



ANTHROPOLOGY  
AND GEOGRAPHY  
COLORADO STATE UNIVERSITY

# Master's Student Handbook

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<http://anthgr.colostate.edu>

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The purpose of this handbook is to provide admitted students who are pursuing a Master's degree in Anthropology with a convenient summary of the information that they need to navigate the program. Students are responsible for fulfilling curriculum requirements and submitting the appropriate paperwork to the Graduate School, and so should consult this handbook at the beginning of each semester to ensure that they are on track to complete their degree.

## Part I: The Program

### Description of the MA program and options

The Department offers graduate programs of study supporting a Master of Arts degree in Anthropology (Plan A Thesis option or Plan B Portfolio option). The decision to produce a thesis or portfolio should be made in consultation with one's advisor during the first semester of enrollment in the program. Please refer to the link below for requirements associated with the MA in anthropology.

<http://anthropology.colostate.edu/graduate-programs/>

*What is the difference between a Plan A and B option for the MA degree in Anthropology?*

#### Plan A

In addition to 30 credits of coursework (including six thesis credits), preparation of a thesis based on primary research carried out by the student is also required. Once the thesis is completed, the student must defend the work to an audience that includes his/her graduate committee, fellow students and other professors. The thesis is then submitted to the Graduate School and made available in the CSU Digital Repository so that it can be identified in searches. Carrying out a thesis project is excellent preparation for matriculation into a Ph.D. program, and serves as practice for the completion of a dissertation. Thesis projects are also useful preparation for professional service.

#### Plan B

In addition to 36 credits of coursework, preparation of a final portfolio is required for this degree option. A portfolio will generally contain at least four pieces of original work completed by the student while fulfilling degree requirements; the specific types of work that will be included in the portfolio should be determined, in consultation with one's advisor, during the first year of graduate study. Typically, one or more of these pieces will reflect practical work and/or research. For example, a student can include a manuscript submitted for publication or aspects of a paper presentation or poster given at a regional and/or national anthropology

conference. Work of this caliber can be multi-authored. Research or technical papers, typically expanded from coursework, are also acceptable. A theory statement is also required and serves to introduce and link the four components of the portfolio. Portfolios should reflect a cohesive body work completed and skills acquired in fulfillment of the MA requirements that could be presented to a potential employer and/or for entrance into a Ph.D. program. The portfolio must also be defended in front of the student's graduate committee, fellow students, and other professors. One difference between this option and Plan A is that the portfolio is not submitted to the Graduate School and is therefore not 'published' and searchable. As the portfolio is focused on a specific theme or set of skills identified by the student in conjunction with his or her advisor, the decision to pursue the Plan B option should be made during the first semester of enrollment so that appropriate coursework and professional development experiences can be planned.

We also offer four specializations with both Plan A and B options: Health and Well-Being, Humans and the Environment, International Development, and Professional Methods and Techniques. Students may develop a research project or professional program in these specializations, regardless of sub-discipline. Please refer to the link below for a description of each of the specializations and the associated requirements for Plan A and B options.

**Please note that choosing a graduate specialization is optional;** graduate students are not required to enroll in a graduate specialization.

<https://anthgr.colostate.edu/graduate-programs/ma-in-anthropology/>

## Course requirements

Course requirements are outlined in the following links:

<http://anthropology.colostate.edu/graduate-programs/>

<https://anthgr.colostate.edu/graduate-programs/ma-in-anthropology/>

## Teaching Assistantships

Currently, the Department offers nine graduate teaching assistantships (GTAs) a semester for MA students. These awards provide tuition and a modest monthly stipend. All incoming students are automatically considered for a GTA; there is no application form for incoming students. Positions are typically awarded on a semester-by-semester basis contingent on performance, and most students receive a year of such funding. Students should consult with their supervising instructors at the beginning of the semester so that they have a clear understanding of their responsibilities.

All GTAs must attend an orientation provided by the CSU Graduate School. GTAs who are assigned to writing-intensive courses (called “gtPathways” classes), must also enroll in E608, Integrating Writing in the Academic Core. This one-credit class meets for the first five weeks of the semester.

Enrolled students may apply for a GTA for the subsequent year. If the Department anticipates open positions, an application form will be sent to all students in the spring. Decisions will be based on whether the student has received funding in the past, their academic record, and their performance in previous GTA assignments, if applicable.

## Scholarships

The Department offers a small number of awards to facilitate graduate training and research. Applications are due in the spring. Detailed information about these and additional awards offered by the Graduate School can be found at the following link:

<https://anthgr.colostate.edu/graduate-programs/scholarships/>

### **Field School Award**

The department provides modest financial support for Colorado State University Anthropology and Geography undergraduate and graduate students to support participation in field school within any subdiscipline. Funds shall be used to cover necessary expenses associated with field school costs including tuition. Awards are made on a competitive basis.

