack of formal serious objections), the GGC transmits it to the Chair of the Committee (with recommendations, if any) who, in turn, communicates the decision, suggestions, etc. to the candidate and defines for the candidate the form of the final acceptable copy. The candidate is, however, responsible for insuring that the typing format conforms to the rules of the Graduate School and that both the Department and Graduate School deadlines are met. GAS issues a Doctoral Dissertation Manual which each Graduate Student should use. Finally, the dissertation (original and one copy) is transmitted to GAS for final approval and microfilming.

[As mandated by the Graduate Council of the Faculties, students matriculating or re-admitted after July 1, 1995 will have to pass a Dissertation Examination. Somewhat modified Committee Procedures apply to those students.]

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Dissertation Examination. *During the two weeks that the dissertation is "on the table" or immediately following that two-week period the student has to take a Dissertation Examination. The Dissertation Examination consists of an oral presentation of the dissertation research to a public audience composed of faculty, students and any other interested persons. Questions from the audience will follow the presentation. Afterwards, the GGC and all members of the GG present will meet privately to vote on the success of the dissertation. A majority of affirmative votes among those present will constitute a pass, although revisions to the dissertation may still be necessary. The GGC and Dissertation Chair will be responsible for approving the final version of the dissertation.*

Once the two-week period has expired without serious objections made the draft dissertation and the student has successfully defended it in the Dissertation Examination, the GGC informs GAS that all requirements for the PhD have been met.

Step 3 (Final Copy). If the dissertation is accepted by the GG Faculty (as indicated by a lack of formal serious objections to the draft and a successful Dissertation Examination), the GGC transmits it to the Chair of the Committee (with recommendations, if any) who, in turn, communicates the decision, suggestions, etc. to the candidate and defines for the candidate the form of the final acceptable copy. The GGC and Dissertation Chair will be responsible for approving the final version of the dissertation. The candidate is, however, responsible for insuring that the format conforms to the rules of the Graduate School and that both the Department and Graduate School deadlines are met. GAS issues a Doctoral Dissertation Manual which each Graduate Student should use. Finally, the dissertation (original and one copy) is transmitted to GAS for final approval and microfilming.]

Deadlines. Deadlines insure that there will be sufficient time for all stages of dissertation production. They change from semester to semester to conform to the University Calendar, and are available from the GPA at the beginning of each semester (see Degree Deadlines, section 4). The candidate is responsible for insuring that all Graduate School requirements have been met and should make certain of this with the GPA. (A letter indicating approval of the dissertation by the Graduate Group may be requested by a candidate who must await the awarding of the degree.)

2. REQUIREMENTS AND RELATED PROCEDURES FOR THE MSc DEGREE

The MSc program is separate from the PhD program and transfers between the two (though not impossible) are anomalous. The MSc is a specialized degree in a particular subfield or subfields of anthropology, and is designed for students whose primary career lies outside anthropology, but who wish to acquire an anthropological perspective in their work. Typical MSc candidates are medical doctors, psychiatrists, nurses, and PhD candidates in Education, Communications, Planning or Management.

Prospective candidates for the MSc program should show evidence of a high level of academic ability and commitment to their career objectives, and suggest whom they wish to work with as Advisor. Admission into the MSc program is conditional upon acceptance by an Advisor.

The course of study is highly personalized. There is no language requirement. Candidates work out a ten-course plan with their Advisor. After completing at least eight of the ten courses the candidate may take the qualifying examination, which the student's committee (at least two faculty members) organizes. After passing, the student formulates a project for a research paper or thesis. The requirements for these, and the distinction between them, are the same as for the MA (see *Section 1.7*).

GAS has ruled that all requirements for the MSc be completed within six years from the date of entry into the program, except that an extra year may be allowed for the completion of a thesis. (A leave of absence does not change the time limit.)

See also Section 1.8 on Special Programs.

Submatriculation. Submatriculants may enter either the MA or the MSc program. If they choose the MSc, then the above requirements should be satisfied and procedures followed.

3. FINANCIAL AID

The GG endeavors to meet the financial needs of full-time PhD students who remain in good standing, and does not consider financial need in its admissions procedures. However, since resources are insufficient to cover the needs of all applicants, the GG is obliged to differentiate among applicants according to a number of priorities. Presently these priorities are:

- 1) to attract the best possible students to the Program;
- 2) to assist all students in the Program to make optimum progress towards their degree;
- 3) to assist in the payment of course tuition before other types of tuition, fees or stipend;
- 4) to compete for funding outside the Program/Department wherever possible, in order to release Program/Department funds for students who may not be eligible or successful outside;
- 5) to support MA or MSc students only when the needs of all PhD students have been met.

The application for awards listed below is distributed to all PhD students in late November. Students wishing to be considered for university funding should return the application to the GGC by early January for funding the following academic year, except where otherwise noted below. In most cases decisions are made by the end of April. All funding offers should be accepted or declined promptly, in writing.

