

The Illustrated

University of Arizona

SCHOOL OF ANTHROPOLOGY

GRADUATE STUDENT HANDBOOK

Special Edition for the Master of Arts Degree in Applied Archaeology

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I. INTRODUCTION

The faculty and staff of the University of Arizona School of Anthropology are pleased to welcome you to the graduate program in Anthropology. This handbook is designed to guide you through the administrative complexities of your degree program, and to help you meet all School and Graduate College requirements. Information and materials in this handbook cover nearly all academic activities pertaining to the **Master of Arts (MA) Degree in Applied Archaeology**. It is important that you acquaint yourself with all requirements and that you remain informed of changes in those requirements throughout your graduate career (see Appendix B for important URLs). We will also do our best to keep you abreast of changes in program requirements in a timely manner via e-mail.

Although you are officially a student in the UA Graduate College, your work is entirely regulated, governed, and evaluated by the faculty of the School of Anthropology. The Graduate College sets certain minimum and essential requirements for completion of graduate degrees, which can be found in the University Graduate Catalog. The School of Anthropology has additional requirements, which are outlined below. **You are responsible for satisfying both sets of requirements.** Internal *and* Graduate College forms must be completed and turned in to the Advising Office upon each step made towards your degree(s). Forms required by both the School and the Graduate College must clear the Anthropology Advising Office. Upon completion of the Master or Arts degree, you will have demonstrated, through academic studies and research, mastery of basic ideas and concepts in your field, and you will have written a potentially publishable research report or thesis. You will also have completed an internship with a private company, non-profit organization, or government agency, and fulfilled various other requirements of the MA program in Applied Archaeology.

Director of Graduate Studies & Advising Office Staff

The Director of Graduate Studies (Dr. Lars Fogelin) is available during walk-in hours or by appointment to be arranged via e-mail (anthdgs@email.arizona.edu). Ms. Ann Samuelson (anns@email.arizona.edu; 520-626-6027) is also available in the Advising Office to answer questions related to your degree program and to listen to your suggestions or concerns as a student of the School and The University of Arizona. (All conversations with Advising Office personnel are treated with strict confidentiality). Dr. T. J. Ferguson (tjf@email.arizona.edu; 520-626-9684) is the faculty coordinator of the Master's Program in Applied Archaeology, and is responsible for the approval of internships.

E-mail Distribution List

To receive information about scholarship opportunities, lectures, program requirements and deadlines, please allow us to add your name to our e-mail distribution list. Send your official UA e-mail address to Ann Samuelson (anns@email.arizona.edu) as soon as possible. University regulations do not permit sending certain information to non-UA e-mail addresses, so it is important that you set up a UA e-mail account.

Forms

The forms you will need to prepare and submit at various stages of your graduate training are generally available to be filled out on-line by logging in to your account on the **My GradColl** site at <https://grad.arizona.edu/gc/>. See also <http://grad.arizona.edu/forms> for additional information about Graduate College forms. It is a wise idea to familiarize yourself with the My GradColl site early in your graduate career since it and the Graduate College's main site (<http://grad.arizona.edu/>) are the principal sources of information you will need to navigate the UA system efficiently and successfully.

Computing Facilities

Wireless access to University networks is available throughout the Haury Anthropology Building and most of the campus. You may use computer labs in the library and other locations across campus with current university identification (CatCard; <http://www.catcard.arizona.edu/>). The Social and Behavioral Sciences Research Institute (SBSRI, <http://sbsri.web.arizona.edu/>) also administers computer labs located in the Social Sciences Building (three buildings east of the Haury Building). The College of Social and Behavioral Sciences also maintains a Geographic Information Systems (GIS) lab for student use in the Harvill Building called CASA (Center for Applied Spatial Analysis; <http://www.casa.arizona.edu/index.html>).

Anthropology Student Organization

The Association of Graduate Students in Anthropology (AGUA) is open to all graduate students. AGUA organizes lecture series and forums and sponsors various activities. It also meets periodically to discuss the concerns of students and ideas for improving the program. AGUA representatives also attend faculty meetings and sit on some committees.

Graduate Degree Certification

The Degree Certification office, located in the Graduate College, Administration Building, Room 316 (<http://grad.arizona.edu/degrecert/>), is responsible for overseeing all Graduate College requirements connected to your academic career. As noted above, almost all Graduate Degree Certification forms must be processed through the Anthropology Advising Office.

