Ball State University
Department of Anthropology

Graduate Student Handbook
2017-2018
## Program Description

The Department of Anthropology offers a Master of Arts degree with the purpose of training students as competent practicing anthropologists to understand and address history, material culture, and contemporary social problems and institutions using anthropology theory and methods. Focus areas include medical anthropology, environmental anthropology, urban anthropology, digital/virtual anthropology, bioarcheology, cultural resource management, Midwest prehistoric archaeology, and historic archaeology of Eastern North America. In addition to these broad disciplinary research areas, faculty also teaches and research topics such as race, ethnicity, religion, gender, sexuality, nonprofit organizations, and the state.
The program is designed to provide students with a broad understanding of general anthropology as well as research and applied/practical experience in a specialized area. Core courses in three major sub-disciplines (cultural, biological, and archaeology) are required, as well as a two-credit Pro-seminar class. A required 6-hour thesis or non-thesis internship gives students the opportunity to acquire skills in research methods and techniques. A public presentation of the student’s thesis or nonthesis internship project is required for program completion. Beyond these requirements, each student’s area of specialization is typically related to areas of research specialization pursued by department faculty. Given the size of the BSU anthropology faculty, the department cannot be all things to all students. Graduate students should understand that their thesis research should generally parallel areas of research specialization pursued by department faculty members, since faculty members will help guide student thesis research and internship projects. The section titled “Anthropology Faculty Members” presents a summary of research areas for faculty members that are qualified to serve on thesis committees. The faculty research areas listed in this section are based upon the previous publication records of regular faculty members.

While some graduates of the department’s M.A. program pursue Ph.D. degrees, many students develop careers in cultural resource management, the nonprofit or public sector, and other types of applied anthropology. The department offers over 40 courses for graduate students. All required courses are taught every year, and most other courses are taught on an alternating year cycle. The program takes a minimum two years to complete but many students take two and half or three years. Students have six years to complete the degree. If the degree is not completed in six years, courses will have to be revalidated or repeated for academic credit to stand and an extension must be approved by the Dean of the Graduate School.

There are currently eight tenured or tenure-track faculty members in the department, one contract faculty member, and the staff of the Applied Anthropological Laboratories (AAL). The faculty brings to the classroom a broad range of "real world" and academic experience. Browse the departmental Web site at www.bsu.edu/csh/anthro for more information about the anthropology program and faculty.

**Anthropology Department Resources**

The department is located on the third floor of Burkhardt Building (BB). Because graduate cohorts are generally fewer than 10 students, it’s easy for students and faculty to get to know each other. Small classes allow opportunities for discussing ideas and hands-on experience.

**Anthropology Research Facilities**

**Bioarchaeology Lab**  
BB 313
The bioarchaeology lab contains human skeletal remains and a comparative animal bone collection and is the research lab for Dr. Hogue, a bioarchaeologist.

**Applied Anthropology Laboratories (AAL)**  
BB 314
AAL personnel conduct contract and grant sponsored archaeological field and lab work. The AAL sponsors, internships and temporary student employment. Kevin Nolan, Ph.D., Chris Keller, M.A., and Matthew Purtill are staff archaeologists.

**Historical Archaeology Lab**  
BB 318
The lab in BB 318 is typically used as a research area and office for students working on historical archaeology theses under the direction of Dr. Mark Groover.
Bioanthropology Lab
BB 321
Department instructional skeletal collections are stored in the bioanthropology lab. BB 321 also serves as a classroom and research facility for Dr. Homes Hogue and Dr. Caitlyn Placek.

Ethnographic Lab
BB 301
Computers, scanners, digital voice recorders, and software programs are available. The lab is available to faculty and students.

General Lab
BB 014
The lab in the basement of Burkhardt Building (BB 014) serves as a teaching and research lab for faculty and students.

Departmental Resources

Main Office
BB 315
The department chairperson (Dr. Wies) and administrative coordinator (Heidi Stigall) are located in BB 315. In the department’s main office, students may review the current American Anthropological Association Guide (directory of anthropology research firms government agencies, museum academic departments, and membership). Mailboxes are located in BB 315 and will be provided to graduate students during the first two years. This will allow faculty to return assignments etc. to you.

Break Room
BB 323
The department break room contains a refrigerator, microwave, and sink is located in BB 323. Please clean up after yourself. Please do not leave old food in the refrigerator or overload it.

National Office for Lambda Alpha Anthropology Honor Society
BB 319A
The national office for Lambda Alpha Anthropology Honor Society is located in BB 319A. Ms. Barbara Di Fabio is the Lambda Alpha administrative coordinator. Please consider joining Lambda Alpha. For membership information, contact Dr. Hogue, the faculty representative for Alpha of Indiana, the BSU Department of Anthropology’s Lambda Alpha chapter, or Dr. Groover National Secretary for Lambda Alpha.

David L. Scruton Reading Room (BB 315B)
The reading room in the departmental office contains over books, journals and magazines that students can browse and borrow. The books cover a variety of topics in the four fields of anthropology. Bound theses by department graduates are also available for reference. Students are encouraged to use the books in the reading room and to use the department library as a study space. Books may also be checked out.

Graduate Student Offices
Graduate student offices are located in BB 308, BB 317, BB 321A, and BB 322. The department would like to provide desk space for as many first and second year students as possible. Keys are available from Heidi Stigall in BB 315. Keys must be signed out and returned when space is no in use.