In the selection of applicants for University/Department resources, and in compiling dossiers to compete for resources outside the Department, the GG pays attention to the following criteria: grade record, faculty recommendations, and personal statements--each of which is viewed as evidence of commitment and progress towards the degree. The record of previous support, and (in the case of teaching assistantships) specific academic qualifications are also taken into account. The existence of incomplete grades may also affect this process.

Possible sources of support fall into a number of categories, according to whether or not they are restricted, and whether they are at the disposal of the Program or other University offices (in which case the GG must compete for them on behalf of the student). There are also miscellaneous monies within the University, and awards that students may compete for outside the University. Actual resources vary from year to year, but the types of funding tend to remain the same. They are:

3.1 Awards Open to Incoming Students

The following multi-year fellowships must be competed for by the GG on behalf of the applicant.

William Penn Fellowships. This fellowship offers four years of support to outstanding incoming SAS graduate students and provides full tuition, fees and stipend (currently \$14,000) for the first and fourth years and a teaching assistantship for the second and third years. This year the Anthropology Department has three new and three continuing William Penn fellows. All applicants are eligible.

3.2 Awards Open to Incoming and Continuing Students

The following one-year fellowship must be competed for by the GG on behalf of the student.

Foreign Language and Area Studies (FLAS) Fellowships. The African Studies Center, the Center of East Asian Studies, the Center for South Asia Regional Studies and the Middle East Center each receive a small number of fellowships from the Federal Department of Education, which they allocate to students in various disciplinary doctoral programs who expect to do dissertation research in their area. These fellowships pay tuition, fees and stipend and may be renewable. Nominations are made by the GGC to the related language department. Priority tends to be given to students interested in topics related to present or recent historical conditions. Awardees are obliged to take one course each semester in an appropriate language, or be registered for advanced work in the language. Summer fellowships are also available for intensive language study. There are no new FLAS awards in Anthropology for 1998/99.

3.3 Awards Open to Continuing Students

Anthropology Department Fellowships. The Anthropology Graduate Program currently receives the equivalent of three one-year fellowships each year from GAS. Each fellowship provides full tuition, general fee and stipend. One award is made in each subfield: archaeology, cultural anthropology, and physical anthropology. Two of these fellowships provide support to students who will be registered for full-time coursework; the third fellowship provides support for a student on Dissertation Tuition status. These fellowships are offered on the basis of academic performance, past funding record, and remaining coursework needed.

Department Teaching Assistantships (TA). Currently the Anthropology Graduate Program receives sixteen one-semester TA's each year from the GAS. TA's are reserved for students in good standing in their second year and beyond. A one-semester TA provides tuition and general fee for three courses, plus stipend. These positions are allocated first to holders of multi-year fellowships whose awards require TA service. Should any TA's remain after that, they can be awarded to other continuing students. As with the department fellowships, such awards are offered on the basis of academic performance, past funding record, and remaining course work needed. A full TA covers tuition for three courses per semester, plus one course the following summer. Awardees are expected to teach up to four sections of a freshman anthropology course (Anth 1, 2, or 3) under the supervision of the instructor, or assist in another undergraduate anthropology course with high enrollment, or manage the Anthropology Department's Computer Lab. TA offers are made at the end of the spring semester for the following year.

The following one-year assistantships must be competed for by the GG on behalf of the student.

African Studies Assistantship. One is available. Selection is made at the end of the spring semester by African Studies faculty and is competitive on a multidisciplinary basis. An awardee receives tuition and general fee remission, and stipend equivalent to a TAsip, and is required to work up to twenty hours per week, under the supervision of the African Studies Center staff.

Ethnohistory Assistantship. One is available. Selection is made at the end of the spring semester by Ethnohistory Program faculty from among students (including, but not limited to Anthropology students) working in the Program. An awardee receives tuition and general fee remission, and stipend equivalent to a TAsip, and is required to work up to twenty hours per week, under the supervision of one of the Ethnohistory Program faculty.

3.4 Awards Open to ABD Students

The following one-year fellowships must be competed for by the GG on behalf of the student.

Penfield Scholarship in Diplomacy, Int'l Affairs, and Belles Letters. These dissertation research awards are restricted to graduate students who have completed all requirements for the degree, except the dissertation, by the beginning of the fellowship year. Candidates must provide evidence, if they propose to study in a non-English speaking country, that they have the required language proficiency to live, travel, and conduct research in that country. In order for a candidate to be eligible, their proposal must require by its nature that the candidate travel in order to research the dissertation. In early spring a limited number of nominations are made by the GG to a committee appointed by the Graduate Dean. Each fellowship provides a stipend (currently \$12,500), dissertation tuition, health fees, and a travel allowance.

Dissertation Fellowships. The purpose of these fellowships is to support graduate students while they are writing their dissertation. To be eligible a student must have completed all the requirements for the PhD, except the dissertation, prior to nomination. In early spring a limited number of nominations are made by the GG to a committee appointed by the Graduate Dean. Each fellowship provides full dissertation or doctoral tuition, health fee, and stipend (currently \$12,500).

