

# **Applied Anthropology Graduate Handbook**



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## CONTENTS

1.	INTRODUCTION	2
2.	ADMISSION	2
	A. Criteria	
	B. Procedures for Application	
	C. Types of Admission	
3.	FINANCIAL ASSISTANCE	3
4.	ENTERING THE PROGRAM	4
	A. Orientation of New Students	
	B. Selection of Major Professor and Thesis Committee	
	C. Program of Study	
5.	MASTER OF ARTS PROGRAM	6
	A. Course Work	7
	B. Internships	9
	C. Waivers & Equivalencies	11
	D. Examinations	13
	E. Master of Arts Thesis	13
6.	PROGRESS EXPECTATIONS, ANNUAL EVALUATION, DISMISSAL, LEAVE OF ABSENCE	17
7.	ANTHROPOLOGY AS A MINOR FIELD OF STUDY	19
8.	HONOR CODE, HARASSMENT / TITLE IX, DISABILITIES, & ETHICS REPORTING	19
9.	GRIEVANCES	20
10.	IMPLEMENTATION AND MODIFICATION OF THESE PROCEDURES	20
	A. Implementation	
	B. Modification of this Document	
11.	IMPORTANT DATES	21
	APPENDIX A: Faculty and Student Guidelines for Thesis Proposal/Thesis Preparation and Defense	22
	APPENDIX B: Elements of a Thesis Proposal / Prospectus	24
	Figure 1. Flowchart of Program Requirements	26

Incoming Graduate Student Waiver Request Form	27
Graduate Student Progress Checklist	
Archaeology/Bioarchaeology/ Forensic Anthropology Emphasis	28
Cultural Anthropology Emphasis	29

## 1. INTRODUCTION

The procedures and requirements in this document supplement those published in the official bulletin of the Graduate School of Mississippi State University. The handbook presents specific departmental requirements for the graduate degree program in Applied Anthropology. All graduate students should retain both documents and consult them frequently. **It is the student's responsibility to meet all applicable requirements.** The faculty welcomes the opportunity to work with students and stands ready to help them meet their degree and career objectives.

## 2. ADMISSION

### A. Criteria

University requirements for admission to graduate studies include a minimum undergraduate grade-point average in the last two years of undergraduate academic work of 2.75 on a 4.00 scale and a 3.0 on all graduate work. A student applying for graduate admission to the Anthropology program will be evaluated on the basis of evidence which might indicate success in graduate study, including all transcripts of previous post-secondary academic work, the quality and strength of letters of recommendation, and the student's statement of purpose for seeking entry into graduate school. These criteria also apply to undergraduate students at MSU who are enrolled in the Accelerated BA/MA program and are applying for admission to the MA program.

### B. Procedures for Application

Inquiries concerning admission to the graduate program in Anthropology may be directed to either the Graduate School or the Department of Anthropology and Middle Eastern Cultures (AMEC). The Graduate School and AMEC websites contain the specific instructions for completing the forms and making an application for admission. Application materials for graduate admission are on-line at: <https://apply.grad.msstate.edu/>

### C. Types of Admission

The application will be evaluated by both the Graduate School and the Department. The applicant will be notified of the outcome of the screening process. If accepted, students may receive one of three types of admission.

1. Students meeting all requirements listed in the criteria above are normally granted *full* admission.
2. Students can be admitted on a *provisional* basis, if recommended for admission by the degree program, even though they do not meet the minimum grade point average. Provisional students must receive a 3.0 grade-point average on the first nine hours of courses taken at Mississippi State University (transfer hours will not apply) in order to achieve regular status. They will be on Academic Probation their first semester in the program and will be notified of their placement on Academic Probation at the beginning of their first semester (<https://www.grad.msstate.edu/sites/www.grad.msstate.edu/files/2023->

[01/Notification%20of%20Academic%20Probation\\_0.pdf](#)). If a 3.0 grade-point average is not attained in the first nine hours of coursework, the provisional student will be terminated from the MA program and dismissed from the Graduate School.

3. Students may also be admitted *conditionally* when an application is incomplete due to circumstances beyond the student's control (such as required completion of a B.A. degree program in which the student is currently enrolled).

### 3. FINANCIAL ASSISTANCE

#### A. Availability

Financial assistance for graduate study is available on a competitive basis from several sources. Prospective students must apply for funding during the application process by completing the department's assistantship application, which can be found on our website: [https://www.amec.msstate.edu/sites/www.amec.msstate.edu/files/inline-files/Assistantship%20Application\\_0.pdf](https://www.amec.msstate.edu/sites/www.amec.msstate.edu/files/inline-files/Assistantship%20Application_0.pdf). In addition, the entire application to the Graduate School for graduate study must be completed by the application deadline (02/15 and 10/15, annually) to be considered for funding within the first year of study. Once a student submits an assistantship application it is not necessary to resubmit an application for future consideration of funding during the student's time in the program; the form is designed for both prospective and current MA students to use. More information about funding can be found on our website: <https://www.amec.msstate.edu/graduate-program/prospective-students/funding-opportunities>

#### B. Criteria

Although the criteria for each source may differ somewhat, basic expectations are similar. New students should meet the established university and departmental requirements for admission. Graduate assistantships are professional positions with explicit obligations. Assistantships are thus considered to be half-time jobs (up to 20 hours per week). Students on assistantships are required to maintain a course load of at least nine (9) hours per semester. Assistantships cover a maximum of twelve (12) credit hours.

#### C. Continued Appointment

Financial support awarded by or through the department, regardless of the source, typically covers two years for students who are pursuing an MA degree. However, continued appointment for a second year is based on satisfactory performance of assistantship duties as determined by standing departmental procedures as well as adequate progress toward the degree. It is also based on whether an MA student is serving in an Assistantship role in their track or not; assuming satisfactory performance in the Assistantship in a track that does not correspond with the student's track, appointment in an Assistantship in a different track for the second year is likely but not guaranteed. In addition, students must maintain at least a 3.0 GPA to retain an assistantship. Students may retake one course if necessary, with approval of the Graduate Coordinator and the Dean of the College of Arts & Sciences. Requests will be considered by the standing Graduate Committee (see section 8 below). If a request is granted, a student must submit a completed Request to Retake a Course form:

[https://www.grad.msstate.edu/sites/www.grad.msstate.edu/files/inline-files/Request%20to%20Retake%20a%20Course\\_0.pdf](https://www.grad.msstate.edu/sites/www.grad.msstate.edu/files/inline-files/Request%20to%20Retake%20a%20Course_0.pdf)

Both courses remain on the permanent transcript, and both are used in calculating final grade point averages. No additional credit hours accrue from a course retake.

#### D. Sources

##### 1. Departmental and Cobb Institute of Archaeology Research Assistantships

A limited number of Teaching (TA) and Research Assistantships (RA) are available through the department and the Cobb Institute of Archaeology. Application forms for these assistantships are accessible via the departmental web site:

[https://www.amec.msstate.edu/sites/www.amec.msstate.edu/files/inline-files/Assistantship%20Application\\_0.pdf](https://www.amec.msstate.edu/sites/www.amec.msstate.edu/files/inline-files/Assistantship%20Application_0.pdf).

Applications and supporting material should be sent directly to the Graduate Coordinator via e-mail in a PDF format ([grad@anthro.msstate.edu](mailto:grad@anthro.msstate.edu)). Applications will be considered by the departmental graduate faculty as a whole. The minimum requirement for a Research Assistantship is a bachelor's degree from an accredited college or university. In usual circumstances, students will be expected to have a BA/BS in Anthropology to qualify for a Teaching Assistantship.

##### 2. Graduate School Work Study Assistantships

Teaching and Research Assistantships may be funded by the Graduate School. Information and applications can be found on-line at our departmental website:

<https://www.amec.msstate.edu/graduate-program/prospective-students/funding-opportunities> and at the Graduate School's website: <https://www.grad.msstate.edu/funding-tuition>

Students applying for these assistantships must qualify for financial aid. Students must complete the Free Application for Federal Student Aid (FAFSA) form available on the Department of Financial Aid website <http://www.sfa.msstate.edu/howto/grad/step1.php>.

##### 3. Student Loans

Guaranteed Student Loans are available through the Department of Student Financial Aid (Garner Hall, P.O. Box 6035, Mississippi State, MS 39762; 662-325-2450; [www.sfa.msstate.edu/](http://www.sfa.msstate.edu/)).

Students should request an MSU Financial Aid Package and follow the instructions for Graduate Students. (Note: Graduate Students are *not* eligible for Pell Grants).