### **Student Research Scholarship**

The Student Research Scholarship was established to provide support for students engaged in special projects, travel for individual research and/or presentation of research at professional conferences. The Anthropology Graduate Student Association typically puts a call for applications out in February. Work to be funded must be completed within the fiscal year of the award period, from July before the call goes out, to the next July.

### **Karen S. Greiner Endowment for the Preservation of Colorado Archaeology**

The Karen S. Greiner Endowment provides funding for graduate students and junior professionals to support archaeological research in Colorado.

### **Indigenous Stewardship Award**

The Indigenous Stewardship Award was established in 2013 by Emerita Kathleen Pickering to support students who are traditionally underrepresented in the discipline. Preference will be given to students who have a research interest in and/or community ties to indigenous populations.

## Part II: Matriculation into the Program

The link below provides additional links that discuss a variety of policies and procedures followed by the Graduate School at CSU. Please check here for information concerning student responsibilities, credit requirements, continuous registration, and other information.

<https://graduateschool.colostate.edu/policies-and-procedures/>

Please refer to <https://health.colostate.edu/graduate-new-student-checklist/> for requirements and recommendations about health, health care, insurance, and other benefits for incoming CSU graduate students.

## Residency

Graduate students who have established a home (domicile) in Colorado, can prove intent to make Colorado their permanent home, and have severed legal ties with other states (e.g. no longer pay taxes or vote outside Colorado) for one year can petition for in-state tuition classification which substantially reduces the cost of tuition in the second year of graduate school. In order to do this it is imperative to start acquiring documentation (e.g. lease agreements, voter registration, etc.) at least one year prior to the beginning of the school year for which one intends to petition for residency. Information about the process, including an on-line residency orientation that explains the procedure, can be found at the following website:

<https://financialaid.colostate.edu/residency/>

## Academic Advisors

Academic advisors play a pivotal role in mentoring and training graduate students. They provide guidance and support in all aspects of students' graduate education, including the selection of courses, the supervision of theses and portfolios, and writing letters of recommendation on behalf of their advisees when they apply for jobs or Ph.D. programs. A strong mentoring relationship is based on mutual respect and open communication. It requires proactive engagement with the program on the part of the student, and the provision of guidance and timely feedback by the advisor.

Students should meet regularly with their advisors to discuss coursework, research, and relevant aspects of professional development. Advisors and students should discuss a meeting schedule and discuss expectations openly. Advisors may provide students with a written statement or orally review the expectations of both parties.

The name of your advisor is indicated in your letter of acceptance into the program. Although this person is called a “temporary advisor,” it is assumed that s/he will work with you through the completion of your degree. However, students can change advisors if necessary, but both the original and new advisor must be consulted and agree. If such a change occurs after the GS6 Program of Study is submitted, the student must submit a GS9A form, Petition for Committee Member Changes, to the Graduate School. The form can be found at:

<http://graduateschool.colostate.edu/policies-and-procedures/forms/#GS9A>

## Forming a Graduate Committee and Submitting a Program of Study

Students must submit the GS6 Program of Study form electronically to the Graduate School by the end of the second semester. It requires:

- a list of completed and planned courses that will count towards your degree.
- selection of your permanent advisor who will chair your graduate committee.
- selection of at least two additional faculty members to serve on your committee. One of these members must be a CSU faculty member from outside the Department of Anthropology and Geography, and is usually, although not always, someone from whom you have taken a course that is related to your thesis or portfolio. An additional member from outside CSU may be included in the committee if your advisor agrees. This person must hold an M.A. or Ph.D. and submit a resumé to the Department chair. If the Chair approves s/he will forward a recommendation to the Dean of the Graduate School in support of the person’s appointment to the committee.

## Expectations, quality of work and student progress

Graduate students are expected to be fully committed to and actively engaged in all aspects of their education. Excellent performance in courses and participation in class discussions form the baseline of these expectations. In addition, students should demonstrate professional behavior towards their advisors, other faculty members, staff, classmates, and undergraduates. Professional norms include, for example, notifying faculty when you are unable to attend class, preparing for meetings with your advisor, performing well as a GTA, meeting class, thesis, and portfolio deadlines, and attendance at departmental events such as invited lectures, brown-bags, symposia, and job talks.

<https://resolutioncenter.colostate.edu/wp-content/uploads/sites/32/2018/08/Student-Conduct-Code-v2018.pdf>

The link above directs you to the student conduct code; this document describes general behavioral expectations for all students and also outlines processes around how student complaints are handled, and the role of the Student Resolution Center. It touches on the consequences of plagiarism and other types of academic misconduct.

