

## **Guidelines for Graduate Program in Physical Anthropology School of Human Evolution and Social Change**

These guidelines are not a replacement of the SHESC Curriculum plan. This document summarizes major parts of the SHESC plan and provides recommended courses for physical anthropology students.

### Phase I:

- A. All students should have a broad training in physical anthropology. To accomplish this aim, students should take Paleoanthropology (ASM 591), Human Genetics (ASM 591), Primatology (ASM 591), and Advanced Human Osteology (ASM 591) or Anatomy (ASM 598). They need not be all taken within the first 30 hours.
- B. As stated in the SHESC curriculum, students should identify a chair and other members of a supervisory committee consisting of three or more faculty members, with a majority of faculty within the school. In addition, he or she should plan a program of study in the first year of the program in consultation with the supervisory committee. The supervisory committee must be approved by the SHESC Graduate Committee and the ASU Division of Graduate Studies.
- C. During years 1 and 2, two papers should be completed and placed in the student's portfolio. One of these papers should serve as the basis for the research presentation in the 4<sup>th</sup> semester.
  - a. Once you have selected two papers from class projects to serve as your portfolio, you will submit them to your committee.
  - b. The committee members must approve the versions submitted to them; they will not see revisions. They may, however, provide some feedback on the paper for the student's consideration.
  - c. It is suggested that both papers be placed in the portfolio and submitted by March 1 of your 4<sup>th</sup> semester so that your chair and committee have sufficient time to read them prior to the research presentation. If your chair or a member of your committee is in the field or on sabbatical during your 4<sup>th</sup> semester, you should select a replacement so that your progress is not affected.
- D. You will have completed your MA by the end of your 4<sup>th</sup> semester in the program. A master's in passing is granted with successful completion of the MA Program of Study with a grade point average of at least 3.2, and with a positive evaluation of the research skills portfolio and presentation of research by the supervisory committee.
- E. Continuation to the PhD program is conditioned on an evaluation of the extent to which the student's progress, research portfolio, and coursework demonstrate the research skills necessary to continue toward a PhD as stated in the SHESC curriculum plan.

Phase II: see the PA field statement guidelines for additional details

- A. The student must form the Ph.D. supervisory committee.

- B. The student writes an “exam” in the form of a large field statement that is completed in either the 3<sup>rd</sup> year or the first year after the completion of the MA in the old program (students arriving prior to Fall, 2005).
- a. students should prepare and obtain committee approval of a brief (1 page) proposal containing the tentative title and proposed contents of the field statement, and an explanation of how this topic relates to the anticipated dissertation project.
  - b. the student should write an outline and a preliminary, but reasonably complete, bibliography for the field statement, which is approved by the committee.
  - c. It is suggested that the brief proposal, outline and bibliography be completed and approved by October 15.
  - d. the field statement is written and formally submitted to the committee chair for comments. As this is an ‘exam,’ it is expected that the draft will be the very best work the student can do and so require minimal revisions. The student then has the opportunity to revise the field statement once and this draft is then submitted to the chair and the committee members for final approval.
  - e. It is suggested that the field statement be submitted to the chair on February 1 so that receipt of comments and full committee approval can occur by April 1.
- C. The proposal is written and defended under the guidance of the major professor in the 4<sup>th</sup> year or during the second year after the completion of the MA in the old program. See the PA field statement and proposal guidelines.
- D. Students should aim to complete and defend the dissertation in the 6<sup>th</sup> year of the program.

For more details of annual expectations see “PA Evaluation Criteria.”