##### 4. Other Sources of Funding

There are many potential funding sources. In addition to information available on AMEC's web page (Prospective Students, Funding Opportunities: <https://www.amec.msstate.edu/graduate-program/prospective-students/funding-opportunities>), information on fellowships and scholarships can be obtained from Research Services in the Office of Research and Economic Development, *by appointment only* (662-325-3570) and from

the Graduate School: <https://www.grad.msstate.edu/funding-tuition>

Several scholarships for graduate students are also available through the College of Arts & Sciences <http://www.cas.msstate.edu/futurestudents/scholarshipopportunities/>

#### 4. ENTERING THE PROGRAM

##### A. Orientation of New Students

All new graduate students should report to the Anthropology Graduate Coordinator who will assist the student in planning the first semester of coursework and then release them to register for these courses. After this first semester, all graduate students must communicate with their Major Professor to plan each semester's coursework and then be released to register. Neither the Graduate Coordinator, Business Manager or the Department Head can release graduate students to register after this first semester.

The Business Manager and the Graduate Coordinator will notify the graduate assistants who have Assistantships in AMEC and the Cobb of their faculty supervisor; the faculty supervisor for each Assistantship position will communicate their duties to each student. Students who have Assistantships must schedule courses each semester that do not conflict with their Assistantship responsibilities; they should coordinate with their faculty supervisor to ensure this. A formal orientation for new students will usually be held during the week prior to the beginning of the fall semester, coordinated by the Graduate Coordinator.

##### B. Selection of Major Professor and Thesis Committee

The purpose of the Thesis Committee is to advise the student throughout their graduate program, especially in terms of professional development. The Thesis Committee must consist of at least three members, including the Major Professor (Chair) and at least one other graduate faculty member from the Department of Anthropology and Middle Eastern Cultures (AMEC). The third member may be a member of another discipline (e.g., Sociology, Biology) if appropriate, as determined by the student's thesis research topic and in consultation with the major professor. Additional MSU graduate faculty committee members may be added with the consent of other committee members.

Committee members from outside of the MSU graduate faculty may be added to the committee, but a majority (more than 50%) of the student's committee must be from the MSU graduate faculty. It is expected that non-MSU committee members will have a minimum of an MA degree. (This is because the terminal degree in anthropology is the PhD). Non-MSU graduate faculty members may only be added in the case that they:

- a) Provide a level of expertise, technical knowledge, or practical experience that is not available amongst the MSU graduate faculty

and/or:

- b) Their expertise is essential to the student's proposed research.

In order to add a committee member outside of MSU Graduate Faculty the student and major professor must submit:

- 1) A signed letter written by the Major professor and addressed to the Department Head and Graduate Coordinator explaining the rationale for adding a non-MSU graduate faculty outside committee member.
- 2) A current (within one-year) copy of the proposed outside committee member's CV.

Only after receiving approval from the Department Head and Graduate Coordinator via e-mail confirmation can the outside committee member be added to the official Committee Request form.

**By the end of the first regular semester of course work**, the graduate student must select a Major Professor from within the AMEC graduate faculty who will serve as Chair of the Thesis Committee. The student must turn in the *Major Professor Agreement Form* to the Graduate Coordinator, which can be found on the departmental website:

<https://www.amec.msstate.edu/sites/www.amec.msstate.edu/files/2021-08/MajorProfessorAgreementForm.pdf>

**By the end of the first regular semester**, the graduate student, in consultation with their Major Professor, must select two other members to complete their Thesis Committee. It is required that two members of the committee be eligible graduate faculty in the Department of Anthropology and Middle Eastern Cultures (see above for additional and outside members). The student must turn in the *Committee Request Form* to the Graduate Coordinator, which can be found on the departmental website:

<https://www.amec.msstate.edu/sites/www.amec.msstate.edu/files/inline-files/Committee%20Request%20Form.pdf>

If changes in the composition of the committee are contemplated or necessary, **all parties** must be informed beforehand (e.g., in-person, e-mail). To change the composition of the Thesis Committee, a *Request for Change of Committee Member(s) Form* must be completed by the graduate student and approved by all involved parties. The form can be found on the department's and the Graduate School's website:

<https://www.amec.msstate.edu/sites/www.amec.msstate.edu/files/inline-files/Request%20for%20Change%20of%20Committee%20Member%28s%29%20Form.pdf>

### C. Program of Study

**Prior to the end of their first semester in the program**, each graduate student is required to submit a formal program of study for their entire time in the MA program to the Graduate Coordinator. This form can be found on the Graduate School and the Department's website: [https://www.amec.msstate.edu/sites/www.amec.msstate.edu/files/2021-08/graduate\\_program\\_of\\_study.pdf](https://www.amec.msstate.edu/sites/www.amec.msstate.edu/files/2021-08/graduate_program_of_study.pdf). This program must be made with the advice and concurrence of the student's Major Professor, Thesis Committee, and Graduate Coordinator. The signed Program of Study is submitted to the Graduate Coordinator for placement in the graduate student's records. Graduate students can monitor their progress towards the degree by checking their Degree Audit via Degree Works, which is available via the student's MyState account:

<https://my.msstate.edu/banner>



## 5. MASTER OF ARTS PROGRAM

Graduate students must complete 36 hours of graduate work. Requirements include:

- 25 hours of course work
- 5-hour internship
- 6 hours of thesis (MINIMUM, there is no maximum)

At least twelve (12) hours of course work in the degree program, exclusive of thesis credits and the internship, must be at the 8000-level. Approved 7000 Directed Individual Study hours count toward 8000-level requirements. No more than six semester hours of graduate credit may be earned in 7000 Directed Individual Study courses. Students may transfer up to six (6) hours of courses from other accredited graduate degree programs. In order to transfer hours, the student must fill out the Transfer Approval Form, which can be found on the Graduate School's website: [https://www.grad.msstate.edu/sites/www.grad.msstate.edu/files/inline-files/Transfer%20Approval%20Form\\_0.pdf](https://www.grad.msstate.edu/sites/www.grad.msstate.edu/files/inline-files/Transfer%20Approval%20Form_0.pdf)

All students are required to take one graduate-level course (3 hours) outside of AMEC and within another department at MSU (No AN-prefix courses). Outside courses at the 8000-level can count as part of the minimum of 12 hours at the 8000-level.

All students are required to take one graduate-level course (3 hours) (e.g., 6000 or 8000) outside of their track (or concentration) within AMEC. Specifically, all applied cultural anthropology graduate students must take an AN-prefix course in applied archaeology/ bioarchaeology/ forensic anthropology (see Course Work below for a list of appropriate courses, not including relevant special topics courses). All applied archaeology/ bioarchaeology/ forensic anthropology graduate students must take an AN-prefix course in applied cultural anthropology (see Course Work below for a list of appropriate courses, not including relevant special topics courses).

Students must remain continually enrolled for the two main (fall and spring) semesters of each academic year until they graduate. If they were not enrolled during a main semester, they will have to pay associated tuition and fees (e.g., one (1) thesis hour) retroactively prior to graduation.

Once a student has completed their required course load and is no longer a full-time student, a minimum of one (1) thesis hour per main (fall and spring) semester is required to maintain enrolled graduate status. Importantly, students must be enrolled in the semester in which they defend.

As explained further below, thesis defenses are only permissible in the summer under exceptional circumstances. If these exceptional circumstances are met and a summer defense is scheduled, students must be enrolled at the time of their defense. Students accomplish this by enrolling in one (1) thesis hour during the summer session in which they will defend (e.g., maymester, summer 1, summer 2). The same does not apply to wintermester.

### A. Course Work

#### 1. **Foundation/core/general courses**

## 2.

- Leveling courses. Any student who does not have an undergraduate degree (i.e., BA, BS) in Anthropology or who is deficient in core areas (cultural anthropology, biological anthropology, and anthropological archaeology) will be required to take the following courses:
  - AN 1143 - Introduction to Cultural Anthropology
  - AN 1344 - Biological Anthropology: The Making of Us
  - AN 1543 – Discovering Archaeology: Past Meets Present

If graduate students can demonstrate the inclusion of one or more of these courses on their undergraduate transcript, they will be required to take only the course(s) (from the above list) in which they are deficient.

