

PROCEDURES FOR THE PREPARATION OF THE FIELD STATEMENT AND DISSERTATION PROPOSAL IN PHYSICAL ANTHROPOLOGY

Committee Formation

Prior to writing the field statement the student must form the Ph.D. supervisory committee. Committee formation is primarily the function of the student and advisor, in accord with the School and Division of Graduate Studies (DGS) regulations. It is assumed that the committee will be constituted in such a manner that the members' expertise relates to the fields and dissertation topic chosen by the student.

The Field Statement

The Nature of a Field Statement. The faculty view the field statement as an opportunity for each Ph.D. student to formally delimit an area of interest within physical anthropology. The statement fulfills the Division of Graduate Studies requirement for the written portion of the Ph.D. Qualifying examination. It is a statement, critically reviewing literature in the field, rather than a compilation of some consensus view. The approval will not be dependent upon every member of the student's committee agreeing with all the views presented in the statement. The statement should stress: (1) the scope of topics in the field, (2) the major problems or questions that have been asked historically and currently, (3) the nature of the observations, or data, used, and (4) the methods and analytical procedures used. Successful completion of the statement will demonstrate to the student's committee members that he/she is qualified to proceed with formulating a proposal for dissertation research. It is reasonable that major portions of the field statement may reappear in the dissertation.

Choice of Field: The purpose of this statement is to critically review the history of the topic and the current state of knowledge about the topic, laying the groundwork for a student's dissertation project. The statement will form the basis for the subsequent literature reviews required for the dissertation proposal and the dissertation.

Field Statement Proposal. After committee formation, and prior to beginning work on the field statement, 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 it relates to the anticipated dissertation project. Committee approval should be recorded as indicated on the appropriate form (attached).

Field Statement Outline and Bibliography. Following approval of the brief proposal, the student should write an outline and a preliminary, but reasonably complete bibliography for the field statement. This document will define the extent and scope of the statement to be produced. The bibliography may include both previously consulted items and items to be consulted. (It is anticipated that there will be subsequent additions to the bibliography as the field statement is written.) The committee will review this document to ensure that the scope of the statement is neither too broad, nor too narrowly construed, and to identify sources that should also be included. Committee approval of the statement should be recorded as indicated on the appropriate form (attached).

Writing the Field Statement. The field statement is written in the form of a bibliographic literature review. A good field statement, however, is more than a simple review of the literature; it should also exhibit creativity and critical thought, as well as a student's intellectual grasp of the topic(s) in question. The field statement not only demonstrates a student's ability to synthesize the material, but also shows an ability to go beyond that material and suggest a general plan of valuable future research. The review should be comprehensive but not exhaustive, limited to 50 double-spaced pages in at least 12 point font (exclusive of the bibliography). A field statement is expected to be completed during the first year of Phase II. Research credit hours are taken for this work (ASM 792), and the student is expected to have regular meetings with his or her chair (or another committee member if the chair is in the field or on sabbatical) about the content of the field statement.

Field Statement Drafts and Approval. A draft of the statement is written and formally submitted to the committee chair for comments. As this is a written 'exam', it is expected that the draft will be the very best work the student can do in the time allotted and should require minimal revisions. The student then has the opportunity to revise the field statement once and this draft is then submitted to the entire committee for final approval (see attached form). If a majority of the committee has accepted the field statement, the student has passed the written portion of the Ph.D. qualifying exam. The student should place a copy of the approved document, with the approval form, in his/her file in the Anthropology Department office. Each committee member should receive a copy of the final version of the field statement for use in conjunction with the dissertation proposal in the oral qualifying exam. The committee may accept the draft with minor comments to be taken into consideration in preparation of the dissertation proposal and the dissertation. If the committee does not accept the draft, this

decision constitutes failure of the Written Qualifying Exam. If the exam is failed, the committee will meet with the student and may choose to allow the student to revise the field statement one more time within a specified timeframe. If the student ultimately fails the written portion of the Ph.D. qualifying exam, he or she must leave the program.

Dissertation Proposal

Dissertation Proposal. Upon completion and committee approval of the field statement, the student writes a dissertation proposal. The dissertation proposal should follow the guidelines for the National Science Foundation Dissertation Improvement Grants in format and length. Students should take proposal writing (ASM 591) in the fall of the fourth year, and should subsequently give the draft to the committee chair for comments. After revision and consultation with the chair, the draft should be given to the rest of the committee for comment. A final revision of the draft addressing the comments provided by the committee is prepared and circulated first to the chair, and then to the committee for approval (see attached form). When a majority of the committee has accepted the proposal, a defense of the proposal (the DGS Oral Comprehensive Examination) may be scheduled. Each committee member should receive a copy of the final version for use in conjunction with the field statement in the oral qualifying exam. While the examination will *mainly* be based on the dissertation proposal, students should also be prepared for questions based on their field statement. Students are encouraged to submit the dissertation proposal to funding agencies.

Time Schedule

Full-time students are expected to write and obtain approval of the field statement during the first year of phase II in the graduate program. Preparation and approval of the dissertation proposal should be completed by the end of the fourth year. However, these expectations will be considered in reference to individual circumstances, which may be explained by students to their committee chair and in their annual progress reports.

In the departmental policy distributed on your arrival, “normal” expectation of a return of a document in three weeks during the academic year. However, this assumes that no other statement or proposal drafts have been turned in earlier by others, yet await reading. Faculty are expected to try to return the document no later than two months after it is turned in. Students should be sure to make arrangements in advance with faculty who may be on sabbatical or in the field during the academic year.

ACCEPTANCE OR DENIAL FOR PH.D. FIELD STATEMENTS & PROPOSAL

TO: Ph.D. Committee Members

FROM:

According to the department’s “Procedures for the Preparation of Field Statements and Dissertation Proposals in Physical Anthropology”, a form for approval or disapproval of (1) the field statement proposal, (2) the preliminary outline and bibliography, (3) the final draft of the field statement and (4) the final draft of the dissertation proposal is to be provided to the Committee Members. A copy of this form will then be placed in my file in the department office. Thank You.

FIELD STATEMENT PROPOSAL

When the initial field statement proposal is approved by each committee member, have each member sign and date the draft as approved and place a copy of the this draft in your file in the department office.

PRELIMINARY OUTLINE AND BIBLIOGRAPHY FOR EACH FIELD STATEMENT

When the final draft of the preliminary outline and bibliography is approved by each committee member, have each member sign and date the draft as approved, and place a copy of this draft in your file in the department office.

FINAL APPROVAL OF FIELD STATEMENT AND DISSERTATION PROPOSAL

Committee members should circle Yes or No to indicate whether or not they approve of the document **and initial and date** below.

Committee (type in names)	Field Statement approved	Dissertation Proposal approved
_____	Yes / No _____	Yes / No _____
_____	Yes / No _____	Yes / No _____
_____	Yes / No _____	Yes / No _____
_____	Yes / No _____	Yes / No _____
_____	Yes / No _____	Yes / No _____
_____	Yes / No _____	Yes / No _____

When the field statement is approved (by majority vote), this constitutes your Written Comprehensive Examination. **Have your advisor SIGN and date below. Put a copy of the form and the field statement in your departmental file.** When the proposal is approved, update the copy of this form in your departmental file and schedule the defense (Oral Comprehensive Examination).

Field statement approved: _____ Date: _____

Dissertation Proposal approved: _____ Date: _____