Faculty Committees

Current membership of faculty on committees for admissions, teaching assistantship and scholarship allocations, and human subjects is available in the Main Office (Haury 210).

Minimum GPA Requirement

The minimum GPA requirement set by the Graduate College is 3.0. Should your grade-point average fall below this threshold, you will be placed on academic probation by the Graduate College. If, by the end of the following semester, you have not raised your cumulative GPA to 3.0 or higher, the School of Anthropology will request that you terminate your graduate studies.

No student on academic probation may hold a scholarship, assistantship, or fellowship.

Annual Self-Evaluation

The faculty of each of the School's four main subfields meet yearly in the Spring to consider the progress of students in that subfield. Students are informed of the results of these discussions by letter. Each year, in advance of this meeting, students must submit a self-evaluation so that the faculty has the information necessary to reach a fair evaluation of each student's progress. Submission of the annual self-evaluation by the deadline announced by the Advising Office is one of the criteria for Satisfactory Academic progress. Student records do not reveal extenuating circumstances that may have resulted in a grade of 'Incomplete,' nor do they include information on awards, papers published, delivered at meetings, etc. Forms needed for the self-evaluations are distributed by the Advising Office by e-mail early in the Spring semester. First year students are not expected to fill out the form as completely as more advanced students do. If possible, you should meet with your principal advisor to discuss your progress and obtain a signature. If you will be in the field, leave a note on file stating briefly what you are doing. If your advisor is on sabbatical or other leave-of-absence, the DGS can sign the self-evaluation form in her/his stead.



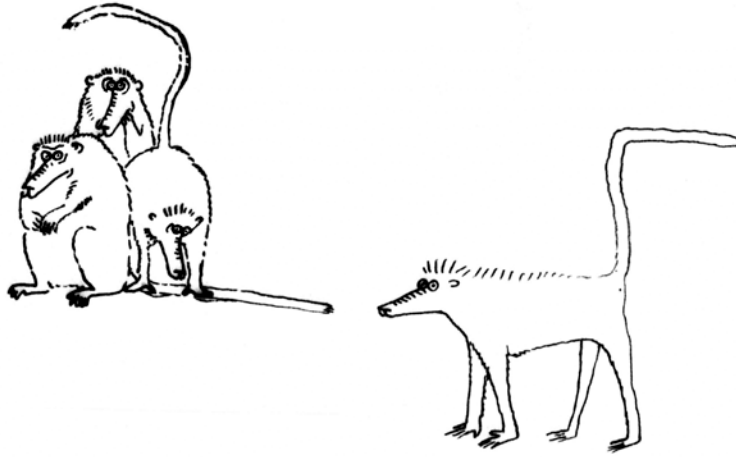
II. SATISFACTORY ACADEMIC PROGRESS

We have developed a set of criteria for monitoring student progress through the program. These standards assist faculty in their annual evaluations of student progress toward degree completion and, equally importantly, they help students assess their own progress.

Criteria for satisfactory academic progress towards the completion of your Master's degree include the following:

1. Submission of the annual self-evaluation;
2. Regular meeting with your advisor(s) on a schedule negotiated between you and your advisors;
3. Adherence to appropriate schedules (outlined below), including completion of the Master's thesis or paper and written and oral exams;
4. Fulfillment of all formal Graduate College requirements (GPA, etc.) as specified in the Graduate Catalog

The schedule below is provided as a guide to help you evaluate your academic progress, and to help you predict whether you are at risk of receiving an "unsatisfactory" evaluation from the anthropology faculty. In evaluating a student's progress through the program, the faculty takes into consideration individual circumstances, such as joint majors or minors that require extra class work, particularly demanding or prolonged fieldwork or laboratory studies, health concerns, and the exigencies of work and family. You will not be penalized automatically if you fail to keep up with the idealized schedule. However, if your progress through the program is slowed for any reason you should discuss your situation with your advisor in order to determine a solution. Slow progress coupled with a lack of contact with your advisor puts you at much greater risk of receiving an "unsatisfactory" evaluation.