Chimicles Teaching Fellowship. Each year the Writing Program offers a small number of fellowships to advanced SAS graduate students which require them to teach a writing course in their departments each semester. ABD students (preferably those whose dissertations are well underway) who have served as Writing Program fellows (see WATU below) are eligible to apply. Nominations are made in early spring by the GG to the Writing Program Director. Each teaching fellowship provides dissertation tuition remission, stipend (currently \$11,000), and an allowance for course development. In 98/99 two Anthropology graduate students are recipients of the Chimicles.

3.5 Other sources of money within the Department/University

Field Funds. A limited amount of money (usually about \$14,000 per year) is available to assist students in doing fieldwork that will lead to the formulation of a dissertation research proposal. These funds are designed to help students to:

- 1) write stronger dissertation research proposals and compete successfully for funding from outside sources (Fulbright, SSRC, NSF, Wenner-Gren, etc.);
- 2) make professional contacts with government officials, university and museum personnel, overseas research institutions, etc.;

- 3) obtain permission to conduct their dissertation research in the appropriate country;
- 4) gain experience in preparing competitive research proposals.

Eligibility. Only graduate students pursuing a PhD degree in the Department of Anthropology will be eligible for these funds. No one may apply who has one or more incomplete grades at the time the application is submitted. Students may apply more than once.

High priority will be given to students who can demonstrate that the proposed research will serve as "seed money"--i.e., improve their chances of getting outside funding for dissertation research. Low priority will be given to second requests (if the first was approved) and to laboratory or museum research in the U.S.

Field funds may be used for (in order of priority) travel, basic subsistence, and basic supplies (e.g., film) but not equipment (e.g., cameras). Field funds will NOT be awarded for dissertation projects, fieldwork not related to pre-dissertation research (e.g., a Mayan archaeology student participating in a dig in Thailand), conferences or symposia, or language and field schools (e.g., archaeology or primatology field courses). Passport/visa fees and immunizations are the student's personal responsibility and are not covered.

Implementation. To apply for field funds, a formal research proposal is required. The body of the proposal should be ca. 1500 words (double-spaced), and a bibliography that demonstrates knowledge of the pertinent literature on the field research area should be included as well. Also required are a summary abstract (150 words), a detailed budget and justification, departure and return dates, a current curriculum vitae, and a letter from the student's faculty advisor endorsing the project. Points that should be addressed where appropriate include hypotheses, research questions, methodology, research design, and language ability. Because of the limited funds available students should restrict their requests to transportation, room and board. The purchase of consumable supplies will not, as a rule, be funded. Students should also include in their budget a detailed statement as to other sources of funding.

Applications will be evaluated on a competitive basis by a committee of three members of the standing faculty, which will make recommendations to the Department for final approval. The committee will rank all proposals and attempt to fund the most highly rated proposals as fully as possible rather than parcel out inadequate amounts to as many applicants as possible. In the last fiscal year 18 students submitted requests totaling \$23,000. The Department had about \$13,000 at its disposal and made awards to eight students that ranged from \$200 to \$3,000.

Deadlines. Applications for projects to be carried out in winter and spring must be submitted by mid-October; those for summer and fall must be submitted by mid-March. As a general rule, 75% of the funds available in each fiscal year are committed to summer/fall projects and 25% are reserved for winter/spring.

General Advice. Students should remember that their proposals will be evaluated as if they had been submitted to an outside granting agency. Thus, items which may seem trivial, such as spelling and typographical errors, are scrutinized carefully, as they would be by such an agency. Failure to follow the explicit instructions set forth here, such as those pertaining to length of narrative, the necessity for an abstract, etc., will count

against the applicant. Proposals should be readily intelligible to people in other anthropological subfields, and therefore clarity of expression and an avoidance of jargon are at a premium. Finally, applicants should leave themselves enough time to prepare an early draft for scrutiny by their peers and (most important) their advisor, so that suggestions for revision can be incorporated before the final application is submitted.

Final Report. Each field funds recipient is required to submit a short report (ca. 1500 words, double-spaced) that summarizes research results, contacts made, and locations visited, and discusses how this preliminary research will help prepare the student for future dissertation research. In addition, recipients will be required to provide accounting for the funds expended to the Department's Business Administrator (BA) when their research is completed.

In all cases, the fiscal procedures of the University must be followed, and grantees should familiarize themselves with these procedures prior to expending any funds. Reimbursement or approval of expenditures may not occur if University procedures are not followed.

CGS TA. Students who have passed the Final Oral Examination or who have a Master's degree may apply (in November for summer or fall; in May for spring) to teach an evening or summer course in the College of General Studies (CGS). Requests to teach should be directed to the Educational Planning and Policy Committee (EPPC), c/o the Department Chair, and must include a current CV. CGS TAs receive a stipend (currently \$3,850) and dissertation tuition remission.