Anthropology Regular Faculty Members
Qualified to Serve as M.A. Thesis Committee Chairpersons and Committee Members

Based on BSU Graduate School policy, M.A. thesis committee chairpersons must be Regular Graduate Faculty (RGF) and hold a Ph.D. degree. Below are anthropology faculty members qualified to serve as M.A. thesis committee chairpersons and Group Associate Members (GAM) qualified to serve only on M.A. committees.

Professors

Dr. Jennifer Wies, Professor and Department Chair, Ph.D., University of Kentucky, 2006, RGF
Research areas: Cultural Anthropology; gender, domestic violence, applied anthropology, medical anthropology

Dr. S. Homes Hogue, Professor, Ph.D., University of North Carolina, Chapel Hill, 1988, RGF
Research areas: Biological Anthropology; human osteology, bioarchaeology, zooarchaeology, Southeastern United States

Dr. Mark Groover, Professor, Ph.D., University of Tennessee, 1998, RGF
Research areas: Archaeology; historical archaeology of U.S. Southeast and Midwest, rural life

Associate Professors

Dr. Cailín Murray, Associate Professor; Ph.D., University of Washington, 2001, RGF
Research areas: Cultural anthropology; ethnohistory of Native North America, Northwest Coast and Great Lakes, environmental anthropology

Dr. Mark Hill, Assistant Professor, Ph.D., Washington State University, 2009, RGF
Research areas: Archaeology; Midwest Late Archaic period, cultural resource management

Assistant Professors

Dr. Jennifer Erickson, Associate Professor, Ph.D., University of Oregon, 2010, RGF
Research areas: Cultural Anthropology; applied anthropology, migration and refugees, race/class/gender, citizenship, Bosnia-Herzegovina, South Sudan, Midwest United States

Dr. Robert Phillips, Assistant Professor, Ph.D. University of California, Irvine, 2008, RGF
Research areas: Cultural Anthropology, digital culture, experimental ethnographic methods, discourses of nation and subjectivity, religion and the state, Israel and Singapore

Dr. Caitlyn Placek, Assistant Professor, Ph.D., Washington State University, Pullman, 2016, RGF
Research interests: Biocultural Anthropology, medical anthropology, maternal and fetal health, India

Anthropology Instructors and Staff Qualified to Serve as M.A. Thesis Committee Chair and Committee Members

Dr. Kevin Nolan, Archaeologist, Ph.D., Ohio State University, Columbus, 2010, RGF
Research areas: Archaeology; Midwest prehistoric archaeology, Middle Woodland/Hopewell, Late Prehistoric period
Applied Anthropology Laboratories, Research Staff
Dr. Kevin Nolan, Senior Archaeologist, Ph.D., Ohio State University, Columbus, 2010

Christine Keller Thompson, Archaeologist, M.A., M.B.A., Ball State University, 2009
Research area: CRM; Midwest

Dr. Matthew Purtill, M.A. University of Cincinnati, ABD Candidate, West Virginia University
Research areas: Archaeology, cultural resource management

Amber Yuellig, AAL Secretary and Archaeologist, M.A., University of Southern Florida, 2007

Program Curricula: Masters of Art in Anthropology

The minimum requirement for the M.A. in Anthropology is 32 hours of graduate credit. In keeping with the principle that students should have a broad knowledge of anthropology, core courses covering the three major sub-disciplines, archaeology, biological, and cultural anthropology are required; this requirement can be waived only by the graduate committee. In order for students to acquire an understanding of anthropology as a profession and a background in anthropological thought, ANTH 600 Graduate Studies Seminar and a course emphasizing method and/or theory are also required. At least nine hours of electives must be in student’s focus area (archaeology, biological, or cultural) excluding ANTH 540, ANTH 690, and ANTH 696. Only three 3 hours from ANTH 545 and ANTH 550 will count towards these electives. ANTH 532 is required for students interested in Midwest archaeology. A required 6-hour thesis or 6-hour internship (non-thesis option) permits students to specialize and acquire skills in research methods and techniques. A public thesis defense presentation is required. The completed thesis document is subject to approval by the committee following the defense.

A pro-seminar class and the scope courses in biological anthropology and archaeology are usually offered in fall and scope of cultural anthropology and another pro-seminar class in the spring. Because few graduate courses are offered in the summer, students are encouraged to use summer sessions for field schools, research, and internships. Except for the 600-level courses, all other graduate-level courses are taught with a companion undergraduate course.

***Please note that there will be changes to the graduate curriculum coming in the 2017-2018 year. In addition to the requirements laid out below, we will likely require all graduate students to take a quantitative methods course as well as either Anth 507 or 557. We will also be proposing new elective courses. Stay tuned for updates!