Should the faculty determine that you are not making satisfactory academic progress towards your degree, they will inform you in writing and specify what you need to do to bring your progress up to acceptable standards. If you fail to respond appropriately and promptly to the specified goals, you will be subject to penalty ranging from being excluded from consideration for fellowships, grants or research assistantships to expulsion from the program.

Model schedule for satisfactory progress towards the Master’s degree for full time students entering program with undergraduate degree only:

| Timetable | Milestone |
|---|--|
| end of 2 nd semester | MA plan of study filed with Graduate College 18 hours coursework completed |
| end of summer before 3 rd semester | internship completed |
| end of 4 th semester | Coursework for MA completed (≥ 39 hrs); MA thesis/paper completed and defended. |

Note that students pursuing a degree on a part time basis may take longer to reach various milestones.

III. THE MASTER OF ARTS DEGREE IN ANTHROPOLOGY

Major Advisor

Upon admittance to the Anthropology program, a first-year advisor will be assigned to you. This action is taken to ensure that at least one faculty member is tracking your progress and is available to counsel you on important issues relating to your graduate training. You are not obliged to retain this advisor beyond your first year, nor are you discouraged from seeking guidance from other faculty members simultaneously. Prior to registration for your third semester, you should make every effort to identify your choice of major advisor. With the help of

your major advisor, you can efficiently identify two additional faculty from appropriate areas to serve as members of your Master's committee. Please remember that committee formation requires the mutual consent of all committee members. Inform the Advising Office *in writing* of the composition of your committee and of any changes in your advisor or committee composition as quickly as possible.

One of the roles of the major advisor is to look after the interests of the student as relevant to their professional training. Accurate, timely documentation of progress through the program is very important. It is always in your best interest to pursue and track carefully the completion of necessary paperwork. No one knows better than you about the timing and status of changes in your plans, needs, and achievements. Thus, along with your major advisor, you should take an active role in keeping forms up to date and making sure requirements are met on time.



Master's Committee Composition

Ordinarily, Master's degree committees are composed of no fewer than three (3) members. Two members must be University of Arizona faculty who hold tenure-track or continuing-eligible appointments at the rank of Assistant Professor or above, of whom at least one must be a member of the School of Anthropology's core faculty (see Appendix A). The third member can include faculty members from other units and continuing-status positions within the University who have permanent approval to chair or serve as members of graduate committees in Anthropology. Other non-core and adjunct faculty can serve on committees only with special approval of the Graduate College, accomplished by submitting the "Special Member" form. The forms for special approval of committee members can be downloaded from the Graduate College web site (<http://grad.arizona.edu/system/files/SpecialMemberForm.pdf> or <http://grad.arizona.edu/forms>). See the graduate advisors if you have questions about when a Special Member form is required and when it is not. Tenure-track faculty members in other UA departments may be included on committees without filing special forms, however they may not *chair* committees in Anthropology. Unless special approval is obtained, the chair of the MA committee *must* be a member of the UA School of Anthropology's core faculty (Appendix A).

As soon you have decided on your MA topic and MA committee membership, you should complete the "MA Committee Approval" form and obtain the signature of the DGS. The form is available in the Advising Office. This crucial step will help you avoid nasty surprises later on.

Course Requirements

The minimum unit requirement for the Master of Arts degree in Anthropology is 33 (three of these required units are MA thesis or report hours). The specific requirements of your program are shown below. In addition to the above requirements, you must enroll for at least three units of Anthropology 909 (Master's Report) or Anthropology 910 (Master's Thesis), in consultation with your major advisor. Other courses for the MA degree should also be chosen in consultation with your advisor.

Master of Arts Plan of Study

Students in MA programs must complete a "Master's Plan of Study" form by the end of their first year. You should list all courses that you plan to use for your MA degree, and show it to your major advisor before submitting it to the Anthropology Advising Office for signature. Courses listed for the MA degree must be 500-level or above. The Graduate College's course unit requirements and definitions can be found on their website (<http://grad.arizona.edu/catalog.toc.html>), and you should review this information carefully before completing the Master's Plan of Study form. Note that at least half of the units to be used towards a MA degree must be in courses for which a letter grade (A, B, or C rather than Pass/Fail) was awarded. "900" hours are not graded course hours. You should list on the "Master's Plan of Study" courses totaling a minimum of 30 units, *but do not include* the 3 (or more) units of MA Thesis or Research Report hours (ANTH 909 or 910, respectively).