WATU (Writing Across the University) opportunities. The Writing Program offers many employment opportunities through which graduate students can gain excellent teaching experience in a supportive environment. Best suited for those in the first or second year of graduate study, Writing Fellows Program trains faculty-selected graduate students to critique essays and conduct one-on-one writing conferences for undergraduates in writing-intensive (WATU-affiliated) courses. With experience as a Writing (WATU) Fellow, an advanced graduate student may apply for a Chimicles fellowship (see above), a highly competitive award designed to support advanced graduate students so that they can develop and teach a writing seminar in an area of their choice. For those students particularly interested in one-on-one instruction and a flexible schedule, the Writing Center has several openings for writing consultants each year.

In addition to providing students with a variety of teaching opportunities, the Writing Program has two administrative positions, the Teacher Training Coordinator, who trains and directs Writing Fellows and Chimicles fellows, and the Writing Center Coordinator, who trains and directs the center's consultants. These administrative positions are for advanced graduate students with exceptional records in both their academic work and their teaching. For more information about these positions and instructions on how to apply, consult their web page in January for job postings or contact the Writing Program Director. With the broad mission of developing a culture of writing across the University, graduate students from all Penn departments and programs are encouraged to join the Writing Program community.

3.6 Sources of funding outside the University

Applicants and continuing students are encouraged to seek support outside of the University, as well. Several government and private agencies offer funding opportunities for graduate study and research. Some of these are Fulbright, Fulbright-Hays, Mellon, National Endowment for the Humanities (NEH), National Science Foundation (NSF), School of American Research (SAR) Social Science Research Council (SSRC), and Wenner-Gren Foundation,. Information on these and other opportunities can be found using the resources listed below. Note: Because some grants applications require University approval, students should check with the Department Business Administrator at least 10 days before submitting a grant application.

Educational loans and grants may be available for students with financial need. Need is based on information submitted on the Free Application for Federal Student Aid (FAFSA) form by the student. Students will be considered for Federal Stafford and Federal Perkins loans, and Federal Work Study Grants. FAFSA applications should be submitted no later than March 31. Information and applications for FAFSA can be obtained from Student Financial Services (SFS) office.

In general, the majority of graduate students find some resources to support their work towards the PhD. However, since there is no centralized distribution of all the resources, and the needs, abilities and interests of individual students differ widely, it is the individual student's own responsibility to investigate all available sources of financial support. Students should also consult with their Committee and the GGC. Other sources of aid information include the Anthropology Department bulletin board, GAS Office, SFS, and the Internet. The American Anthropology Association has a listing of funding agencies on-line: <http://www.ameranthassn.org/aaapubs.htm> (see Grant Index and Recent Grants).

3.7 Policies and Taxation

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

Employment Policy. Graduate students holding fellowships, research fellowships/assistantships, or teaching assistantships from the University are expected to devote full time to their program of study. Students with these appointments may not simultaneously accept another appointment or be employed either within or outside the University without prior approval of their GGC and Graduate Dean.

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

4. ADMINISTRATIVE INFORMATION AND PROCEDURES

Registration and Grades. Most graduate students register during the Drop/Request period, just prior to the start of a term. However, students may choose to register during Advance Registration (in March, for the fall term and November, for the spring term). Registration for all courses, including Master's and Dissertation tuition, is completed by the student calling PARIS (Penn Automated Registration Info. System) at 573-PENN or Penn InTouch on the web. Course registration information can be found in the Course Timetable (Advance Registration) and the Course & Room Roster (Drop/Request Registration), both available in the GAS and Registrar's offices. The Course Register is a catalog of all courses, with descriptions. It is published each October and is available in the GAS & Registrar's offices. Office copies of these publications, as well as lists of Anthropology course offerings for current and upcoming semesters are available in the Anthropology office. If any problems occur during registration, consult the GPA.

Grades are usually posted to the University's database the week following final exams and can be checked by calling PARIS or through Penn InTouch.

Transcripts. Transcripts can be viewed at any time using Penn In Touch. To request an official transcript, follow the instructions at: www.upenn.edu/registrar/trans.html. Transcripts may also be requested, and paid for online, via the Penn Portal site for students and alumni: <http://www.upenn.edu/pennportal>

Tuition. In 2003-04 the tuition for four courses (4cu) is \$14,895. This includes general fees and the student health fee. For three courses the tuition is \$11,525 (with general and health fees). Registration for one or two courses (part-time) is \$3,764 per course (includes general fee only).

Auditing. The fee for auditing a course is the same as for a course credit. However, a student registered for four courses with credit may audit a fifth course free. TA's enrolled for three courses may audit a fourth course free. Audited courses do not count towards the Master's or PhD course unit requirement.

Incomplete Grades. Work for any incomplete course must be turned in and graded within one year of the finish of the course (except for Core courses--see *Section 1.6*). Students should arrange their own deadline in consultation with the instructor and allow sufficient time for grading. A course not completed and graded by the deadline will become permanently incomplete and may not be counted towards the course requirement. Note: Students with a fellowship or TA must have completed all courses by the start of the award period. Students with incompletes will not be considered for departmental field funds.