Thesis option, 32 hours

Required Core Classes

<table>
<thead>
<tr>
<th>Prefix</th>
<th>Number</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH</td>
<td>600</td>
<td>Graduate Studies Seminar</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>601</td>
<td>Scope of Cultural Anthropology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>603</td>
<td>Scope of Archaeology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>605</td>
<td>Scope of Biological Anthropology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>698</td>
<td>Thesis</td>
<td>6</td>
</tr>
</tbody>
</table>

Total required core 17
Pick one of the following required courses

<table>
<thead>
<tr>
<th>Prefix</th>
<th>Number</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH</td>
<td>559</td>
<td>Ethnographic Methods</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>563</td>
<td>Theory and Method in Historical Archaeology</td>
<td>3</td>
</tr>
</tbody>
</table>

Electives
9-12
Chosen in consultation with your advisor and must include another theory and methods course

Required for students whose focus is archaeology

<table>
<thead>
<tr>
<th>Prefix</th>
<th>Number</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH</td>
<td>532</td>
<td>Great Lakes</td>
<td>3</td>
</tr>
</tbody>
</table>

| Total hours | 32 |

**Non-thesis option, 38 hours**

Required Core Classes

<table>
<thead>
<tr>
<th>Prefix</th>
<th>Number</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH</td>
<td>600</td>
<td>Graduate Studies Seminar</td>
<td>2</td>
</tr>
<tr>
<td>ANTH</td>
<td>601</td>
<td>Scope of Cultural Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>ANTH</td>
<td>603</td>
<td>Scope of Archaeology</td>
<td>3</td>
</tr>
<tr>
<td>ANTH</td>
<td>605</td>
<td>Scope of Biological Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>ANTH</td>
<td>696</td>
<td>Internship in Anthropology (220-240 working hours)</td>
<td>6</td>
</tr>
</tbody>
</table>

Total required core 17

Choose one of the following required courses

<table>
<thead>
<tr>
<th>Prefix</th>
<th>Number</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH</td>
<td>507</td>
<td>Applied Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>ANTH</td>
<td>557</td>
<td>Applied Archaeology</td>
<td>3</td>
</tr>
</tbody>
</table>

Choose one of the following required courses

<table>
<thead>
<tr>
<th>Prefix</th>
<th>Number</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH</td>
<td>559</td>
<td>Ethnographic Methods</td>
<td>3</td>
</tr>
<tr>
<td>ANTH</td>
<td>563</td>
<td>Theory and Method in Historical Archaeology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>or other method approved by graduate committee &amp; advisor</td>
<td>3</td>
</tr>
</tbody>
</table>

Electives 15-18
Chosen in consultation with your advisor and must include another theory and methods course

Required for students whose focus is archaeology

<table>
<thead>
<tr>
<th>Prefix</th>
<th>Number</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH</td>
<td>532</td>
<td>Great Lakes</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Hours 38
Certificate in Ethnographic Methods

The certificate represents a multi-disciplinary approach to ethnography and requires 15 hours of study. Contact person: Dr. Robert Phillips, rfphillips@bsu.edu. Office phone: 765-285-7512

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 601</td>
<td>Scope of Cultural (required)</td>
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</tbody>
</table>

Pick one of the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 550</td>
<td>Ethnographic Field School</td>
</tr>
<tr>
<td>ANTH 559</td>
<td>Ethnographic Methods</td>
</tr>
<tr>
<td>695</td>
<td>Research Methods</td>
</tr>
</tbody>
</table>

Pick three of the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 509</td>
<td>Digital Anthropology</td>
</tr>
<tr>
<td>ANTH 550</td>
<td>Ethnographic Field School</td>
</tr>
<tr>
<td>COMM 605</td>
<td>Qualitative Research</td>
</tr>
<tr>
<td>EDEL 676</td>
<td>Res Elem Edu</td>
</tr>
<tr>
<td>EDSTU 650</td>
<td>Introduction to Qualitative Research</td>
</tr>
<tr>
<td>660</td>
<td>Ethno Res Ed</td>
</tr>
<tr>
<td>PSYSC 595</td>
<td>Spec Topics</td>
</tr>
<tr>
<td>RELST 503</td>
<td>Read Spec St</td>
</tr>
<tr>
<td>SOC 583</td>
<td>Evaluation</td>
</tr>
<tr>
<td>681</td>
<td>Survey</td>
</tr>
</tbody>
</table>

Total credits 15 hrs

Program Information for Master’s Students

It is strongly recommended that you make an appointment with your graduate advisor/mentor to create your tentative plan of study in every semester in which you are enrolled in the program. If an advisor/mentor has not been assigned to you, please see the Graduate Director or Department Chair. Your advisor should be selected based on your research or applied anthropology interests.

Proposed Timeline

**Fall Semester of First Year:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 600, Graduate Studies Seminar</td>
<td>1</td>
</tr>
<tr>
<td>(required)</td>
<td></td>
</tr>
<tr>
<td>ANTH 603 (required)</td>
<td>3</td>
</tr>
<tr>
<td>ANTH 605 (required)</td>
<td>3</td>
</tr>
<tr>
<td>Elective course in your focus area</td>
<td>3</td>
</tr>
<tr>
<td>Total credits</td>
<td>10 credits</td>
</tr>
</tbody>
</table>

**Spring Semester of First Year:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 600, Graduate Seminar</td>
<td>1</td>
</tr>
<tr>
<td>(required)</td>
<td></td>
</tr>
<tr>
<td>ANTH 601</td>
<td>3</td>
</tr>
<tr>
<td>Electives in your focus area</td>
<td>6</td>
</tr>
<tr>
<td>ANTH 532, required if focus area</td>
<td>3</td>
</tr>
<tr>
<td>is archaeology</td>
<td></td>
</tr>
</tbody>
</table>
Total credits 10

**Summer Semester of First Year**
- ANTH 690  Independent Study (for example, work on (non) thesis proposal and/or reading)
- ANTH 696  (pending approval of your nonthesis proposal and a methods course)
- ANTH 545 or 550 (archaeology or ethnographic field school)
- ANTH 698  Thesis credits (pending approval of your thesis proposal)

Students can register for 6 hours in one semester or 3 hours over two semesters. If your thesis proposal is accepted you can begin to conduct your thesis research.