The MA plan of study must be submitted to the Advising Office for the DGS's signature and processing. In due course, you should receive an approved copy of your study plan from the Graduate College. If you do not receive a copy, it is your responsibility to follow up and determine the source of the problem. Please call the Advising Office if you need assistance.

The "Expected Completion Date" section of the form is especially important since diplomas are ordered *ahead of time* by the Graduate College. If you will not be completing the degree on the date indicated, please contact Graduate Degree Certification to adjust your record.

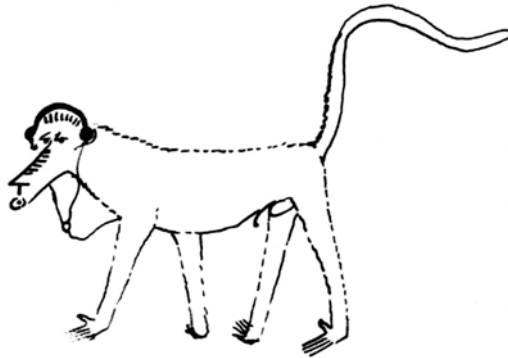
Official name changes must be submitted to the Registrar's Office *prior to* notifying the Graduate College and Anthropology Advising Office! Changes in your name, course listings or thesis title must be made on a "Changes in Student Records or Programs of Study" form, available online through your My GradColl account accessible at <https://grad.arizona.edu/gc/>.

MA Completion of Degree Requirements

This form is submitted as the final certification of your completion of the Master's degree: you must check the deadlines for submission as they change every year. Your major advisor and the other members of your committee must sign the form at the end of the MA defense, obtained online at <https://grad.arizona.edu/gc/>. The form must then be submitted to the Advising Office to obtain the School Director's signature, and for photocopying and routing.

Time Limitations for Master's Degree Coursework

Under current Graduate College rules, graduate course credits to be applied with full value toward an MA degree, including transfer courses, must have been earned not more than six (6) years prior to the completion of all requirements for that degree.



Transfer and Non-Degree Coursework

Transferred credit cannot exceed 20% of the total units for the MA earned at the University of Arizona. The Graduate College requests that students wishing to transfer course hours complete the "Evaluation of Transfer Credit" in their first year (<http://grad.arizona.edu/system/files/TransferCreditForm.pdf>). You should consult with your advisor and the Director of Graduate Studies to decide which courses should and can be transferred toward your graduate degree in Anthropology. Be sure to bring along unofficial copies of all relevant coursework transcripts.

A maximum of twelve (12) units of graduate courses taken as an unclassified (non-degree seeking) graduate student at the University of Arizona may be transferred for the MA degree.

Transfer of Credits into the Master's Program for UA Bachelor's Degree Holders

University of Arizona Bachelor's degree recipients who are accepted for post-baccalaureate studies in the School can transfer in up to 12 units of UA 500-level courses taken while enrolled as an undergraduate as long as these courses were not used to satisfy course requirements for a UA Bachelor's degree.

The Graduate College defines three specific limits on the 12 units taken prior to acceptance into the program:

1. No more than six units of University of Arizona undergraduate coursework at the 400-level can be applied toward a UA Master's program, and then **only if they were not used toward a Bachelor's degree**.
2. No more than 12 units of coursework taken in graduate non-degree seeking status may be used toward a Master's degree (this is true regardless of whether or not one holds a Bachelor's degree from the University of Arizona).
3. Transfer work may not exceed 20% of the required number of units for the Master's degree being sought. (The Anthropology Master's degree requires 30 units plus three units of thesis/report credit, so no more than six units of transfer work may be applied). See: <http://grad.arizona.edu/academics/program-requirements/masters-degrees/credit-requirements>

Note that students can only apply a total of 12 units from the above three categories.

Residence Requirement

For the Master of Arts degree, a minimum of twelve (12) units must be taken in residence at the University of Arizona campus.