Good academic standing is predicated on satisfactory progress in the overall program, in addition to maintaining an adequate cumulative GPA. Progress is demonstrated by student adherence to the academic plan developed in conjunction with his/her advisor. This entails taking the appropriate courses as well as submitting and revising thesis chapters and portfolio components in a timely fashion. To facilitate this process, the Department expects students to complete a yearly assessment of their progress that describes what aspects of the graduate requirements need to be completed and a plan for accomplishing this. The request for this information is sent to students in the spring.

The consequences of poor performance in classes, a lack of professional ethics poor performance in the role of GTA, as well as the inability to meet deadlines associated with thesis or portfolio work may include the removal from a GTA position, if a year was promised, or placing a student on probation with a specific time limit associated with the completion of tasks. If deadlines are missed and poor performance continues, steps will be taken toward student dismissal.

The Graduate School at Colorado State University only assesses whether graduate students are making satisfactory progress after the student has completed 12 credits. They consider; 1) a GPA under 3.0 to indicate an unsatisfactory performance as well as, 2) committee judgment about sub-par performance in program specific measures. As a department, we observe all Graduate School policies related to performance by a student. Within this framework, we have developed our own standards for what satisfactory performance entails and how it is demonstrated.

Following the Graduate Student Bulletin, “when a student’s graduate advisory committee or an appropriate departmental graduate committee finds that a student is not making satisfactory progress toward the degree due to factors other than grade point average, and that satisfactory progress cannot be anticipated”, a plan will be drafted and signed by committee members and student. The plan will; 1) identify the concerns and the solutions, 2) present a calendar/timeline to chart progress, and 3) describe the consequences (dismissal) if the progress is not satisfactory.



The committee will keep in contact with the student to give feedback during the progress plan timeline and document such contacts and their outcomes. At the end of the timeline, if progress is not adequate, the committee may recommend dismissal from the program. The student may appeal such an immediate dismissal through the existing Graduate School appeals procedure.

## Professional Development

Professional development is a key part of graduate education. Many skills are developed informally, as a result of interaction with advisors, supervisors, and other professionals in the discipline. However, formal educational experiences, such as workshops, panels, and lectures, can strengthen and broaden the skills needed to be a successful professional. To encourage this training, the Department of Anthropology and Geography requires all graduate students to attend two professional development events per year (over the course of two years for M.A. students and three years for Ph.D. students) and to submit brief summaries to demonstrate that they have done so.

Many professional development opportunities can be found on the Graduate School website: <https://graduateschool.colostate.edu/professional-development/workshops-and-events/>. These include person-to-person events sponsored by the Graduate school as well as on-line events hosted by GradCO, a consortium of Colorado institutions. Additional opportunities are often organized by professional societies, such as:

- American Anthropological Association (<https://www.americananthro.org/anthropologylive> )
- Society for American Archaeology (<https://www.saa.org/career-practice/continuing-education>)
- American Association of Biological Anthropologists (<https://bioanth.org/about/committees/career-development/>).

Participation in the CSU Grad Showcase or presentations at professional meetings can also be used to fulfill this requirement.

To demonstrate participation, students must submit a two-paragraph statement to the graduate coordinator within two weeks of attending the event. The first paragraph should summarize the content of the event or activity, and the second should comment on its relevance to the student's personal professional development. Submission of the full set of these summaries will be required for graduation.

## Data management and research ethics

During your residency in our program, you will inevitably collect data and participate in analysis and write-up. When are data yours? When do you require permission for data usage? What are the rules of the game? First rule, when in doubt ask your supervising professor. Initiate a conversation around best practices concerning data usage, management, citation, etc. Second, if you are getting paid to collect data, even if it is used as the basis of a thesis or a publication, those data are not yours. You need to have an explicit conversation about how to manage citation with the individual who paid you to collect those data. In addition, copies of excel spreadsheets are required to be housed with the person who paid you for the work. If you are analyzing data that was previously collected by another person, the same rule applies, those data are not yours. Unless given permission and authorship is agreed upon, it is unethical for you to use those data as the basis of subsequent publication on which you are sole author either during your residency or after you leave our program. The link below outlines intellectual property guidelines important to students who produce theses and dissertations. Please review the document and then engage in a dialogue about these issues with your advisor.

<https://graduateschool.colostate.edu/wp-content/uploads/2016/01/GS-Publishing.pdf>

Although common ethical standards apply to all academic disciplines, those of us who study humans are required to have our research proposals vetted by an Institutional Review Board (IRB). The link below provides you with the information you need to submit proposals to IRB for review.

<https://www.research.colostate.edu/ricro/irb/>

If you are conducting research that is supported by the federal government, you are required to undergo ethics training. The link below provides details concerning not only that training but also many other issues related to research ethics, including a clear statement of what research misconduct entails.