**Fall Semester of Second Year:**
- Methods course(s) and electives, in consultation with your advisor
- You should have completed most required courses by the end of this third semester.
- Determine which electives you want to take according to your area of interest. Courses offered by other departments must be approved by a graduate advisor before enrolling.
- Work on completing your thesis proposal if it has not been accepted or begin working. Proposal should be completed and accepted by the end of the fall semester or early spring semester. If a student has completed the internship, writing the internship report can begin.

**Spring Semester of Second Year:**
- Finish all coursework, including any incomplete grade requirements
- Work on your thesis and submit your thesis draft to your committee chairperson for first draft review.

**Thesis Option Procedures**
1. Ideally, a thesis committee should be formed by the end of spring semester of your first year, or at the beginning of fall semester of your second year.
2. At least two, preferably three, of the committee members must be from the Department of Anthropology. A third member and any additional members may be from outside the department (or from outside the university--e.g., if you are writing up fieldwork carried out as a team member on a research project headed by someone from another university, a government agency, or a consulting firm). Please note, however, that external committee members must be approved for graduate faculty status by the BSU Graduate School. The potential committee member must request approval from the Department Chair and provide a current CV. The individual must be approved for graduate faculty status before a thesis proposal can be approved by the Graduate School.
3. The chairperson of the committee must be from the Anthropology Department whose research area is related to your proposed research topic. An anthropology thesis chairperson and committee members should all be approved for Regular Graduate Faculty.
4. After forming your committee, write your thesis proposal in consultation with your thesis committee chairperson and members. Please see below for guidelines. Ideally students will have an acceptable thesis proposal finished by the end of their first spring semester. ANTH 600 is intended to facilitate this goal. Meet and discuss your thesis topic and proposal with your committee members individually or as a group. When your draft proposal is completed and approved by your committee chairperson, then the proposal should be submitted to your other committee members for review. After your committee signs your thesis Topic Approval Sheet (found on the Graduate School website), submit the approved proposal and signed approval form.
to department chair for signature. Make a copy of the form for your personal file and give the copy to the department’s administrative coordinator to file and to each member of your committee. Please note that students using human subjects in their research must seek IRB approval (see page 13).

5. After the committee has approved your topic, submit the signed Topic Approval Sheet and a one-page abstract of the thesis proposal to the Graduate School. After these items have been submitted and approved, you may sign up for thesis hours. You may not sign up for thesis hours until your proposal has been approved by the department and the graduate school.

6. Ideally, you will complete a draft of your thesis proposal during the first month of the semester that you wish to graduate (and should be meeting regularly with your advisor about your thesis before this). First give the completed thesis to your chairperson for review. When the reviewed draft is returned to you, correct the editing errors and address the content suggestions. When the first draft has been revised, then submit the second draft to your remaining committee members and chair for review and repeat the above review process of addressing editing and content comments. Remember that your chair and committee members are expected to review your thesis but not write the document for you. It is professionally inconsiderate to submit an incomplete document in an in-progress rough draft state to your chair and committee members. Also, keep in mind that the faculty members of your committee have a variety of obligations that may delay reading your thesis draft immediately. Because of timing issues and the fact that you may have to complete several drafts of your thesis, be sure to allow plenty of time for their review.

7. You are responsible for applying to graduate. See page 12 for details on this process.

8. Students are required to give a public presentation of their thesis project which will serve as a defense. Presentations must occur during the academic year (not the summer) when faculty and other students are available and before finals week in both fall and spring semesters. Your thesis committee must have reviewed a complete draft of your thesis before a presentation can be scheduled.

Faculty members are on a 10-month employment contract from August to May. During June and July, they are not being paid by the university and technically are not required by the terms of their employment contract to review your thesis. Many faculty leave Muncie for the summer. You may ask committee members to review your thesis during the summer, but they are not required to read your draft. Please remember these important details when planning your graduation timeline and keep in mind that the thesis draft review process may require several review cycles. Completing your thesis draft often involves at least three (or more) draft review cycles (e.g., first draft review by chair, second review by chair and committee members, third and final draft review by chair).

Guidelines for Writing Thesis Proposal

Proposal
Once the thesis committee and a suitable research topic are selected, a thesis research proposal describing the research design must be written and submitted to the committee for approval.

Style Guides
The proposal and thesis must be written using the style/format adopted by one of the major anthropological journals, American Anthropologist, American Antiquity, American Journal of Physical Anthropology. These style guides are available on-line. You must use one of these style guides when writing your thesis. Failure to do so will prevent approval of your thesis.
The Proposal
A research design is a “programmatic statement outlining four key elements as a blueprint of research: statement of purpose, synthesis of the existing database, research domains, and relevant research strategy. Stated another way, a research design is a statement of research to be carried out indicating the problem, what is already known, the specific types of data to be sought, the methods proposed for gathering and analyzing these data, and anticipated results.

A standard thesis research proposal should, at a minimum, include the following elements:

a) research topic and purpose
b) significance of the study and expected results
c) theoretical perspective/literature review
d) methodology
e) references cited

Research Topic and Purpose
Begin your proposal with a concise statement of the research topic and purpose and situate the research question in the existing literature. What is problematic? What do you plan to investigate? The problem you wish to study can be broad or narrow.