Minimum Registration and Leave-of-Absence Policies

To maintain active status in the graduate program at the MA level, you must enroll for a minimum of three graduate units per semester. Once all coursework has been completed and a minimum of Master's thesis/report credits are earned, the continuous registration threshold drops to one unit per semester (see <http://grad.arizona.edu/academics/policies/enrollment-policies/continuous-enrollment>). **Please remember "continuous enrollment" is NOT the same as "full-time status"! The one unit maintains continuous enrollment but does NOT constitute full-time enrollment for financial aid, visa, and assistantship requirements.** If you will be away and cannot register prior to your departure, please make arrangements with a friend or relative to register for you. If you allow your registration to lapse in any given term, you must reapply to the School of Anthropology and to the Graduate College, *with no guarantee of*

readmission. If you must interrupt your graduate work for some reason, you should apply for a formal leave-of-absence (LOA). **Whether you have an approved LOA on file or not, semesters during which you are not enrolled are counted by the Graduate College in your overall time-to-degree!** See also: <http://grad.arizona.edu/system/files/absence.pdf>.

MA Research Using Human Subjects

All research on human subjects, regardless of the source of funding, must fully comply with Federal human subjects rules, regulations, and requirements. Students who plan to undertake research using human subjects must complete a "Project Approval Form" (PAF) available at the Office for Responsible Conduct of Research (<http://orcr.vpr.arizona.edu/irb>) and submit it through the School of Anthropology's appointed Human Subjects Committee. Students may first take their proposal to the chair of this committee (check with Advising Office for current chair) for more specific advice on the appropriate and the required steps to follow, which may vary with the type of research. Be aware that getting full approval takes time, so plan ahead! The Human Subjects Committee in Anthropology will forward the PAF, after examination and recommendations, to the University-wide Human Subjects Institutional Review Board (IRB), whose members are responsible for final determination as to whether the project adequately protects the privacy, confidentiality, and basic rights of human subjects. The University-wide Committee may require changes before final approval is granted. All key personnel on projects involving human subjects must also complete an on-line test before final approval can be granted for the project: on line and paper training manuals are available through the University Office for Responsible Conduct of Research. All Graduate College forms that have human subjects sections requiring signature approval, such as the "Master's Application for Candidacy," must be signed by the major advisor. Students doing research in Native American areas must check with the appropriate officials in the tribes affected, and abide by all federal regulations concerning research with Native American populations, materials, and areas.

An approval process similar to the one for human subjects also exists for research using animal subjects, including the handling of animal tissues post-mortem.

MA Research Write-Up

Your academic and research skills are verified by presenting the results of your MA research in one of two ways: (1) Submission of a professional-quality manuscript to the School (a.k.a. Master's Report); or (2) Submission of a formal Master's Thesis to the Graduate College. The intellectual content of the MA Report and the MA Thesis is identical. Both must represent substantive, original research of publishable quality. They differ in the required format. **The decision whether to write a MA Report or a formal MA Thesis should be taken in consultation with your major advisor.**

Master's Report

Students choosing to write a Master's Report must register for a minimum of three units (maximum is six) of 909, Master's Report units. The paper is evaluated by the student's committee and does not involve the Graduate College. Guidelines for the format of the paper are as follows:

- A. Paper is written as per the style guidelines of an important journal in your subfield.
- B. Margins adhere to those outlined in the Graduate College Manual (www.grad.admin.arizona.edu/degrecert/thesismanual/front.htm). The Advising Office keeps a copy for review.
- C. The paper must be double-spaced and printed on bond paper of good quality.
- D. The student *must* submit final copies of the MA Report to the Anthropology Advising Office *and* to their major advisor.

Master's Thesis

If you write a formal thesis, be sure to check in with the Advising Office for current microfilm, candidacy, and processing fees required by the Graduate College.

Students choosing to write a thesis must register for three units of 910, or Master's Thesis units. A thesis is a formal document that adheres to guidelines set forth in the Graduate College Manual for Theses and Dissertations. The manual is available on-line at www.grad.arizona.edu/degrecert/thesismanual/front.htm. The thesis is bound and catalogued in the University Library and is listed with various indexing services such as the University of Michigan Microfiche Service. It therefore is important that you follow these guidelines exactly. **Graduate Degree Certification will *not* format-check your thesis.** The University has an on-line system for submission and archiving of theses and dissertations. Check the Graduate College web site (<http://grad.arizona.edu/>) for updated information on rules for submitting documents as well as formatting guidelines.