## 3. Courses required of all students in the MA program

- AN 6123 - Anthropological Theory
- AN 8011 - Professionalization in Applied Anthropology
- AN 8013 - Quantitative Methods in Anthropology
- AN 8215 - Internship in Applied Anthropology (5 Hours)
- AN 9000 - Thesis (6 Hours)

## 1. Courses in Archaeology/Bioarchaeology/ Forensic Anthropology Emphasis

- Field Experience Leveling courses. These courses **are required** of graduate students who have not taken them and who do not have equivalent archaeological field experience (See Waivers and Equivalencies policies).
  - Survey:
    - AN 2510 (3 hours) - Archaeological Field Methods: Survey
  - Excavation (choose one of the following):
    - AN 3510 (6 hours) - Archaeological Field Methods: Excavation
    - AN/REL/MEC 3540 (6 hours) – Archaeological Travel and Participation

### A. Required Courses.

- AN 6523 - Public Archaeology
- AN 8533 - Readings in Archaeology: Theory

### B. Additional hours from the following list:

- AN 8303 - Seminar in Bio-archaeology

- AN 8313 - Paleopathology: Ancient Disease
- AN 8513 - Southeastern Archaeology
- AN 8523 - Environmental Archaeology
- AN 8533 - Readings in Archaeology: Theory
- AN 8543 - Household Archaeology
- AN 8553 - Readings in Archaeology: Applications
- AN 6303 - Human Variation and Origins
- AN 6313 - Human Osteology
- AN 6323 - Plagues and Peoples
- AN 6333 - Anthropology of Violence
- AN 6343 - Anthropology of Death
- AN 6353 - Biology and Culture
- AN 6363 - Advanced Methods in Forensic Anthropology
- AN 6373 – Death and American Culture
- AN 6383 – Seminar in Biological Anthropology
- AN 6393 – Skeletal Mechanics in Biological Anthropology
- AN 7000 - Directed Individual Study (**6 hour limit**; ordinarily, this will be an option only for graduate students who have completed all appropriate 4000/6000-level courses as undergraduates)
- AN 6990 - Special Topics in Anthropology
- AN 8990 - Special Topics in Anthropology

C. 3-7 hours technical specialty (~2 courses):

Students will choose at least one course from one area or, with permission of their Major Professor, two courses from each of two areas. One outside, non-AN-prefix course is required; students may take up to two.

A list of possible courses is given below; students should examine the Graduate Catalog <http://catalog.msstate.edu/graduate/> for a full list of graduate courses (i.e., 6000, 8000) available in different departments and the Master Schedule (available electronically via MyState) for courses being taught in particular semesters.

Students should consult with the Graduate Coordinator (for their first semester in the program) and in all semesters afterwards, their Major Professor, to determine which outside classes are most appropriate.

- i. Middle Eastern Cultures
  - MEC 6403 Ancient Near East
- ii. Biochemistry/Forensic Science
  - BCH 6333 Advanced Forensic Science
  - BCH 6443 Introduction to Public Health

iii. Soils / Geomorphology

- GG 6503 - Geomorphology
- PSS 6323 - Soil Classification
- PSS 6603 - Soil Chemistry
- FO 6483 - Forest Soils

iv. GIS and Remote Sensing

- FO 6452 + lab - Remote Sensing Applications
- FO 6472 + lab - GIS for Natural Resource Management
- GR 6303 - Principles of GIS
- GR 6313 - Advanced GIS
- GR 6333 - Remote Sensing of the Physical Environment
- GR 8313 - Advanced Cultural Geography
- PSS 6483 - Introduction to Remote Sensing Technologies
- WF 6253 + lab - GIS & GPS in Wildlife and Fisheries Management

v. Resource management/impact assessment/business

- BL 6263 - Environmental Law
- FO 6413 - Natural Resources Policy
- AN/SO 6173 - Environment and Society (may be taken with SO prefix to count as an outside course)

vi. Biogeography/advanced ecology

- ST 8114 - Statistical Methods
- BIO 6023 - Evolutionary Biology
- BIO 8113 - Biogeography
- GG 6133 - Principles of Paleoecology
- PSS 6633 - Weed Biology and Ecology

**2. Courses for Applied Cultural Anthropology Emphasis**

A. Required Courses:

- AN 6143 - Ethnographic Methods

B. 15 hours from the following list:

- AN 6133 - Medical Anthropology
- AN 6163 - Anthropology of International Development
- AN/SO 6173 - Environment and Society

- AN 7000 - Directed Individual Study (**6 hour limit**; ordinarily, this will be an option only for students who have completed all appropriate 4000/6000-level courses as undergraduates)
- AN 8103 - Applied Cultural Anthropology
- AN 8123 - Environmental Anthropology
- AN/GR 8183 - Culture, Place, and Space
- AN 8193 - Current Cultural Theory
- AN 8990 - Special Topics in Anthropology
- AN 6990 - Special Topics in Anthropology

## B. Internships

Each graduate student in the Applied Anthropology MA program at MSU is required to participate in an internship for five (5) credit hours unless the requirement is waived due to appropriate prior experience (see Section C Waivers and Equivalencies). The aim is to provide students with practical experience in an applied setting appropriate to the area (archaeology/bioarchaeology/ forensic anthropology or cultural anthropology) in which their studies are concentrated. Internships are meant to introduce students to a variety of aspects of applied work, which may include applied fieldwork methods, data gathering and analysis, public outreach and education, and ethical considerations. It is expected that interns will have opportunities to interact with agency personnel, community members, and researchers in other disciplines. The student will be expected to take substantial responsibility, under appropriate supervision, for carrying out professional duties that involve using anthropological knowledge to help solve problems for clients. It is expected that the student will complete their internship with one organization.

### 1. Procedures

After satisfactory completion of at least one semester of full-time graduate work or by prior arrangement, each student will be expected to participate in an internship that has been approved by their Major Professor. The student, the Major Professor, or another faculty member may make the initial contact with the proposed internship sponsor to determine whether an internship is possible and appropriate. **An internship agreement must be formalized and finalized prior to student's initiation of the internship by having the student and a responsible person in the internship agency sign the *Applied Anthropology Internship Agreement Form*.** This form can be found on the department website <http://www.amec.msstate.edu/files/InternshipAgreement.pdf>. The completed form will be placed in the student's file.

Internships must meet the following criteria:

- Internships will be full-time
  - 40 hours per week for 8 weeks, if done during the summer.
  - 20 hours per week for 16 weeks if done during the fall or spring semester
- Internships should not entail original research for a student's thesis unless,

if appropriate, this has been approved by the student's Thesis Committee and IRB approval, if necessary, has been obtained beforehand.

The intern will enroll for five (5) semester hours credit, either during the 10-week summer term, or in fall or spring semester. Students may not register for internship hours prior to the actual performance of the internship. The hours will be earned in AN 8215 - Internship in Applied Anthropology. The student's Major Professor will oversee the internship for MSU, assign the final grade, and receive credit for the hours generated. Work schedules will be arranged to the mutual satisfaction of the internship agency and the student. If a student completes their internship at MSU and within AMEC or the Cobb, the internship cannot be formally supervised by their Major Professor.

The student's Major Professor or another designated Anthropology faculty member will check on each intern at least twice during the internship by calling or e-mailing the intern's supervisor. The supervisor will be encouraged to contact the Major Professor or designee at any time during the internship if problems or questions arise.

## 2. Waiver of Internship

See Section C: Waivers and Equivalencies for details. **Credit is not awarded for waived internships.** If a waiver is granted the student is required to replace the five (5) credit hours of the internship with other graduate level courses or thesis hours.

## 3. Oral Presentation

The student is required to give an oral presentation on the internship experience to an audience of students and faculty at MSU. This presentation is intended to allow students and faculty to benefit by learning about others' experiences. The oral presentation may be given at the end of the semester in which credit is earned or it may be delayed until the beginning of the next regular semester, as determined by the Graduate Coordinator. Format, length, and content of the oral presentation will be determined by the Major Professor and the Graduate Coordinator. The student may be encouraged to present an oral report to personnel at the client agency or organization if appropriate.

Internship presentations are organized by the Graduate Coordinator twice each academic year, one in the fall semester and one in the spring semester.

## 4. Grading the Internship

At the end of the internship, students are required to solicit their agency supervisor to evaluate their performance via the *Applied Anthropology Internship Evaluation Form*. This form is available on the departmental website:

<https://www.amec.msstate.edu/sites/www.amec.msstate.edu/files/2021-08/InternEvaluation.pdf>.

The internship grade will be based on the evaluation of the intern submitted by their agency supervisor. In the event of the failure to receive an internship evaluation on time for assignment of a grade, the student will receive an Incomplete.

The internship evaluation form will be e-mailed or mailed directly to the student's Major Professor and the Graduate Coordinator. The evaluation should *never* be sent to the student. A

grade for the internship will not be assigned prior to the receipt of the internship evaluation.