Significance and Expected Results
Why does this matter? What is the potential importance of the proposed research? What contributions to the discipline are expected? What will the research results contribute to our knowledge and understanding of human behavior in either a specific situation or in general?

Theoretical Perspective/Literature Research
Describe the theoretical basis of the proposed research deriving from your review of the literature on current and previous related research. In other words, review the work that has already been carried out on this problem. What literature is out there? What is the background to the research problem? Where have the relevant concepts been developed? Where has our existing knowledge on the topic been most clearly presented? Where have opposing points of view been presented? Where have unresolved issues been raised? Identify who has done this work. What is the relationship of your proposed research to this previous work? How will it complement or supplement it? Is it intended to correct shortcomings? What research concepts will be employed? What are your basic assumptions about the topic? What models or paradigms are you using as the basis for your approach? What are the specific hypotheses that will be tested or the basic theoretical or methodological issues for which a resolution will be sought, or the gaps in our knowledge that will be filled?

Methodology
Provide information concerning the setting or context where your research will be carried out. Why is this location appropriate for your study? If there is any question as to the feasibility of the project, this should be addressed here. Is there any problem of accessibility to the site/region/people? What sort of special facilities or other considerations may be required? What techniques will be employed to obtain the data necessary to test the hypotheses or resolve the issues? What sorts of data do you need? Exactly how are you going to collect data? How much data do you need? How can you gather it in such a way that best manages bias? What is the proposed timetable? What permissions are necessary to get access to the data. (If you are using human subjects in your research, you must obtain permission from the Institutional Review Board before proceeding with your research - see below.) What university or
department facilities or equipment will be needed? How will you analyze the data? What kind of analyses do you plan to carry out? Will these require some sort of outside expertise or advice? Are you doing a statistical analysis? What constitutes a valid sample? What sampling method will you use? How will the data be recorded? How will you prepare your data for analysis? What sort of data retrieval system will you use?

References Cited
Include a list of bibliographic references that are cited in the proposal, in a standard format. This is not a list of everything you have read, only what you cite in your paper.

Use of Human Subjects
If your research involves human subjects, you must obtain approval from the Institutional Review Board of the Office of Sponsored Programs. The university’s protection policy must be followed in using human subjects. Approval must be sought by the student at least three weeks before the initiation of the research to allow time for IRB review. This requires that you first complete the online training course offered by the Collaborative Institutional Training Institute. Information is available on-line at the BSU Office of Sponsored Programs web-site: http://cms.bsu.edu/About/AdministrativeOffices/SPO/ResearchIntegrity/HumanSubjects.aspx

Topic Approval Sheet
A Topic Approval Sheet must be signed by all committee members and the department chair after the proposal has been approved by all committee members. Submit a copy of the proposal and the signed approval sheet to the administrative coordinator to put in your personal file. Submit the original Topic Approval Sheet and a one-page abstract of the proposal to the Graduate School. (Your proposal will be reviewed more quickly by the Graduate School if you submit a one-page abstract, but the department requires a more extensive proposal.)

Enrollment in THES 698
After the Graduate School approves your proposal, contact the administrative coordinator to obtain permission to enroll in THES 698. You may register for thesis hours only after the proposal has been approved by the thesis committee and the Graduate School. THES 698 can be taken for 3 credit hours during two semesters or for 6 credit hours in one semester. Students will receive an incomplete grade in the course until the thesis is completed and approved.

After Proposal is Approved
If any significant aspect of the proposed research changes--e.g., the primary topic--this should be discussed with the committee as soon as possible. It may be necessary to submit a new proposal or even alter the membership of the committee.

You should discuss with the thesis committee such questions as: Do they prefer to see a chapter at a time or nothing until a complete manuscript is available? Will there be meetings of the full committee to discuss the material submitted or will each member submit comments to the chair to compile and pass on to you?

The Graduate School has specific requirements for the final copies of the theses regarding electronic submission, paper to be used for hardcopy forms, typing format, etc. Style (e.g., bibliographic format) is normally at the discretion of the department. The style chosen should be a style adopted by one of the major anthropological journals, American Antiquity, American Anthropologist, or

Plagiarism
Students are encouraged to click on the link below and read the article on plagiarism. It gives helpful hints on how to avoid and prevent academic theft. Plagiarism will not be tolerated in this program! For a guide on how to avoid plagiarism, see:
http://www.psychologicalscience.org/teaching/tips/tips_0403.html
Ball State’s plagiarism policies can be found here:
http://cms.bsu.edu/about/administrativeoffices/studentrights/policiesandprocedures/studentcode/viethicspolicy

Semester in Which You Plan to Graduate:
You must apply for graduation during the first four weeks of the semester in which you plan to graduate. There is an application fee. For details, see
http://cms.bsu.edu/Academics/CollegesandDepartments/GradSchool/PreparingforGraduation/ApplyforGraduation.aspx

There are separate deadlines for applying to graduate and for submitting the finished thesis to the Graduate School: The application deadline comes very early in the semester. However, students should not apply for graduation prematurely. The department strongly urges that students keep in touch with their committee members as to their thesis progress and discourages students from applying for graduation unless the committee is reasonably confident that they will finish the thesis and all program requirements by the Graduate School’s deadline for that semester.