Transfer Credit. A student with graduate courses from another school may apply to transfer up to eight courses to their PhD program at Penn. MSc and MA students may transfer up to two courses from another school. Up to four courses may be transferred from CGS to either the Master's or PhD program. Students may apply in the Anthropology Office at the beginning of their second year. The student's advisor will assess the relevance of the course(s) to the student's research plans and make recommendations to the GGC. Note: Graduate courses taken as a non-submatriculated undergraduate are not acceptable for transfer.

Dissertation and Doctoral Registration Fees. After completing the required twenty courses, PhD candidates must pay a Dissertation fee each semester (except when registered for Research Abroad status--see below) until graduation. The dissertation fee for one semester is currently \$2,367. After five semesters on Dissertation Registration, the tuition is reduced approximately 75% (currently \$532). The student health fee is not included in either registration fee. Note: Students on Dissertation/Doctoral fee status are considered full-time for the first ten semesters. Student registered as such for more than 10 semesters will be reviewed to determine whether their level of dissertation work is consistent with full-time or half-time effort towards completion of their degree.

Research Abroad. A student about to conduct research abroad may request Research Abroad status for the research period. Upon approval by the GGC and the GAS Dean, the student will be enrolled by the GAS Office. There are no fees associated with the registration and a registered student is considered full-time. Research Abroad status may be granted for a semester or year at a time and is limited to four semesters. The University's Medical Insurance and Health Service are optional (see below) for students on Research Abroad. Enrollment request forms are available from the GPA.

Master's Registration Fee. After completing the required ten course units, candidates for a terminal Master's degree must pay a Master's registration fee each semester until all requirements for the degree have been met. Master's tuition for one semester is currently \$532.00 and does not include the student fee. A student may be enrolled for Master's tuition no more than two semesters.

Billing. Charges for a semester's courses will be billed to the student within one month following registration. Bills not paid in full are subject to late fee charges. Students with overdue balances will be placed on financial hold by the University. Questions concerning billing should be directed to the Anthropology GPA, Student Financial Services (SFS), or the GAS Administrative Assistant. Note: Initial term bills are mailed to the student's permanent address. All other bills are mailed to the student's local or billing address. Changes in a student's billing address must be made in person at SFS.

Fellowship and TA Recipients. Students awarded a fellowship or teaching assistantship must meet with the department Business Administrator (BA) the first week of September (or January, if the award is for the spring term only) in order to process the forms for stipend payment and tuition remission. Students should expect to receive a bill before tuition remission takes effect. If late fees have accrued by the time the tuition is dropped from the bill, call the SFS office and request that the late fees be removed.

Medical Insurance. The cost for the University's medical insurance plan for a single student in 2003 - 04 is \$1880.00. Coverage begins September 1 and ends August 31. All graduate students are required to carry insurance and must complete an annual enrollment or waiver form regardless of previous enrollment status. To waive, the student must show proof of enrollment in a comparable plan. The deadline for enrollment is October 1. Students not enrolled for the fall semester may enroll in January for coverage between February 1 and August 31. Students who will not be enrolled in the spring semester may discontinue coverage as of February 1. A student planning to conduct research abroad is eligible for full coverage while away and must submit an enrollment or waiver form before leaving for the field.

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

Degree Deadlines. MA, MSc & PhD Degrees are awarded three times during the year: December, May, and August. Students anticipating graduating in one of these periods should inform the GPA and sign up for the degree in the GAS Office by the beginning of the semester of the degree period. GAS and Anthropology Program degree deadlines are available from the GPA at the start of each semester. (Tentative degree deadlines for future semesters can be found in the on-line Graduate Academic Bulletin.) Approval deadlines for theses/research papers and dissertations vary and may not be extended. Note: The Department's "table" deadline for an August degree is mid May.

Leave of Absence. A leave of absence may be requested by a student wishing to temporarily postpone course work for personal or medical reasons, or to take courses at another institution and may be requested for a semester or year at a time. Students at the Dissertation or Master's Tuition level may not be granted a personal leave for non-medical reasons (see Withdrawal, below). A leave of absence does not extend the deadline for completion of Master's or PhD requirements. Students wishing to take a leave of absence should apply in writing to the GGC, indicating the period of and reason for the leave.

Withdrawal. Any student wishing to withdraw from the program should first meet with the GGC and provide a letter of explanation. Reinstatement requires the vote of the GG. To be reinstated, the student must petition the GGC and secure the endorsements from at least two members of the GG who would be willing to serve on the student's committee.