### C. Waivers and Equivalencies

Course waivers and equivalencies must be claimed by the student **during the first semester in our MA Program** if they are based on experience (i.e., course(s), field school(s), internship(s)) *acquired prior to enrollment in the program* (i.e., during the undergraduate or post-baccalaureate period). Waiver and equivalencies will not be considered beyond the student's first semester in the program for prior experience (see procedures below). However, it is understood that some documentation may be delayed due to circumstances out of the student's control. If a student will not be able to acquire documentation before the end of their first semester, they *must* communicate this to the Graduate Coordinator ((i.e., in-person, e-mail) before the end of their first semester.

For experience acquired *during the MA program* (i.e., employment providing equivalent experience to a Field school), waivers and equivalencies can be claimed after the first semester in the program. Specifically, waivers and equivalencies for experience acquired during the program must be *claimed and approved* of by AMEC faculty *before or during the semester prior to the student's graduation*. Waiver and equivalencies for experience during the program will not be considered after this timeframe. Determination of waivers and equivalencies will be made by the Graduate Coordinator, and as appropriate in consultation with the entire graduate faculty and/or other faculty tasked with the review of such requests.

#### 1. Procedures

Students wanting to gain a waiver or equivalency, whether for experience prior to enrollment in the MA program or during enrollment in the MA program, must submit the following items to be considered for a waiver or equivalency:

- **All waiver and equivalency seekers** *must* complete the following:
  - *Graduate Student Waiver Request Form*, which is available on the department website:  
[https://www.amec.msstate.edu/sites/www.amec.msstate.edu/files/2021-08/AMEC\\_APAN\\_Waiver\\_Form\\_updated.docx](https://www.amec.msstate.edu/sites/www.amec.msstate.edu/files/2021-08/AMEC_APAN_Waiver_Form_updated.docx)
  - A formal letter (i.e., ½ page single spaced), written by the graduate student to the Graduate Coordinator, that details what requirement they are requesting to waive, the rationale for the waiver, and the supporting documentation that is being provided.
- For an internship waiver the student must submit:
  - Within the aforementioned formal letter, the graduate student must include statements describing:
    - Details of previous jobs and experience in applied settings;
    - Length of time at each job or experience;
    - Name of the employer and supervisor;
    - The kinds of anthropology-related tasks performed.

- A *separate* formal letter (*not* written by the graduate student) from the student's supervisor at *each* agency or firm for which the student claims paid or volunteer work. The letter(s) must detail:
  - The kinds of work performed;
  - The length of time at each job or experience;
  - The anthropological knowledge acquired;
  - Attestation of the student's satisfactory performance of the work.
- For a course waiver(s) (Field School Leveling course(s)) the student must submit:
  - Within the aforementioned formal letter, the graduate student must include statements describing:
    - A clear indication of the course waiver or equivalency being requested;
    - Evidence that the course taken at another institution is equivalent including:
      - A course catalog description
      - A syllabus from the course and/or a letter from the course instructor/professor indicating the objectives, topics covered, length, and any other pertinent details of the course.
      - For field schools taken without academic credit and which do not appear on the transcript, a letter or email from the supervisor detailing duration and work conducted and attestation that the field school was completed by the student.
      - For other equivalent field experience a letter or email from the supervisor (not written by or from the graduate student) detailing the duration and type of work conducted.
  - These materials must be submitted to the Graduate Coordinator prior to the end of the first semester in the program. The Graduate Coordinator and graduate faculty will make a determination as to whether the waiver or equivalency will be granted. If accepted, the student will receive notification from the Graduate Coordinator via a signed *Incoming Graduate Student Waiver Request Form*. A copy of the signed form will be included in student's departmental records.
  - The Graduate Coordinator will add a 'Note' to the graduate student's Degree Audit (in Degree Works) stating that a waiver for the program requirement was granted and approved.
  - The *Graduate Student Waiver Request Form*, letters, and other evidence will become part of the student's file regardless of the decision of the Graduate Coordinator and faculty.

As it pertains to the Field School leveling course requirements in the MA program, if you qualify for accommodations because of a disability, please register with the Disability Resource



Center (<https://www.drc.msstate.edu/>) in a timely manner so that the required accommodations can be made, specifically prior to or during the semester before the Field School leveling courses are offered. This includes any psychological, learning, physical or other form of disability that might impede your ability to complete the Field School(s) as traditionally offered. The Disability Resource Center determines accommodations based on documented disabilities. If you qualify for an accommodation for the Survey field school, you can complete AN 4990/ 6990 Special Topic In AN – Archaeological Field Methods: Curation and Collections instead. If you qualify for an accommodation for the Excavation field school, an alternative assignment, equivalent to the Excavation Field School, will be designed by the AMEC faculty instructing the Excavation Field School(s) or an equivalently qualified faculty member. Students should enroll in Directed Individual Study (DIS) course(s) for the equivalent credit hours of the Excavation Field School(s) during the semester in which the Field School(s) is offered or in the following semester (e.g., Fall semester).

#### D. Examinations

For the Master of Arts in Applied Anthropology degree program, the successful defense of the thesis constitutes the final comprehensive examination.

#### E. Master of Arts Thesis

##### 1. Thesis Committee

Students should begin discussing potential thesis topics with their Major Professor and Thesis Committee as early in the graduate program as possible. The student's Major Professor will be the thesis director, who will direct the thesis in conjunction with other members of the Thesis Committee. Any necessary changes to the Thesis Committee can be executed via the *Request for Change of Committee Member(s) Form*. The form can be found on the department and the Graduate School's website:

<https://www.amec.msstate.edu/sites/www.amec.msstate.edu/files/inline-files/Request%20for%20Change%20of%20Committee%20Member%28s%29%20Form.pdf>

It is expected that the student will convene a meeting of their Thesis Committee at least once an academic year to discuss progress towards completion of their degree.

##### 2. Thesis Proposal / Prospectus

The development of a *Thesis Proposal* (also known as a Prospectus) is the initial step in writing the thesis. The student should present a *Thesis Proposal* to their Major Professor after completion of 18-24 hours (second to fourth semester) of graduate course work. The student is encouraged to submit the proposal as early as is practical. The Thesis Proposal must follow the requirements and formatting listed in Appendix A, *Guidelines for Thesis Proposal Preparation* and Appendix B *Elements of a Thesis Proposal*. **The Thesis Proposal must not exceed 20 double-spaced pages** (with standard font and margins), **not including bibliography, tables, and figures**. The thesis director / Major Professor (*not* the student) will distribute the proposal to the Thesis Committee for their review and, ultimately, approval.

Students **should not** undertake thesis research including data collection and/or data

analysis prior to the completion and approval of the Thesis Proposal. Students who need to begin thesis research prior to the completion of the Thesis Proposal need to agree upon this strategy with their Major Professor. Then, they must submit a formal communication to the Thesis Committee explaining the situation and seeking permission to begin thesis research. As well, the student must submit the current draft of the Thesis Proposal along with their formal letter. An email demonstrating consent of all committee members to starting data collection prior to obtaining a full prospectus approval must be submitted to the Graduate Coordinator.

**The Thesis Proposal must be *formally approved* by the student's Thesis Committee.** A *Prospectus Approval Form* must be signed by the Thesis Committee members, the Graduate Coordinator, and the Department Head. The form is available on the department's website: [https://www.amec.msstate.edu/sites/www.amec.msstate.edu/files/2021-08/PROSPECTUS\\_APPROVAL\\_FORM.pdf](https://www.amec.msstate.edu/sites/www.amec.msstate.edu/files/2021-08/PROSPECTUS_APPROVAL_FORM.pdf)

The prospectus approval should occur *no later than the end of the fourth semester of graduate course work*. Failure to complete a thesis proposal in a timely manner unnecessarily delays student progress and could lead to sanction and/or removal from the program (see Section 6. Annual Evaluation and Dismissal from the Program for more details).

Students who do not complete their proposal by the end of the second year (4<sup>th</sup> semester) will not be eligible for departmental financial support, such as travel funding. If measurable progress towards completing the proposal is not made in subsequent semesters (beyond the 4<sup>th</sup> semester), the Major Professor, in consultation with the Graduate Coordinator and/or the Department Head, may assign a grade of Unsatisfactory (U) for the student's thesis hour(s). A U grade will automatically put a student on academic probation with the Graduate School.