<https://www.research.colostate.edu/ricro/rcr/research-ethics-at-csu/>

The department takes research misconduct very seriously; it is grounds for immediate dismissal. When in doubt, ask.

## Part III. Timeline and Forms

An M.A. degree can be completed in two years, but students who are writing a thesis might require five to six semesters to finish. To ensure that degree completion occurs as rapidly as possible, the student should, in conjunction with his/her advisor, develop a research question and begin writing his/her thesis proposal (Plan A) or identify the components of a portfolio (Plan B) and sketch out remaining coursework during the first semester. Students typically take about nine credits per semester for a total of 30 (Plan A) or 36 (Plan B) credits, including thesis and independent study. Specific courses should be chosen in consultation with your advisor and in accordance with program requirements.

All students are expected to enroll in ANTH 500, Development of Anthropological Theory, during the first semester, and students who are assigned as GTAs to gtPathways courses must take E608.

Typically, students acquire data for their theses or portfolios by conducting field or lab work during the summer between the two academic years. In some cases, career-building activities such as field school, an internship, or relevant volunteer or paid work can be undertaken during this time, instead.

The final semester should be devoted to completing the thesis or portfolio and fulfilling any missing requirements. At the beginning of the semester students should coordinate with their advisor and other committee members to identify a tentative defense date prior to the Graduate School deadline in the 10<sup>th</sup> week of the semester (see Graduate School website for precise date). The complete thesis or portfolio should be submitted to the committee at least two weeks prior to the defense date. Enough time should also be included in the schedule for the student to complete any revisions required by the committee prior to the Graduate School deadline.

**Please note that faculty are not on contract during the summer, and students should not assume that professors are available to read their work or attend a defense during that time.**

The following table provides a suggested timeline for completion of an M.A. in Anthropology and Geography. Students are required to submit all forms required by the Graduate School by the relevant deadlines. Forms and deadlines can be found on the Graduate School website: <http://graduateschool.colostate.edu/>

Activity	Suggested Time Frame for Completing Activity
Application for admission	Application is due January XX. Start at: <a href="http://graduateschool.colostate.edu/for-prospective-students/">http://graduateschool.colostate.edu/for-prospective-students/</a> Contact potential advisors prior to application.
Appointment of advisor	Named in departmental letter of acceptance
Identification of research question and initial development of thesis proposal (Plan A) or components of portfolio (Plan B) and sketch of planned coursework	By the end of the first semester in consultation with graduate advisor
Selection of graduate committee	By the end of the second semester select an additional committee member from the Department in addition to an outside member
GS6 Program of Study form	By the end of the second semester submit the GS6 which lists committee members and courses.

	<a href="http://graduateschool.colostate.edu/policies-and-procedures/forms/#GS6">http://graduateschool.colostate.edu/policies-and-procedures/forms/#GS6</a>
GS25 Application for Graduation form	Second week of intended graduation semester (fall or spring). This should be submitted after consulting with graduate advisor and establishing a tentative defense date. <a href="http://graduateschool.colostate.edu/policies-and-procedures/forms/#GS25">http://graduateschool.colostate.edu/policies-and-procedures/forms/#GS25</a>
Submit thesis or portfolio to committee	At least two weeks prior to defense date.
Defense of thesis or portfolio. A two hour examination that includes a 20 minute presentation followed by questions from the audience and the committee	Before 10 <sup>th</sup> week of graduation semester (fall or spring) and with enough time after the defense to make necessary revisions.
Submit GS24 Results of Examination form	Day of defense. This form, which reports the results of the defense, should be printed and brought to the defense by the student. It will be signed by the committee and must be hand delivered by the student within two business days.
Submit GS30 Thesis Submission form	Students who are defending a thesis should complete this form and bring it with them to the defense. It must be signed and submitted to the Graduate School before the 10 <sup>th</sup> week of the graduation semester. Portfolio students do <b>not</b> need to submit this form.
Optional submission of GS31, Embargo form	Students who wish to delay the public release of their theses for one year, may request their advisors to complete the GS31.
Electronic submission of thesis	Students must electronically submit their correctly formatted thesis to ProQuest by the Graduate School deadline (10 <sup>th</sup> week of the graduation semester). See the following link for formatting and submission requirements: <a href="http://graduateschool.colostate.edu/for-current-students/completing-your-degree/thesis-dissertation/">http://graduateschool.colostate.edu/for-current-students/completing-your-degree/thesis-dissertation/</a>
Submit GS25B Departmental Requirements Clearance form	Prior to graduation. Students must return keys and submit an exit survey to the Department which will then submit the GS25B to the Graduate School.