NOTE!!: It is necessary to give your committee sufficient time to evaluate and comment on your thesis/paper before the MA defense. When scheduling the oral defense plan on providing a complete draft of the MA thesis/paper to the entire committee **at least six weeks prior** to the defense date. It is up to you and your committee members to decide when and in what form the MA thesis/report, or sections thereof, will be distributed. Circumstances may dictate that some committee members need more time to review and comment on your thesis/paper. *However, you cannot expect your committee to agree to participate in the MA defense unless they have received a complete draft for comment at least six weeks in advance.*

Master's Oral Examination

A final oral examination is required of all MA candidates in the Anthropology program. The exam must be scheduled in consultation with your committee and the Advising Office. The exam must be taken several weeks before the end of the semester in which you plan to graduate (check the current academic calendar for specific dates). Students must be officially resident, that is paying tuition, and registered for at least three units if the oral exam is taken in Fall or Spring semester. Students who take the exam in the summer must register for one unit during the appropriate session. Summer-session examinations are offered only if all members of the faculty committee agree to do so. Faculty members have the right to refuse to administer MA oral examinations in the summer (often an important period for faculty field research), the last week of classes, during final exams week, and during winter and spring breaks.

Once the Master's exam is passed, the committee chair reports the results to the Anthropology Advising Office. The "MA Completion of Degree Requirements" form is available to the student on-line at the My GradColl website (<https://grad.arizona.edu/gc/>). This form must be presented by the student to their committee for signatures after the exam and then brought to the Anthropology Advising Office, which in turn reports the results of the exam to the Graduate College Degree Certification Office.

IV. PROGRAM DESCRIPTION AND REQUIREMENTS

Applied Archaeology is an emerging field of study within Anthropology that creates and uses knowledge in the context of application. These applications include collecting information about archaeological sites for use in cultural resources management, recovering archaeological data from threatened sites to mitigate the adverse effects of land modifying projects, managing historic properties to comply with historic preservation legislation, assisting Indigenous groups with identification of traditional cultural properties and heritage management, and creating a sustainable cultural environment by using the tools of preservation archaeology. All of these applications produce knowledge that is significant in the discipline of Anthropology.

Arizona’s Master of Arts in Applied Archaeology is a rigorous two-year academic program designed to teach the subject matter and professional skills needed for a successful career working for businesses, governmental agencies, tribes, and non-profit organizations that employ applied archaeologists. The carefully designed curriculum includes classroom instruction in anthropological method and theory, laboratory training in specialized analytical techniques, coursework to establish expertise in an archaeological region, and an internship to develop professional skills. The University of Arizona is situated in the midst of one of the largest concentrations of applied archaeologists in the country and our program integrates professionals working in the private, public, and non-profit sectors of archaeology. The University of Arizona maintains the highest academic standards, and graduates of the MA in Applied Archaeology receive the training they need for an intellectually and professionally satisfying career.

All students in the applied archaeology MA track will complete the slate of classes required of all archaeology graduate students along with several other required and elective courses. A thesis or paper is required, along with an internship. Completion of this program qualifies graduates to apply for registration in the Register of Professional Archaeologists (RPA; <http://www.rpanet.org/>) and meet the professional standards required by the U.S. Department of the Interior and other federal and state agencies for supervisory archaeologists.

A total of 39 credit hours is required for the MA in Applied Archaeology. In addition to classroom courses, a three-credit internship is required. The internship is an especially important part of the training for students who intend to work in the applied arena.

| Required Classes | Number of Units |
|---|------------------------|
| ANTH 636 – Foundations of Archaeological Interpretation | 3 |
| ANTH 637 – Archaeological Methodology | 3 |
| ANTH 608B – History of Anthropological Theory | 3 |
| ANTH 540A – Cultural Resource Management | 3 |
| ANTH 562 – Archaeological Quantitative Methods | 3 |
| ANTH 595A – Professional Skills and Ethics | 3 |
| ANTH 606 – Archaeology with Descendant Communities | 3 |
| Elective in North American Prehistory (1) | 3 |
| Elective in Laboratory Methods (2) | 6 |
| Elective in Historical Archaeology (1) | 3 |
| ANTH 593 - Summer Internship | 3 |
| ANTH 909 or 910 – Master’s Report or Thesis | 3 |
| Total Units | 39 |