Final approval to participate in commencement ceremonies before the requirements are completed is determined by the Dean’s Office within the College, requiring a letter of support from the department chair. Approval depends on whether the student and committee believe the program requirements will be finished within a timely manner. When it is determined that a student will finish program requirements on time, the Department must submit a final program check sheet to the Graduate School to certify that all program requirements have been or will be met within that semester. This check sheet is signed by the thesis chair and department chair. Without this final check sheet, you cannot graduate.

THE THESIS
The student must submit to the Graduate School:
- An electronic copy of the thesis
- An electronic copy of the abstract
- ETD signature form in hardcopy
- Final signature page in hardcopy

If a student has completed all coursework but has not yet completed his/her thesis s/he must enroll in MASTR 600. Master’s Candidate 600:
- Must be taken for zero credit hours each semester after students have completed all degree requirements but have yet to finish their thesis or complete Incomplete courses.
- Students enrolled in MASTR 600 are entitled to the rights and privileges of a regular student, allowing them to check out resources from the library and utilize university computing services. There is a $50 fee for enrollment. This is not a regular course, but serves only to maintain active student status and is required for students who need to continue using the university’s facilities to
complete their thesis or other incomplete course requirements. Registration for MASTR 600 is *not required in the summer* but is permitted.

- Students who fail to register for MASTR 600 during the required semesters must retroactively register and pay for missed semesters before the master’s degree will be conferred. (This applies only to 2005 and after).
- Students who have not yet registered for thesis hours but need access while working on incomplete grades and not otherwise registered for classes, may register for MASTR 600 with the approval of their department chair and the dean of the Graduate School. Please see Administrative Coordinator to obtain permission to register for this.
- A student may not apply for graduation unless enrolled in the University.

Non-thesis Option Procedures and Time Line
1. A nonthesis committee should be formed no later than spring semester of your first year.
2. *At least* two, preferably three, of the committee members must be from the Department of Anthropology. A third member and any additional members may be from outside the department (or from outside the university, e.g., if you are writing up fieldwork carried out as a team member on a research project headed by someone from another university, a government agency, or a consulting firm). Please note, however, that external committee members must be approved for graduate faculty status by the BSU Graduate School. The potential committee member must request approval from the Department Chair and provide a current CV. The individual must be approved for graduate faculty status before a thesis proposal can be approved by the Graduate School.
3. The chairperson of the committee must be from the Department of Anthropology and should be a person whose research area is related to your proposed research topic. The committee chairperson must be approved for Regular Graduate Faculty.
4. After forming your committee, write your nonthesis proposal in consultation with your chairperson and committee members. Ideally students will have an acceptable nonthesis proposal finished by the end of their first spring semester. ANTH 600 is intended to facilitate this goal. Meet and discuss your nonthesis topic and proposal with your committee members individually or as a group. When your draft proposal is completed and approved by your committee chairperson, then the proposal should be submitted to your other committee members for review.
5. The nonthesis option requires an Internship Approval Sheet from the Department (but not the Graduate School) (see form below). Submit the approved nonthesis proposal and Internship Approval Sheet to the Department Chair for final approval. Please note that students who are working with human subjects during their internship and who plan to publish or publically present any research findings (not including the departmental presentation for the M.A. degree) must seek IRB approval (see page 13).
6. At the completion of your internship, you must have the organization or agency that you worked with complete an evaluation of your work (see form below) to be submitted to the Graduate Director, who will place the evaluation in your file. The evaluation may be sent by email or postal mail.
7. Students are required to give a public presentation of their nonthesis internship, which will serve as their defense. Presentations must occur during the academic year (not in the summer) when faculty and students are available, and they must occur before finals week in either fall or spring semester.
Non-Thesis Proposal
To qualify for the Non-Thesis Option, students must submit a proposal to their chairperson and committee members for approval. The proposal is a way for the student to make the case for doing the non-thesis option rather than the traditional thesis. Please check the Anthropology Blackboard site and/or ask your advisor for an example of a non-thesis proposal. The proposal should include the following information:

1. **Place and Duration**
   Where will the internship take place? What are the dates and times of the internship? How long will you spend at the internship? How many hours per day/week/month will you work?

2. **Who will be the supervisor(s) of the project?** Provide their contact information.

3. **What qualifications, if any, are necessary to do this internship?** (e.g. language skills, CRM skills, GIS, computer training, special methods in anthropology) What aspects of your background will help you in this internship?

4. **What are the goals of the internship?** What do you hope to learn and accomplish? What skills will you be developing as part of this internship? What skills will you offer to the people you are working with and what skills are you hoping to gain in the process?

5. **If you will be conducting research that will be published or presented to the public and you are working with human subjects, you must have IRB/Human Subjects approval before you do your internship.** Do you have IRB approval? If not, when will you apply for approval?

6. **The Non-Thesis Option requires a final product that represents the work you did or provides a tangible product for the organization or company that you worked for.** What will your final product be? It may be a technical report, a nonprofit/NGO report, a film, a grant, a journal article, or something else.

7. **Please provide your committee with an evaluation of you to be filled out by a supervisor or other appropriate individual at your internship site.**

8. **The Non-Thesis Option requires a public presentation of your experiences.** When do you plan to present? Please schedule presentations during the Fall or Spring semester, not during the summer. Work with your advisor on what the presentation should include.
Non-Thesis Option Internship Form
Ball State University
Department of Anthropology
Burkhardt Building 315
Muncie IN 47306
Main Office Phone: (765) 285-1575
Fax: (765) 285-2163

Today’s Date:

Name of Organization or Business and website (If no website is available, then please attach a brochure or something like it.)