- As a result of the U grade, the Major Professor, the Graduate Coordinator, and Department Head will develop an academic remediation plan, which is a set of conditions used to evaluate the student's progress in the coming semester. Meeting these conditions enables students to be removed from probation. These conditions will be provided to the student from the Graduate Coordinator via an *Academic Probation Notification* form ([https://www.grad.msstate.edu/sites/www.grad.msstate.edu/files/2023-01/Notification%20of%20Academic%20Probation\\_0.pdf](https://www.grad.msstate.edu/sites/www.grad.msstate.edu/files/2023-01/Notification%20of%20Academic%20Probation_0.pdf)).
- Failure to meet the conditions spelled out in the Academic Probation Notification form will result in a second U grade for thesis hours and dismissal of the student from the program and the graduate school.

Graduate students may petition the Department Head and Graduate Coordinator for an exception to the rules regarding expected progress on the Thesis Proposal. To be considered for such an exception, an explanation must be placed in the student's annual review document or provided in an email to the Department Head and Graduate Coordinator.

### 3. Thesis Defense

Upon completion of the writing of the thesis, the Major Professor will distribute the intended final draft to the Major Professor and the other members of the student's Thesis

Committee.

### Closed Committee Meeting

After receiving the intended final thesis draft, the Major Professor will call a closed meeting of the Thesis Committee (without the student) to decide whether the thesis is ready to be presented for an oral defense. The thesis must be *unanimously approved* of as being defensible by the committee before it can be defended. Such approval signifies only that the thesis is ready to be defended, not that the student will automatically pass the defense. Additionally, the approval to defend does not preclude further required changes in the thesis.

If the Thesis Committee decides that the thesis is *not* ready for the oral defense, then the student will make the changes in the thesis required by the Thesis Committee and resubmit another intended final copy via the Major Professor to the Thesis Committee. The Thesis Committee will meet again to determine if the thesis is ready for an oral defense. This process will be repeated until the Thesis Committee agrees that the thesis is in a form acceptable for an oral defense.

It is required that a final draft copy of the thesis be placed on file in the departmental office or other specified locale (e.g., digital copy (i.e., PDF) held by the Business Manager) for review by interested students and faculty *at least two weeks prior* to the scheduled oral defense. The availability and location of the final draft copy of the thesis must be stated in the announcement of the oral defense by the Major Professor.

### Oral Defense:

After the Thesis Committee *unanimously* decides that the thesis is ready for the oral defense, the Major Professor and the Graduate Coordinator will schedule the oral defense of the thesis. **For a normal graduation in the semester in which the defense is occurring, a thesis defense must be conducted a minimum of three weeks prior to the “Initial Submission to the Library” deadline set by the Graduate School.** The Graduate School’s Calendar can be found here: <https://www.grad.msstate.edu/students/graduate-school-calendar>

For graduation in the following semester via the GRD 9011 course and \$100 fee, students must defend by a date determined by the Graduate School: (<https://www.grad.msstate.edu/students/graduate-school-calendar>).

The Graduate Coordinator will announce the last possible dates for oral defenses at the beginning of every semester.

This website details the electronic thesis and dissertation (ETD) submission process: <https://www.library.msstate.edu/services/etd-submission-process>.

There is a Graduation Checklist that students can use to make sure that they follow all the steps necessary for graduation: <https://www.grad.msstate.edu/students/graduation>.

The following procedures and documents must be followed by the student and the Major Professor:

- **At least four weeks prior to the defense**, the student must inform the Graduate Coordinator of their expected defense. Afterwards, the Graduate Coordinator will confirm that their Degree Audit and thus their coursework meets the program and Graduate School requirements. At the same time, the student must produce an up-to-date version of their Program of Study, showing all completed coursework.

The Program of Study must be signed by the student, committee members and the Graduate Coordinator. It will then be added to the graduate students' departmental file.

- **No less than two weeks prior to the defense**, the student's Major Professor must email a *Defense Announcement* to all AMEC faculty and staff, Cobb Associates and staff, and all graduate students in the program. The announcement must include the following information:
  - Student Name
  - Thesis Title
  - Location of Public Defense
  - Day, Date and Time of the Public Defense
  - Location of the final draft copy of the thesis (e.g., physical copy in the Cobb, digital copy with the Business Manager).
- A copy of this e-mail must be provided to the Graduate Coordinator for placement in the student's departmental file.
- The public portion of the thesis defense is open to all parties desiring attendance. The public defense should be scheduled for one hour. The presentation should be approximately 30-45 minutes in length with 15 minutes for discussion and questions from other faculty, staff, and students.
- Following the oral presentation of the thesis research, a private defense will be held, attended by the student, the Major Professor, and the student's Thesis Committee members. In this portion of the defense, faculty members may ask any questions related to the thesis research, graduate coursework, internship, or other pertinent matters to assure that the student has achieved an appropriate mastery of applied anthropology.

#### Thesis Committee Decision:

The Major Professor presides over the oral defense, and the decision to accept or reject the defense of the thesis is solely that of the Thesis Committee. A majority vote is sufficient for a decision. If a student is unsuccessful in defending a thesis, a new defense may be scheduled *no earlier than one month from the date of the original defense*.

The Major Professor is responsible for reporting the results of the thesis defense/final examination to the Graduate Coordinator who will then report them to the Graduate School. The *Report of Examination Results and Admission to Candidacy* form, [https://www.grad.msstate.edu/sites/www.grad.msstate.edu/files/inline-files/Report\\_of\\_Examination\\_Results\\_and\\_Admission\\_to\\_Candidacy\\_2.pdf](https://www.grad.msstate.edu/sites/www.grad.msstate.edu/files/inline-files/Report_of_Examination_Results_and_Admission_to_Candidacy_2.pdf), must be completed by the Major Professor and sent to the Graduate Coordinator as soon as possible after the defense concludes.

#### Revision and Signing of Thesis:

Although a student may pass the thesis defense, they will normally be instructed to revise the thesis before submitting it to the Thesis Committee members for approval or before submitting it to the Dean's office and to the MSU Library. See below for specific steps to be followed.

F. PROGRESS EXPECTATIONS, ANNUAL EVALUATION, PROBATION, DISMISSAL & LEAVE OF ABSENCE

1. Progress Expectations & Annual Evaluation

Students are expected to complete their MA in Applied Anthropology in three years. In order to track progress, **all students** are required to submit an annual evaluation of their progress towards the MA in Applied Anthropology. The *Applied Anthropology Annual Student Evaluation Form* is available on our departmental website:

[https://www.amec.msstate.edu/sites/www.amec.msstate.edu/files/2021-08/AMEC\\_Annual\\_Graduate\\_Student\\_Evaluation.pdf](https://www.amec.msstate.edu/sites/www.amec.msstate.edu/files/2021-08/AMEC_Annual_Graduate_Student_Evaluation.pdf)

This form is due January 25<sup>th</sup> each year. This report includes a checklist of requirements and space for students to list annual accomplishments.

The report will be submitted to the Graduate Coordinator and evaluated by the Graduate Coordinator, Department Head, and rest of the faculty as a whole. Each student's Major Professor will complete a draft of a formal letter assessing student progress. The Graduate Coordinator, in conjunction with the faculty, will produce a formal evaluation assessing student progress towards degree completion. The faculty will utilize the student report and the assessment to determine eligibility of students for funding in the following year including TA/RA positions and other forms of departmental support.

Students who have been in the program longer than three years must demonstrate satisfactory progress towards thesis completion each semester.

- A student's unsatisfactory progress towards completion of their MA beyond year three may result in being assigned a grade of Unsatisfactory (U) on their thesis hour(s) by their Major Professor.
- As a result of the U grade, the Major Professor, Graduate Coordinator and Department Head will develop an academic remediation plan. The conditions laid out within this plan will be included within the Notification of Academic Probation form, which will be sent to the student by the Graduate Coordinator and the Department Head.
- Failure to meet the conditions spelled out in the plan may result in a second U grade for thesis hours and could result in the removal of the student from the program.

2. Academic Probation

A graduate student shall be placed on academic probation beginning in the following semester if:

- 1) Their GPA falls below 3.00, or
- 2) They receive a third course grade lower than a B.

3) They receive a U on a thesis hour.