| Elective Areas | Courses Potentially Fulfilling Elective |
|----------------------------|---|
| North American Archaeology | ANTH 518 - Southwest Land and Society ANTH 547 - Anasazi Archaeology ANTH 551A - Archaeology of Eastern North America ANTH 552R - Southwest Archaeology ANTH 561 - Paleoindian Origins ANTH 696A – Anthropology of Native North America ANTH 696A - Southwest Borderlands Archaeology Seminar |

| | |
|------------------------|--|
| Laboratory Methods | ANTH 505A – Introduction to Archaeological Conservation ANTH 512A – Geoarchaeology ANTH 514 – Quaternary Geology ANTH 539A – Introduction to Dendrochronology ANTH 568 - Human Osteology ANTH 569 - Ethnobotany ANTH 572 - Zooarchaeology and Taphonomy Lab ANTH 574 - Archaeometry ANTH 596f - Ceramic Analysis (Practicum or Seminar) ANTH 596h – Experimental Archaeology RNR 517 – GIS for Natural and Social Sciences ANTH 696A – Lithic Analysis ANTH 696A – Quantitative Zooarchaeology |
| Historical Archaeology | ANTH 558 - Historical Archaeology ANTH 638 - Culture Contact and Colonialism ANTH 696A - Material Culture in Historical Archaeology |
| Special Topics | LAW/ANTH 595k – American Indians, Anthropology, and the Law ANTH 595A – Archaeology Special Topics ANTH 696A – Archaeology Seminar |

It is assumed that students enrolled in this specialized Master’s program have already attended an archaeological field school or have, minimally, several months of archaeological field experience to their credit. If this requirement has not been met, then the student must complete a formal archaeological field school (or equivalent) the summer *before* entering the program or *following the first year* of graduate studies. **This prerequisite is in addition to the internship requirement.** Since this may delay graduation, it is strongly urged that students interested in the MA in Applied Archaeology complete a field school or have accumulated significant field experience (minimally at the field crew level) before they enter the program.

The required internship experience can be field- or lab-based and will be tailored to students’ individual career goals. Generally, this should involve more advanced fieldwork at a supervisory level, but if the student has special interests in laboratory or project management aspects of applied archaeology a non-field based internship may be more appropriate. A consortium of applied archaeologists in southern Arizona, especially the Tucson area, will be created. Many of these archaeologists already regularly participate in the CRM class and have indicated their willingness to work with the School in training applied archaeologists. The University of Arizona is fortunate to have access to such a concentration of applied archaeologists in the area, a group that includes many of our own graduates.

Sample Curriculum

Year 1, Fall

ANTH 636
 ANTH 540A
 Elective course

Year 1, Spring

ANTH 637
 ANTH 606 (Arch. with Descendant Communities)
 Statistics or ANTH 608B

Year 2, Fall

ANTH 595A
Elective courses (2)

Year 2, Spring

Statistics or ANTH 608B
ANTH 909 or 910
Elective course

The above sample curriculum assumes 3 courses or 9 units per semester. Students may take fewer courses per semester resulting in a consequently longer time-to-degree. In fact, we anticipate that archaeologists already working in the Tucson area may pursue this degree on a part-time basis. Students may also take more than 9 units per semester, but graduate courses are rigorous and we recommend that you do not take more than 12 units. However, tuition rates top out at 9 hours, so it may be more economical to take four classes for one or more semesters.

Entering the Ph.D. program

The Master's Program in Applied Archaeology is intended to train students for a career in the applied field, whether in government, private business, tribal agencies, or NGOs. If a student decides before completing the Master's degree that he or she is interested in continuing on for the Ph.D. in Anthropology at the University of Arizona, he or she will have to apply to the Ph.D. program: ***successful completion of this specialized Master's program does not guarantee or streamline admission into the UA Anthropology Ph.D. program.***

V: OTHER IMPORTANT INFORMATION

Research Assistantships

Students in the Applied Archaeology Master's program will not normally be provided any Teaching Assistantship funding or graduate tuition waivers but they are eligible for Research Assistantship funding, if available.