5. GENERAL INFORMATION AND RESOURCES

5.1 Special Programs and Research Centers

There are several special programs and research centers that involve the Anthropology Department to greater or lesser degrees: African Studies Center; Ethnohistory Program; Program in Language, Culture and Society; MD/PhD Program; the Medical Anthropology Program, the Middle East Center; the Penn Language Center; the Social Science Data Center; and the Urban Studies Graduate Certificate Program. For more informal interdisciplinary work, or other interdisciplinary programs such as Medieval Studies, Anthropology and Education, and Islamic Studies, students should contact their Advisor or the GGC. See *Appendix D* for courses affiliated with these programs.

African Studies Center. African Studies faculty members share a commitment to the comparative, cross-disciplinary study of African peoples and institutions. This orientation finds expression in theoretical and applied research, publications, and teaching. The African Studies Center coordinates courses and sponsors a regular lecture series and seminar, a communications network, exchange programs with African institutions, and the teaching of African languages. Africa-focused courses are offered primarily through the SAS departments of Anthropology, Asian and Middle Eastern Studies, English, Folklore, History, History and Sociology of Science, Linguistics, Political Science, Psychology, Romance Languages, and Sociology; the graduate group of Demography; the GSFA department of City and Regional Planning, and Schools of Social Work, Nursing and Education. Among the many resources available are a collection of African art and material culture in the University Museum; an African Demography Training and Research Program under the Population Studies Center; the Center for the Study of Black Literature and Culture; and several specialized training and education programs in development and policy issues such as health, energy, environment, and housing. African Studies faculty on the Anthropology GG include Profs. Barnes, Huss-Ashmore, Kopytoff, and Mann.

Ethnohistory Program. The Committee on Ethnohistory oversees an interdisciplinary program of courses offered primarily through the departments of Anthropology and History, along with selected courses from other departments throughout the University. Qualified students are admitted to the graduate program representing the student's major field of concentration, which sets all requirements. The Ethnohistory Program aims to provide students with the concepts and tools necessary to study both literate and non-literate communities from a combined anthropological/historical perspective. Emphasis is placed on the evaluation and utilization of written, oral, and ethnographic data for the purpose of historical anthropology. The Committee on Ethnohistory also sponsors an interdepartmental workshop where faculty and students meet to discuss recent publications, current research, and relevant issues in Ethnohistory and related fields. Ethnohistory Program faculty on the Anthropology GG are Profs. Barnes, Farriss (History), and Urban. For related courses in Anthropology and other SAS Departments, check with individual Ethnohistory Program faculty.

Program in Language, Culture, and Society. The object of this interdisciplinary program is to help make the University's resources in faculty and course offerings, distributed over several departments and schools, more accessible to interested students. Graduate students pursue their degree in one of the participating disciplines (Anthropology, Communications, Education, Folklore and Folklife, Linguistics, Sociology)

with the program providing resources for a major or minor concentration within that discipline. Several somewhat overlapping concentrations are possible: ethnolinguistics and the analysis of speech and literary styles; sociolinguistics; linguistic anthropology and ethnohistory; acquisition of language and culture; practical field linguistics; ethnography of communication. Language, Culture and Society faculty on the Anthropology GG include Profs. Agha, Sankoff (Linguistics), and Urban.

MD/PhD Program. This is a parallel program. Students must be admitted to both the Anthropology program and the Medical School. All degree requirements in both departments must be fulfilled. For more information on the program and related courses contact Prof. Huss-Ashmore (Anthropology); Ms. Maggie Krall (Assoc. Director, Combined Degree Program, Penn Med School); or the Anthropology GGC.

The Population Studies Center is an interdisciplinary research center responsible for carrying out a varied program of population research. It includes faculty from several University departments. The Center maintains a demography library and extensive computing facilities.

Medical Anthropology Program. The Program in Medical Anthropology integrates biological and cultural approaches to the study of health, illness, disease, and healing. Practical research training is available locally in conjunction with the Penn Center for Community Partnerships or other programs as appropriate. Students working toward the doctoral degree carry out their own specialized programs while developing the breadth in general anthropology which characterizes the general objectives of the Graduate Program. Students working toward the MSc follow a more concentrated course of study and research in their selected area. Medical Anthropology faculty include Profs. Huss-Ashmore, Kricun (Radiology), Zemel, and Zimmerman. Areas of specialization include:

- | | |
|--|-------------------|
| *anthropology and clinical research | *paleopathology |
| *the cultural basis of illness, disease, and healing | *nutritional |
| anthropology | |
| *human development | *community health |

PhD and MSc students are required to take Anth 626 (Theory and Method in Medical Anthropology). MSc students may be required to take Anth 602 and 617 if they have not had the equivalent.

The Social Science Data Center (SSDC) collects and disseminates scholarly data for social science research and teaching. The Center is also a member of several national organizations that distribute social science data for re-analysis and has access to thousands of data sets in this manner. The center offers computer orientation, conducts mini-courses, and provides consulting services to students and faculty.

The Middle East Center promotes graduate training and research in all aspects of language and area studies in the Middle East. In particular, it coordinates the teaching of the major (and several minor) languages of the area, and interdisciplinary programs involving many SAS Graduate Groups.