Address:

Mission of Organization/Business:

Name of Internship Supervisor:

Contact Information for Supervisor:

How many hours will the student work? What will the work schedule look like? Please be specific as to days, time of days, and hours per week.

Briefly list skills that the internship will develop and/or foster (e.g. case management, ethnographic methods):
Student Intern Evaluation Form
Please mail, email, or fax this form to
Jennifer Erickson
Director of Graduate Studies
Department of Anthropology
Ball State University, BB 315
Muncie, IN 47306
jlerickson@bsu.edu
Office Phone: 765-285-1512; Fax: 765-285-2163

Please briefly describe what the intern did for your organization, clinic, business, agency, or department:

On a scale of 1 to 5, with 1 being “poor” and 5 being “excellent,” please rate the work that this student accomplished for you, along with a sentence or two to explain your rating.

On a scale of 1 to 5, with 1 being “never again” and 5 being “highly likely,” please tell us how likely it is that you would like to have another anthropology intern from Ball State University, and then a sentence or two to explain your rating.

What were the intern’s strengths and weaknesses? (Answers will not be shared with the intern).

Miscellaneous Information
Academic Load:
- If you hold a Graduate Assistantship (GA), you must take a minimum of 6 hours of coursework during each semester to be eligible for the assistantship. You may take as many as 12 hours.
• The maximum number of hours allowed per academic-year semester is 15 for all other graduate students who do not hold an assistantship.
• Consult the Graduate Catalog for number of credit hours required to maintain eligibility for financial aid.
• Students in assistantships paid by the department may also work up to 9 hours a week in the archaeology lab, or elsewhere on campus (as regular student employees), but approval must be obtained from the Graduate School first. A letter from the department chair must be sent to the graduate school on behalf of the student.

GPA:
• A student must maintain a 3.0 GPA to remain in good academic standing.
• Courses where a C- grade or lower is earned will not count towards a student’s graduate coursework.

Funding for Research and Travel:
• Funding for research and travel to professional conferences can be requested through Sponsored Programs Office. Typically these allocations range from $50 to $300. See http://cms.bsu.edu/About/AdministrativeOffices/SPO/FundingOpportunities/InternalOpportunities/BSUInternalGrants.aspx
• Funding may also available for travel through the Byron L. Troyer Scholarship/Grant Foundation. These grants also range from $50 to $300. Only one Troyer Grant per student per year can be awarded. Applications are available at http://cms.bsu.edu/Academics/CollegesandDepartments/Anthropology/FinAid/UGScholarships.aspx

Extensions:
• Students have six years to complete the M.A. degree. If the degree is not completed in six years, courses must be revalidated, or repeated for academic credit, and an extension must be approved by the Dean of the Graduate School.

Position Description: Graduate Assistant
Department of Anthropology
1) Objectives/General Description: The Department of Anthropology has both annually funded graduate assistantships and occasional research assistantships supported by faculty or contract and grant funds from the department’s Applied Anthropology Laboratory unit. The graduate assistantships are offered in order to provide graduate students with an opportunity to begin graduate training and to gain experience in research and teaching related matters. The assistantship also helps the department to attract and compete for the high-quality students we seek. The department assistantship is awarded for one year with renewal for a second year, contingent upon satisfactory performance. Research assistantships may or may not be renewable, depending on the terms of the contract or grant.
2) Position Responsibilities/Duties: The primary responsibilities for the departmental graduate assistant include entering data, researching materials/annotating literature, assisting with grants, reports, and articles, and any other research oriented activities that will increase faculty research productivity during the academic year. Graduate assistants may also assist with classes although research oriented tasks should take precedence. For example, GA-s may assist with introductory classes and labs; lead review and discussion sessions; occasionally deliver a lecture on a topic in
which they have specialized knowledge or experience; represent the department at campus events; plan and install museum exhibits; and other similar duties as needed.

3) **Workload Requirements:** Graduate assistants are expected to an average of work twenty (20) hours per week. GA responsibilities have priority over other paid work in the department. If a faculty member is asking you to work more than 20 hours per week, please see grievance procedures below.

4) **Eligibility Requirements:** To be eligible for a departmental graduate assistantship, students must have been accepted for graduate study in the Department of Anthropology and must have a GPA of at least 3.0. Research assistants may be appointed by a project director based on academic credentials, experience and the ability to meet the needs of a particular project.

5) **Application/Selection Process:** Applicants for the departmental graduate assistantships must submit an application (available on the department website or from the administrative coordinator). At least one of the letters of recommendation for admission to the graduate program should be from a person who can evaluate the applicant’s potential as a graduate assistant. Successful applicants are selected on the basis of their undergraduate records and letters of recommendation. Applicants for research assistantships should apply to the project director or director of the Applied Anthropology Laboratory (AAL). Selection is on the basis of the student’s record and experience.

6) **Supervision:** Overall supervision of departmental graduate assistants lies with the chair of the department who will make the assignments. Day-to-day supervision will be the responsibility of those faculty members being assisted. Research assistants are supervised by project directors or the professional staff of the Applied Anthropology Laboratories.