A student may also be placed on academic probation if they fall short of the standards stated above regarding satisfactory progress towards the degree and/or GPA. Specific information relative to retaking of courses or completing remedial work will be established by the Major Professor, the graduate student's Thesis Committee, and Graduate Coordinator and documented in written form within the academic remediation plan. The academic remediation plan, as included in the Notification of Academic Probation form, must also specify a required date of completion. If the student intends to pursue the academic appeal process relating to the reason for being placed on probation, they must do so during the first probationary semester (see the Graduate Catalog for Procedures: <http://catalog.msstate.edu/graduate/academic-policies/academic-requirements/>)

**A student cannot defend/submit a thesis during the probationary period. If, at the end of the probationary period, the student has not met the requirements outlined in the remediation plan, they shall be dismissed.**

### 3. Dismissal

Unsatisfactory performance in the program may result in dismissal. Unsatisfactory performance is defined as one or more of the following:

- 1) Failure to maintain a "B" average in graduate courses attempted;
- 2) A grade of "U" on one or more thesis credit hours;
- 3) A fourth C grade in graduate coursework;
- 4) A "D", or "F" in two courses;
- 5) The failure of the oral thesis defense;
- 6) Any other failure of a required component of the program of study.

Evaluation of graduate grade point averages and problematic grades occurs every semester via the Graduate School's "Deficiency Report", which is emailed to the Graduate Coordinator and Department Head.

According to rules set forth by the Graduate School, a graduate student shall be dismissed from the University if:

- 1) They receive a second course grade less than a C;
- 2) They receive a fourth course grade less than a B;
- 3) Or they are found to be responsible for violating the Student Honor Code for a second time.

A student may also be dismissed from the University if they fail to meet the requirements placed upon them when they were placed on academic probation. The dismissal process begins with the *Recommendation for Academic Dismissal form* (a letter may be attached) from the Graduate Coordinator, approved by the college Dean, to the Dean of the Graduate School to recommend that a student be officially dismissed from a graduate program. The reason for the dismissal must be stated. Upon a review of the dismissal request, an official academic dismissal letter from the Dean of the Graduate School is sent to the student through the U.S. Postal Service and is also emailed to the student's MSU account. The dismissal letter informs the student that



any schedule of classes for the following semester(s) will be dropped, and the Office of the Graduate School (OGS) places an academic dismissal hold on the student's record to prevent further enrollment. A student who has been dismissed from a graduate program and has not been reinstated via the appeal process cannot reapply and be admitted into that program, except by meeting the conditions necessary to request Academic Amnesty (see the Graduate Catalog for Academic Amnesty rules).

#### 4. Appeals

The student may refer to the Graduate Catalog for information regarding the appeals process: <http://catalog.msstate.edu/graduate/academic-policies/academic-requirements/>

#### 5. Leave of Absence

A student may be granted a leave of absence for medical reasons, family necessity or dependent care, military service, or other approved personal reasons. More information about the leave of absence policy can be found here: <http://catalog.msstate.edu/graduate/academic-policies/enrollment-requirements/enrollment-requirements.pdf>. Students planning to discontinue enrollment for a semester or more must request approval for a leave of absence. Students may petition the Graduate School for a leave of absence for a maximum of twelve months during the entire program by submitting a Leave of Absence form, which is available here: <https://www.amec.msstate.edu/sites/www.amec.msstate.edu/files/inline-files/Request%20for%20Leave%20of%20Absence.pdf>. However, the Graduate School may approve extensions to the twelve-month maximum leave of absence (e.g., for military service obligations extending beyond twelve months).

A petition for a leave of absence, signed by the Graduate Coordinator, Department Head (if applicable), and Academic Dean is forwarded to the Office of the Graduate School. The Graduate School may request appropriate documentation. The request must be filed and approved before the anticipated absence unless the event occurs in the course of a semester, in which case a student may apply as soon as possible. An approved leave of absence will enable students to re-enter their program without applying for readmission or owing retroactive tuition and registration fees. Students may return to their program prior to the anticipated return date if desired.

A student on a leave of absence is not required to pay fees, but in turn may not use Mississippi State University facilities, resources, or services intended only for enrolled students; receive a graduate assistantship, fellowship or financial aid from the University; or take any MSU courses.

#### 7. ANTHROPOLOGY AS A MINOR FIELD OF STUDY

Students whose major is not anthropology may elect it as a minor field of study. To qualify, the students must take 12 graduate credit hours of anthropology course work, including AN 6123 Anthropological Theory. A maximum of 3 hours of Directed Individual Study is allowed. Courses applied to a minor must be taught by full-time anthropology faculty members; cross-listed courses must be taken for AN credit.

## 8. HONOR CODE, HARASSMENT / TITLE IX, DISABILITIES, SAFETY & ETHICS REPORTING

Mississippi State University and AMEC are committed to upholding the standards of ethical behavior in all aspects of research, teaching, training, survey, and fieldwork.

### 1. Academic Honor Code

Mississippi State has an approved Honor Code that applies to all students. The code is as follows: “As a Mississippi State University student, I will conduct myself with honor and integrity at all times. I will not lie, cheat, or steal, nor will I accept the actions of those who do.” Upon accepting admission to Mississippi State University, a student immediately assumes a commitment to uphold the Honor Code, to accept responsibility for learning, and to follow the philosophy and rules of the Honor Code. Student will be required to state their commitment on examinations, research papers, and other academic work. Ignorance of the rules does not exclude any member of the MSU community from the requirements or the processes of the Honor Code. Plagiarism, cheating, and other forms of academic misconduct will not be tolerated and will be dealt with according to MSU policy. If you have any questions or concerns regarding any of these issues please don’t hesitate to ask a question in class, in private, or consult the University’s Honor Code website here: <http://students.msstate.edu/honorcode/>

### 2. Harassment / Title IX:

MSU is committed to complying with Title IX, a federal law that prohibits discrimination, including violence and harassment, based on sex. This means that MSU’s educational programs and activities must be free from sex discrimination, sexual harassment, and other forms of sexual misconduct. If you or someone you know has experienced sex discrimination, sexual violence and/or harassment by any member of the University community, you are encouraged to report the conduct to MSU’s Director of Title IX/EEO Programs at 325-8124 or by e-mail to [titleix@msstate.edu](mailto:titleix@msstate.edu). Additional resources are available here: <https://www.students.msstate.edu/sexual-misconduct-sexual-assault/>

### 3. Disabilities

Mississippi State University is committed to providing equitable access to learning opportunities for all students. The Disability Resource Center (01 Montgomery Hall) collaborates with students who have disabilities to arrange reasonable accommodations. If you have, or think you may have, a disability, please contact [drc@saffairs.msstate.edu](mailto:drc@saffairs.msstate.edu) or 662-325-3335 to arrange a confidential discussion regarding equitable access and reasonable accommodations. Disabilities may include, but are not limited to, conditions related to mental health, chronic health, attention, learning, autism, brain injury, vision, hearing, mobility, speech, or intellectual disabilities. In the case of short-term disabilities (e.g., broken arm), students and instructors can often work to minimize barriers. If additional assistance is needed, please contact the Disability Resource Center.

### 4. Safety



Mississippi State University values the safety of all campus community members. Students are encouraged to register for Maroon Alert texts and to download the Everbridge App. Visit the Personal Information section in Banner on your MyState portal to register. To report suspicious activity or to request a courtesy escort via Safe Walk, call University Police at 662-325-2121, or in case emergency, call 911. For more information regarding safety and to view available training including helpful videos, visit [www.ready.msstate.edu](http://www.ready.msstate.edu)

## 5. Ethics Reporting

If a graduate student is concerned about unethical behavior on the part of any faculty, student, staff, or administrator at Mississippi State University, they are encouraged to report their concerns via Mississippi State's anonymous "EthicsPoint" system. The "EthicsPoint" system is available at the following website:

<https://secure.ethicspoint.com/domain/media/en/gui/24520/index.html> or via an anonymous toll-free phone call at: 877-310-0424

## 9. Grievances

Students with grievances regarding faculty, staff, and/or any other elements of the graduate program should follow the formal grievance procedures as laid out by the Graduate School. The University's academic grievance procedures can be found at the following website:

<https://www.policies.msstate.edu/policypdfs/1237.pdf>

In the case of non-academic grievances, students should contact either the Office of Compliance and Integrity: <https://www.oci.msstate.edu/>

or the Office of the Dean of Students: <https://www.students.msstate.edu/>

## 10. IMPLEMENTATION AND MODIFICATION OF THESE PROCEDURES

This document may be changed by a majority vote of the department faculty present at a scheduled faculty meeting subsequent to the one in which changes are proposed. The faculty must be notified one week in advance of the changes to be placed on the agenda of the meeting. Changes may be made only at meetings held during the academic year. Students are required to follow the document as it exists at the time of their entry into the program, or they may choose to follow the requirements of the most recent revision, if different.