Museum Applied Science Center for Archaeology (MASCA) is the division of the University Museum dealing with the physical and biological sciences and plays a central role in many of the Museum's archaeological projects. It is particularly involved in the

study of Near Eastern ceramics and glass, Old and New World metallurgical processes, paleoethnobotany, archaeozoology, and computer-based surveying techniques. MASCA has five labs: Ceramics, Botanical, Faunal, Metals, and Computer.

The Penn Language Center (PLC), created in an effort to expand, intensify and enrich the University's resources in basic language instruction, is an administrative unit of the College of General Studies that works out ways to satisfy the demand for instruction in foreign languages. The PLC's objectives include expanding the language curriculum, enriching the resources for research in applied linguistics, and enhancing opportunities for research by faculty and students. The Center's main curricular goal is to serve language instruction needs that are not covered within the regular language programs offered by the School of Arts and Sciences. This means, above all, increasing Penn's offerings in the less commonly taught languages.

Urban Studies Graduate Certificate Program. The Urban Studies Program offers students an interdisciplinary context in which to explore urban issues while pursuing a graduate degree in one of the disciplines or professional schools in the university. It emphasizes melding urban theory with practice, and encourages independent research. While working toward a PhD in their department, participants in the Certificate program take a two-semester proseminar and four urban-related courses. During the school year, faculty and graduate students gather monthly at an interdisciplinary workshop on urban related themes. Students may apply to enter the certificate program when they enter the PhD program, or at the conclusion of their first or second year of study. Interests of Urban Studies faculty cover many regions of the world, and include economic development, poverty, education, community organization, ethnicity, urban design, and policy. Urban Studies faculty on the Anthropology GG include Profs. S. Barnes, K. Hall (Grad Educ), J. Paley, P. Sanday, G. Sankoff (Linguistics), and R. Zettler. For related courses in Anthropology and other SAS Departments, check with Urban Studies faculty. For information on the application process, contact co-directors Michael Katz or Elaine Simon.

5.2 Computing Facilities

The Anthropology Department Computer Lab (Room 317) currently houses five Windows NT systems supporting basic email, web browsing and word processing services. There are two laser printers, a color inkjet printer, two flatbed scanners and a slide maker. During the Fall 2001 semester, the Lab will be undergoing a period of transition. With assistance from the School of Arts & Sciences' Instructional Computing Development Fund, two new Windows 2000 systems will be added, as well a slide scanner and a variety of new software for digital imaging, web design and GIS.

A Teaching assistant is assigned to the computer lab to oversee operations and to provide help and instruction to users.

Access to the Computer Lab is open to all who study or work in the Department or the Museum. After normal working hours and on weekends the key to the Computer Lab is available from the receptionist at the Kress Gallery entrance (valid PennCard is required).

The Museum Computer Center maintains two computers and peripherals (including a digitizing tablet and scanners, and a laser printer) in room 317 for advanced research

use. It also maintains a file server intended to facilitate transfer of files among computers (including both DOS/Windows and Macintosh platforms). The Computer Center also provides assistance and advice for Museum and Department research projects. The University offers free electronic mail (email) accounts and access to the Internet for all graduate students. The department strongly encourages students to use this service. Information about electronic mail accounts, the Internet and campus computing resources can be obtained from the Computer Lab TA.

The Computing Resource Center (CRC) and SAS Microcomputing offers a wide range of computing support services to the University community in three areas: Stand-alone desktop computing, office systems, and PennNet. Services include consultation on hardware and software selection and use, training, and assistance with data transfer.

5.3 University Museum Resources

The University of Pennsylvania Museum is an important resource for the students and faculty of the Department of Anthropology. Of primary importance are the collections and the staff that curates them. Access to the collections can be initiated by contacting the Curator of the section/geographical area of interest (see Appendix F: Museum Collections and Curatorial Staff). Study of the collections is encouraged.

Access to the staff can be initiated by making an appointment with the appropriate person. However, if a student is not sure with whom they should talk, the Deputy Director of the Museum is willing to answer questions and make introductions. Anthropology faculty are also generally knowledgeable about the staff of the Museum.

The Museum has opportunities for volunteers in both collections management and events. Students interested in volunteering to work with collections should sign up in the Museum Registrar's Office. Volunteer work at events is handled through the Museum Events Office. The Museum's Education Department manages a lecture program that sends out speakers to all parts of Pennsylvania. To learn more about these opportunities please contact the Education Department.

Other important offices and resources in the Museum include the Archives (off the Mesoamerican Gallery), the Conservation Laboratory, Museum Applied Science Center for Archaeology (MASCA) (both in the basement of the Museum), the Tablet Collection, the Sumerian Dictionary Project, and Publications.

The Museum staff is presently inventorying collections, and is engaged in various other projects mostly related to the construction of the Mainwaring Wing. The disruptions associated with the latter may mean that some collections will be difficult to use. Section Curators and Keepers should be consulted about access.