7) **Evaluation/Renewal/Termination:** Departmental graduate assistants will be evaluated by supervising faculty or staff near the end of each semester. Continuation of the assistantship into the next semester depends on the maintenance of a 3.0 cumulative graduate grade point average and favorable reports from the supervisors. If performance is deemed satisfactory, departmental assistantships are normally renewed for a second year. Research assistantships are typically renewable on a semester-by-semester basis, depending on the available funding. Any conflicts or problems with the position should be discussed with the department chair.

8) **Fees/Tuition Remission:** Assistantships carry a tuition waiver. For students who have held assistantships for the entire academic year, this tuition waiver will also apply to the following summer. Half-time assistantships (rarely available) provide a waiver of one-half the tuition. Full-time graduate assistants also receive a remission of the graduate course fee and an out-of-state fee waiver. Students are responsible for the dedicated portion of the general fee (applied to student services such as the Daily News, intercollegiate athletics, Campus Activities Fund, and activities such as lectures, concerts and cultural programs), as well as the technology fee and the Health Center fee.

9) **Other:** GA-s can be expected to be treated as junior colleagues, and they are expected to conduct themselves in a professional manner. This involves strict adherence to norms of confidentiality, responsibility, and professionalism. As a condition of employment, all GA-s will be required to sign a “Ball State University Employee Confidentiality Agreement,” promising not to disclose confidential information. Graduate assistants are also expected to be enrolled for a minimum of six credit hours per semester during the academic year.

**Graduate Student Grievance Procedure**

A grievance may be considered to be a perceived violation of students’ rights as outlined in the *Ball State University Faculty and Professional Personnel Handbook*. The Department of Anthropology affirms the right of its students to express grievances and accepts the responsibility to provide due process (to provide a means for the safe hearing of grievances) and to attempt a resolution of the
expressed grievance that is satisfactory to the student. The departmental grievance procedure in no way precludes the use of legal or professional resources for addressing grievances.

Examples of grievances would include any words or actions on the part of other students, faculty, or staff in the department that limit students' access to learning, that limit their free speech, that limit their freedom of association and assembly, or that limit their freedom of expression and inquiry. Other examples include incompetent teaching by a faculty person; unfair or inequitable evaluation or grading practices; lack of respect from peers and faculty; unfair or unreasonable demands; coercion; sexual harassment; exploitation of ideas, products, work, time, or resources; and discrimination on the basis of sex, ethnic origin, or age. While this list covers many potential areas of concern, it is not exhaustive. The department assures students the right to a fair hearing and due process concerning any circumstance involving a member of the department (student, faculty, or staff) that has been perceived to be harmful, unfair, or otherwise damaging to the student.

The following steps of appeal are suggested in resolving a grievance:

1. **Speak directly with the person involved to reach a mutually agreeable solution.** The student should clearly, specifically, and reasonably present his/her complaint and request a resolution. The recipient of the grievance is responsible to openly and completely hear the complaint, consider it seriously, and respond honestly, with respect, in attempting to provide resolution. If the concerns cannot be resolved or if the student prefers not to talk with the person, proceed with the next step.

2. **Present the grievance, verbally or in writing, to the department chair in a timely manner, as soon as possible after the occurrence.** The chair will hear the complaint, consider it seriously and with respect, and act toward satisfactory resolution of the grievance. The chair will notify in writing the person against whom the grievance is held. The chair may intercede directly with the person against whom the grievance is held or schedule a meeting among all parties (including, with the student’s consent, the student’s advisor or other advocate), at which the chair will act as mediator. The chair may conduct an investigation by interviewing all relevant parties and any witnesses in an attempt to resolve the grievance. In these proceedings, the chair is not an advocate for either party, but a neutral mediator. At any point, or if resolution is not achieved, the chair may decline to further pursue the grievance and recommend the student to the next level of appeal.

3. **Present, in writing, the grievance to Graduate Director.** The written appeal should describe, in detail, the nature of the grievance and all parties involved. The Graduate Committee will convene within 10 days of receipt of the complaint. At the initial hearing, the student, accompanied by an advocate of his/her choice, will be asked to present the grievance to the committee. Any committee member who may be biased or risks a conflict of interest shall withdraw from the proceedings and may be replaced at the discretion of the committee chair. The student has the right to request that any committee member be excluded from the hearing, which may be granted by the committee chair. The student is not required to be present at the same time as the person against whom the grievance is held but may attend if he/she so desires. Both the student and the person against whom the grievance is held may submit testimony of up to three witnesses (more may be used at the discretion of the committee). The committee may call as many witnesses as it believes are necessary. While the committee will attempt a straightforward resolution of the grievance to the satisfaction of the student, it may also, unlike lower levels, rule either in favor of or against the student's grievance, or reach no conclusion and recommend that the student appeal his/her grievance at the next higher level. Rulings require a simple majority of voting members of the committee. Should they rule against the student's grievance, the matter will be considered closed as a departmental issue. The student retains, however, the right to pursue other recourses at higher levels. A formal letter from the committee chair will summarize the findings and any
recommendations of all hearings. Copies will be sent to all parties and kept on file with the department chair. All hearings will be confidential.

4. If the grievance is not solved at the departmental level, the student should follow university policy and present the grievance in the following order to reach an acceptable solution:
   - Dean's Office of the College of Sciences and Humanities
   - University Academic Freedom and Ethics Subcommittee of the Professional Affairs Council
   - Dean of Students
   - Office of Affirmative Action
   - Office of the Provost and Vice President for Academic Affairs

Before leaving campus, please give the department your updated mailing address.