## 11. IMPORTANT DATES

- A. By end of first semester of course work
  - a. Submit Incoming Graduate Student Waiver Request (if applicable):  
[https://www.amec.msstate.edu/sites/www.amec.msstate.edu/files/2021-08/AMEC\\_APAN\\_Waiver\\_Form\\_updated.docx](https://www.amec.msstate.edu/sites/www.amec.msstate.edu/files/2021-08/AMEC_APAN_Waiver_Form_updated.docx)
  - b. Select Major Professor:  
<https://www.amec.msstate.edu/sites/www.amec.msstate.edu/files/2021-08/MajorProfessorAgreementForm.pdf>

- c. Select Thesis Committee:  
<https://www.amec.msstate.edu/sites/www.amec.msstate.edu/files/inline-files/Committee%20Request%20Form.pdf>
  - d. Turn in signed Program of Study form to Graduate Coordinator:  
[https://www.amec.msstate.edu/sites/www.amec.msstate.edu/files/2021-08/graduate\\_program\\_of\\_study.pdf](https://www.amec.msstate.edu/sites/www.amec.msstate.edu/files/2021-08/graduate_program_of_study.pdf) and  
[https://www.amec.msstate.edu/sites/www.amec.msstate.edu/files/2021-08/grad\\_prog\\_of\\_study\\_cont.pdf](https://www.amec.msstate.edu/sites/www.amec.msstate.edu/files/2021-08/grad_prog_of_study_cont.pdf)
- B. January 25<sup>th</sup>, every year
- a. *Applied Anthropology Annual Student Evaluation Form*:  
[https://www.amec.msstate.edu/sites/www.amec.msstate.edu/files/2021-08/AMEC\\_Annual\\_Graduate\\_Student\\_Evaluation.pdf](https://www.amec.msstate.edu/sites/www.amec.msstate.edu/files/2021-08/AMEC_Annual_Graduate_Student_Evaluation.pdf)
- C. Final semester:
- a. Advise Graduate Coordinator of your intent to graduate. Prepare the Program of Study. The Graduate Coordinator will check the student's Degree Audit and the student's eligibility to graduate.
  - b. This is the Graduation Checklist that students can use to make sure that they follow all the steps necessary for graduation:  
<https://www.grad.msstate.edu/students/graduation>
  - c. Students should make sure to attend a thesis formatting workshop, offered by MSU libraries in the semester prior to submitting their MA thesis. Register for one here: <https://www.library.msstate.edu/thesis>
- D. One month prior to defense:
- a. Advise Graduate Coordinator of impending defense.
  - b. Circulate the Program of Study for signatures.
- E. Two weeks prior to defense:
- a. Major Professor sends *Declaration of Examination / Defense* email and submits a copy to the Graduate Coordinator.
  - b. An intended final *print* copy of the thesis is placed in the E. J. Vardaman Reading Room/ Cobb Library for review by interested faculty, students, or public or a digital copy is provided to the Business Manager for circulation.
  - c. Apply for Graduation (via Banner).
- F. After the Defense:
- a. The Major Professor must complete and submit the *Report of Examination Results form* ([https://www.grad.msstate.edu/sites/www.grad.msstate.edu/files/inline-files/Report\\_of\\_Examination\\_Results\\_and\\_Admission\\_to\\_Candidacy%5B1%5D.pdf](https://www.grad.msstate.edu/sites/www.grad.msstate.edu/files/inline-files/Report_of_Examination_Results_and_Admission_to_Candidacy%5B1%5D.pdf)). It must be signed by all committee members for approval. The Major Professor must ensure that the Thesis Committee members indicate whether they have passed or failed the student's defense.
  - b. The Major Professor must submit the completed form to the Graduate

- Coordinator for their approval.
- G. After the thesis has been revised:
- a. After all edits of the defended thesis have been completed, the student submits the revised, final thesis to the Major Professor. The Major Professor submits the revised thesis to the MA Committee. After all Committee members have approved of the thesis, approval of the thesis by the Committee is signified by completion of the Committee Acceptance form. This process is initiated and completed by the student (not the Major Professor). The form is located here: [https://www.iswd.msstate.edu/sites/www.iswd.msstate.edu/files/inline-files/Committee%20Acceptance%20Form\\_0.pdf](https://www.iswd.msstate.edu/sites/www.iswd.msstate.edu/files/inline-files/Committee%20Acceptance%20Form_0.pdf)
  - b. Here is a description of the process for submitting your thesis to the College of Arts & Sciences as well as a list of answers to questions frequently asked by students about submitting their thesis to the College of Arts & Sciences: <https://www.cas.msstate.edu/academics/graduate-students#thesisdissertation-faq>
  - c. The final thesis, accompanied by the *completed* Committee Acceptance form, must be submitted electronically to the Dean of the College of Arts & Sciences for approval.
    - i. Here is a list of answers to questions frequently asked by students about submitting their thesis to the College of Arts & Sciences: <https://www.cas.msstate.edu/academics/graduate-students#thesisdissertation-faq>
    - ii. All of the information that students need about how to format their MA thesis for submission to the MSU Library can be found here: <https://www.library.msstate.edu/thesis>
    - iii. The thesis and the accompanying Committee Acceptance form must both be submitted electronically, by email (pdf, doc) to the Dean and Associated Deans of the College of Arts & Sciences.
  - d. Submission of the final thesis and Committee Acceptance form to the Library's Office of Thesis and Dissertation Format Review via the LIB 9011 course on Canvas. Students must follow submission procedures mandated by that course.
    - i. All of the information about this submission process can be found here: <https://www.library.msstate.edu/thesis>
  - e. Provide the Department with a bound copy of your thesis for display in the Cobb Library.

## APPENDIX A

**AMEC Faculty and Student Guidelines for Thesis Proposal/Thesis Preparation and Thesis Defense.** The following guidelines provide directions that will benefit students by ensuring the timely completion and acceptance of thesis proposals and thesis drafts and that will prevent unreasonable demands on faculty time due to last-minute submissions. As stated elsewhere in the Graduate Student Handbook, these guidelines assume that students will have chosen their Major Professor by the end of their first semester and set up their Thesis Committee by the end of their first semester. Faculty and students are encouraged to regularly check the Graduate School [www.grad.msstate.edu](http://www.grad.msstate.edu), College of Arts & Sciences

<https://www.cas.msstate.edu/academics/graduate-students>, and the Library's Office of Thesis and Dissertation Format Review <https://www.library.msstate.edu/thesis> for deadlines and current forms and procedures.

**Thesis Proposals / Prospectus** are a critically important first step in the thesis process. Students decide upon a thesis topic in conjunction with their Major Professor. Work to develop background for the thesis may be undertaken via a paper requirement in a regular class or, in appropriate cases, as part of a Directed Individual Study or an internship, or independent of other classes. The student should call for a meeting of the Thesis Committee in the third semester to discuss the topic, to identify potential pitfalls, and to seek guidance from committee members on how to move forward. The Major Professor will review proposal drafts until they and the student feel that the draft is ready for review by the full Thesis Committee. Thesis Committee members will review drafts until there is consensus that the proposal is acceptable. The draft(s) sent to the Thesis Committee should be complete, fully referenced drafts with attendant figures and tables as needed. Students should not expect that their first full draft will be accepted by the Thesis Committee without at least one round of major revision.

Students should have an accepted proposal *before* they begin work on the actual thesis. In cases where fieldwork is time dependent (e.g., via an archaeological field school or a set period of visitation for ethnographic work), a draft proposal may be considered sufficient to allow time restrictions to be met. In such cases, the full Thesis Committee must agree that the draft proposal is far enough along to warrant allowing the student to proceed with data collection. In such cases, data analysis or other work on the actual thesis should not be attempted until the final proposal is accepted.

The student should expect to have comments back within two weeks of submission of a draft proposal to the major professor and/or the Thesis Committee. Student are expected to have an accepted proposal by their fourth semester in the program. It is important for students to recognize that faculty participation in conferences or other professional activities may delay return of comments. Accordingly, students are encouraged to coordinate closely with their major professor on when would be the best time for submission of proposal drafts.

**Thesis Preparation** should follow the proposal as much as possible. The student should call for a meeting of the Thesis Committee once each semester following acceptance of the thesis proposal to review progress on the thesis. It is recommended that theses not exceed approximately 100 pages in text (not including tables, graphs, images, and works cited).

Theses must conform to the style contained in:

1. The format stipulated as acceptable by Mitchell Memorial Library in their most recent version of *MSU Theses and Dissertations* (see <http://lib.msstate.edu/thesis/>).
2. Citations in the text and references cited in the style of *American Antiquity*, the *American Journal of Biological Anthropology*, or the *American Anthropologist*

The Major Professor will review thesis drafts until they and the student feel that the draft is ready for review by the full committee. Thesis Committee members will review drafts until there is consensus that the thesis is defensible. No defense date will be set until that consensus is reached. The draft(s) sent to the Thesis Committee should be complete, fully referenced drafts with all attendant figures and tables. Students should not expect that their first full draft will be accepted by the Thesis Committee without at least one round of major revision.