5.4 Library Resources

The University of Pennsylvania Library System includes over a dozen libraries, many of which have materials of use and interest to anthropologists. The on-line catalog, FRANKLIN, lists holdings in all the Penn libraries of materials processed since 1968. For earlier material consult the card catalog in the Museum or the main library, Van Pelt, which lists in its catalog the holdings of the other libraries. Penn is a member of the Research Libraries Group (RLG) consortium. Interlibrary loan requests are handled

centrally for most of the system through the Interlibrary Loan Office on the second floor of Van Pelt Library. The Library system Home Page on-line leads one to information about all Penn libraries including hours of opening and phone numbers. The libraries offer a number of electronic databases and e-journals on-line, and access to other libraries' catalogs.

The Museum Library, a part of the system, serves primarily the research needs of the Museum staff and of students and faculty in the Museum-related disciplines of anthropology and archaeology. It is, however, not the only library that acquires materials in these subject areas. Its collection consists of approximately 125,000 items, including nearly 650 currently received periodical titles.

During the school year, the Museum Library is open Monday, Friday, and Saturday 9am to 5pm; Tuesday, Wednesday and Thursday 9am to 9pm, and Sunday 1pm to 5pm. During the summer, holidays, and school breaks the hours differ, and such information is posted on the library door. Check with the Library staff for more information.

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

5.5 Anthropology Graduate File

The Department maintains a file for Anthropology graduate students in the Department office. The file contains past language exams, comprehensive exams, and orals statements. As well, there are several bulletin boards outside of the Department Office where information and announcements are posted concerning fellowship and grant opportunities, jobs, lectures and colloquia, seminars, course and program information.

5.6 Student Committees

The Anthropology graduate student community is composed of approximately 140 students in residence from a variety of backgrounds, and with a variety of interests. One of the strengths of the Program consists in the range of opportunities for scholarly and social interaction within this diverse group. Fellow students are excellent--sometimes the best--resources for information about the University, fieldwork possibilities, and part-time and full-time job opportunities.

Anthropology Graduate Student Committee. The graduate students are loosely organized under the "umbrella" of the Anthropology Graduate Student Committee. This committee is composed of three students: one from the first-year class, one from the post-Comprehensives/pre-Orals group, and one from those who have passed Orals. Each serves for one year. The Committee's primary responsibility is to facilitate communication among students and between the students and the faculty. Through this committee students contribute to faculty decisions about curriculum, selection of new faculty, and other activities. The Committee meets regularly with the GGC, and reports to the students in open meetings two or three times a semester. The first graduate

student meeting is held in September, at which time new representatives are chosen for the Anthropology Graduate Student and Colloquium Committees, as well as the GSAC (see below). First-year as well as continuing students are encouraged to attend.

The specific activities under the Anthropology Graduate Student Committee umbrella vary from year to year. Some of the staples include: Department Colloquia, organized by a committee of three students--one from each subfield (at least one member of the class must represent the Department at GSAC [see below] meetings in order to be eligible for colloquia funds); representation at the Annual Meetings of the American Anthropology Association to gather job-related information. Outside of the Anthropology Department, graduate student affairs are organized by the Graduate Student Associations Council and the Graduate and Professional Students Association.

Graduate Student Associations Council (GSAC) serves as the student government for all PhD students and for all graduate students in the School of Arts and Sciences. GSAC advocates graduate concerns in the University community at large. Each SAS Graduate Program elects one student representative to attend regular GSAC meetings where concerns of the Graduate Student body are addressed. GSAC also funds academic and social events held by individual graduate groups across the University.

Graduate and Professional Student Assembly (GAPSA) is the University-wide student government for all graduate and professional students. It acts as a central voice for the common concerns of graduate and professional students. GAPSA nominates graduate and professional students to all University committees, serves as a consultative and information forum for its member governments, and conducts special projects designed to help graduate and professional students. GAPSA encourages input regarding issues and concerns that affect graduate and professional student life at Penn. All graduate and professional students may attend GAPSA meetings.

5.7 Colloquia and Seminars

As well as Anthropology Department Colloquia, there are many seminars, colloquia, and lectures throughout the University Community. Notices are posted on the Anthropology Department bulletin boards, in the Museum elevators, and listed in the *Daily Pennsylvanian*, the *Almanac* (weekly), and the *Graduate Perspective* (monthly). Some of the departments/programs which find anthropologists as regular participants include: African Studies, Ethnohistory, Folklore, Latin American Cultures, South Asian Studies, University Museum and MASCA. Many are held in the University Museum.

5.8 Career Planning and Placement Service (CPPS)

CPPS provides permanent, summer, part-time, and short-term employment listings; offers career advising and placement; offers professional school advising in health, law, business, as well as graduate school advising; and schedules on-campus interviews with prospective employers. Special programs on career exploration are arranged throughout the year for undergraduate and graduate students. CPPS helps students with resume preparation, job strategy, and marketing their qualifications. CPPS's resource library contains material on numerous US and foreign enterprises. Alumni are welcome to use the service.