The student should expect to have comments back **within three weeks** of submission of a draft thesis to the Major Professor and/or the Thesis Committee. Ideally, a student will have a defensible thesis draft no later than the beginning of their sixth semester. In order to approach these ideals, it is important for students to recognize that faculty participation in conferences or other professional activities may delay return of comments. Accordingly, students are encouraged to coordinate closely with their Major Professor and the Graduate Coordinator on when would be the best time for submission of thesis drafts and scheduling of the thesis defense.

**Thesis Defense** timing reflects deadlines set by the Graduate School. AMEC faculty are under no obligation to set a defense date in order to accommodate a student's wishes (e.g., because of a job application, further graduate school acceptance, or to avoid further tuition payment, etc.), and it should be understood that requests for scheduling based upon such personal reasons fall outside of normal professional practice and, therefore, are discouraged.

Students can expect a final round of major revisions to the thesis following the defense. After successful completion of the defense, a final copy must be submitted to the Dean's office for review following the deadlines set each semester by the Graduate School and the College of Arts & Sciences (<https://www.cas.msstate.edu/academics/graduate-students>).

To avoid problems, defenses must be set so that students can submit to the Dean's office and to the Library by their deadlines (<https://www.cas.msstate.edu/academics/graduate-students>).

Deadlines for scheduling a defense will be set and announced by the Graduate Coordinator every semester. The deadline for normal graduation within the semester will be **three weeks** before the due date for first submission of the thesis to the library. In consultation with the Major Professor, the student may continue to make final adjustments to the thesis during the time between the Departmental defense deadline and submission to the Dean's office and submission to the Library. The Thesis Committee has the right to request or to waive review of any revisions following the defense.

Although not a formal requirement for program completion, it is expected that, as a courtesy, the student will provide one bound, hard copy of the thesis to the Major Professor and one to the Department.

## APPENDIX B

### ELEMENTS OF A THESIS PROPOSAL / PROSPECTUS

The following is intended to serve as a guide for the development of a thesis proposal. This outline contains many of the essential elements for designing a research project for a thesis. Although it may be appropriate for the majority of students, it is expected that the content and organization of proposals will vary according to the nature of the particular research problem proposed. A proposal will be at least ten (10) but not more than twenty (20) pages of text, excluding references, tables, graphs, and figures, following standard formatting. The student should contact their Major Professor or Thesis Committee if questions arise concerning the form, content, and organization of the proposal. Useful external guides can be found here: <https://libguides.usc.edu/writingguide/researchdesigns> and here: <https://journals.plos.org/ploscompbiol/article?id=10.1371/journal.pcbi.1005619&ref=https://githubhelp.com>. The general outline of the elements to be included in a thesis proposal is presented below.

#### A. Cover Page

The thesis proposal must include a cover page that states the following:

1. Student name
2. Title of the proposed project
3. Date the thesis proposal was accepted by the Thesis Committee
4. Members of the student's Thesis Committee

#### B. Statement of the Problem (1-2 pages)

This section should present a theoretically-informed and concise statement of the anthropological problem to be addressed by your research. It will likely include the specific hypotheses and/or research questions that the project will address. It should state the significance of the research, i.e., how your work will contribute to and expand on previous research in this area. Since the questions will be elaborated in more detail throughout the proposal, this section should be designed to provide sufficient information to set the stage for the remaining sections of the proposal.

#### B. Review of the Relevant Literature (6-8 pages)

This section of the proposal should include a review of the theoretical and empirical literatures relevant to your research problem. It should illustrate your familiarity with and knowledge of the most important and most current literature as well as your ability to interpret substantive research from a recognized theoretical framework. You should concentrate your attention on the empirical and theoretical works that are directly relevant to your proposed research problem. In this section you should provide the theoretical rationale that will guide your research project.

#### C. Description of Methods and Procedures (6-8 pages)

A statement of the materials to be used and the methods and procedures to be followed in the conduct of your research should be given in this section. The description of the methods to be used will usually include the following:

1. A description of the materials to be incorporated into and employed within the proposed research, how data will be collected, including discussion of use of existing collections or interview and statistical data, as well as methods proposed for the data collection. Data collection methods must be explicitly justified with reference to the problem / hypotheses being addressed.

2. A description of data analysis methods, including a plan for coding or classifying data and a justification in terms of the problem being addressed, for choosing these categories. Plans to use particular statistical procedures should be described and discussed.

#### D. Time Schedule / Time Line (1 page)

This section should include a general schedule for completion of various aspects of the research. Such a timetable will give you and your Thesis Committee an idea about the manageability of your proposed project.

#### E. References Cited

Present a complete listing of books and articles (with complete citations) that are the basis of your research problem.

#### F. Thesis and Proposal Style

Page numbers must be included in your proposal. Thesis and thesis proposals must conform to the style contained in:

1. The format stipulated as acceptable by Mitchell Memorial Library in their most recent version of *MSU Theses and Dissertations* (see <http://lib.msstate.edu/thesis/>).
2. Citations in the text and references cited in the style of *American Antiquity*, the *American Journal of Biological Anthropology* or the *American Anthropologist*.







**END OF THE STUDENT'S FIRST SEMESTER.**

**Student** \_\_\_\_\_ **Date** \_\_\_\_\_

**Graduate Coordinator** \_\_\_\_\_ **Date** \_\_\_\_\_

**Department Head** \_\_\_\_\_ **Date** \_\_\_\_\_

**AMEC Graduate Student Progress Checklist**      Student \_\_\_\_\_

Archaeology/Bioarchaeology/ Forensic Anthropology track

Leveling courses for non-Anthropology BA

- AN 1143 Intro to Cultural \_\_\_\_\_
- AN 1343 Biological Anth \_\_\_\_\_
- AN 1543 Discovering Arch \_\_\_\_\_

AN 6123 Anthropology Theory \_\_\_\_\_

Field school, including AN 2510 survey  
and AN 3510 excavation \_\_\_\_\_  
OR waived based on prior experience or  
experience during the program\* \_\_\_\_\_

AN 6523 Public Archaeology \_\_\_\_\_

AN 8533 Readings in Arch: Theory \_\_\_\_\_

AN 8011 Professionalization Seminar \_\_\_\_\_

AN 8013 Quantitative Methods \_\_\_\_\_

At least 25 hours of graduate coursework, excluding  
thesis and internship \_\_\_\_\_

At least 12 hours of 8000-level courses other than  
thesis or internship\*\* \_\_\_\_\_

At least 1 outside (non-AN) graduate-level course\*\* \_\_\_\_\_

AN 8215 Internship\*\*\*  
OR waiver based on prior experience\* \_\_\_\_\_

At least 6 thesis hours \_\_\_\_\_

\* Letter, Waiver Request Form and attendant documentation of experience must be submitted in the first semester. If approved, the signed Waiver Request Form and attendant documentation will be placed in student file and student CAPP will be updated by the Graduate Coordinator

\*\* 7000-level DIS hours and outside (non-AN) courses are acceptable for this requirement

\*\*\* An internship agreement form and an internship evaluation form should be placed in the student's file

**AMEC Graduate Student Progress Checklist**      Student \_\_\_\_\_

Cultural Anthropology track

Leveling courses for non-Anthropology BA

AN 1143 Intro to Cultural \_\_\_\_\_

AN 1343 Biological Anth \_\_\_\_\_

AN 1543 Discovering Arch \_\_\_\_\_

AN 6123 Anthropology Theory \_\_\_\_\_

AN 8011 Professionalization Seminar \_\_\_\_\_

AN 8013 Quantitative Methods \_\_\_\_\_

At least 25 hours of graduate coursework, excluding  
thesis and internship \_\_\_\_\_

At least 12 hours of 8000-level courses other than  
thesis or internship\*\* \_\_\_\_\_

At least 1 outside (non-AN) graduate-level course\*\* \_\_\_\_\_

AN 8215 Internship\*\*\*  
OR waiver based on prior experience\* \_\_\_\_\_

At least 6 thesis hours \_\_\_\_\_

\* Letter, Waiver Request Form and attendant documentation of experience must be submitted in the first semester. If approved, the signed Waiver Request Form and attendant documentation will be placed in student file and student CAPP will be updated by the Graduate Coordinator.

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