Graduate Research Assistants (RAs) are appointments to support faculty research activities. In general RAs are selected and funded by individual faculty who have obtained external grants and contracts to fund their research. Faculty in the School of Anthropology, ASM, and BARA frequently have RAs available, but it is their right to choose individuals according to their individual research needs. You should let faculty you work with know if you are interested in an RA position, so that when funds are available you may be considered. RA positions are also occasionally posted on the bulletin board outside the main School of Anthropology office. You should notify the Advising Office as soon as you obtain an RA position *in any university unit*. RAs generally vary between 10 hours per week (.25 Full Time Equivalent, or FTE) to 20 hours per week (.50 FTE). You can be sure that all RA positions involve real work responsibilities for real pay; they may relate to the student's interests or they may not. RA positions are not to be confused with fellowships. Research Assistantship positions are accompanied by an automatic out-of-state tuition waiver, student health insurance, and a partial remission of in-state tuition. A contract must be signed before any payments for work done can be made (in Anthropology, contact Norma Maynard, nmaynard@arizona.edu, 520-621-6303).

RAs are responsible for following the same procedures as faculty members whenever they are absent from the assigned instructional or research duties. In case of emergencies, the graduate assistant should notify their faculty supervisor or the Head of the School as soon as possible. In addition to completing the internal travel order and class coverage forms, graduate assistants, as employees of the University, must be covered by official travel documents when out of town in order to enjoy insurance coverage.

Required Unit Registration

All research and teaching assistants must register for at least six (6) course units during the semesters in which they hold a research assistantship. These units must be at the graduate level. Students cannot count audited or undergraduate-level courses (400-level and below) toward the six units.

Other Financial Support for Graduate Students

School of Anthropology Scholarships and Research Awards

Award amounts vary, and applications are accepted each semester. In recent years the Scholarships and Awards Committee have given out \$60-80,000 per year in awards for travel to professional meetings and research sites, research expenses, and scholarships.

Information on eligibility, purpose, and application procedures for School of Anthropology scholarship and research awards is listed below. Applications are available through the Anthropology Advising Office. All research projects involving human subjects must be cleared with the Human Subjects Committee (approval may be finalized after an award is made). Projects involving Native Americans also require the approval of the appropriate tribal officials, consistent with federal law.

Norton Allen Memorial Scholarship Fund

This fund was established with a gift made as a memorial to Norton Allen for his life-long dedication and work in Southwest Archaeology. Students considered for this fund must be Arizona residents, with preference given to Native American Indians. Scholarships are awarded in variable amounts.

Andrew William Amann, Jr. Memorial Scholarship

This scholarship was established from a gift by generous friends of the school who appreciate the importance of cultures of the American Southwest and Mexico. Students applying to this fund must be undergraduate or graduate students majoring in anthropology. The purpose of this fund is to assist sociocultural students interested in any of the peoples of the American Southwest or northern Mexico. One award of \$250 is available.

Stanley J. Olsen Zooarchaeology Endowment Fund

This fund was endowed through generous gifts from the family and friends of former UA Anthropology faculty member, S. J. Olsen (1919-2003). All School of Anthropology graduate students are eligible to apply for funding to help support anthropological research on the relationships between humans and animals, regardless of sub-discipline. The Endowment is still accruing interest, and the number and amounts of payouts will eventually vary according to interest earned on the principal.

Carol Kramer Memorial Scholarship

Students applying to this fund must be graduate students majoring in archaeology and engaging in research in Near Eastern archaeology or ethnoarchaeology. The purpose of this fund is to provide additional, supplemental support for students. Awards are available in variable amounts.

Comins Fellowship Fund

Students applying to this fund must be graduate students majoring in anthropology or related fields. They must have a research project that contributes to a better sociocultural understanding of Indians in the Americas. Scholarships are awarded in variable amounts, depending on the nature of the research project but not exceeding \$1200. Preference will be given to those students with excellent academic achievements and demonstrated financial need. A number of awards can be made.

The Edward P. Dozier Award

Students applying for this award must be enrolled in regular graduate study in the UA School of Anthropology. An award of \$500 is usually offered to one student for an outstanding paper in anthropology. The paper must be single-authored, original, and represent a significant contribution to the field that is not previously published or accepted for publication. The paper should be no longer than 30 double-spaced type-written pages and using the footnote and bibliographic style of the *American Anthropologist* or the major journal of the student's subfield. Contact the Advising Office in the fall semester for details and deadlines (November or December).

Stanley R. Grant Scholarship Fund

Recipients are graduate students enrolled in the School of Anthropology, who in good academic standing and making satisfactory progress toward a MA or Ph.D. degree. The major area of study must be the native peoples of the Americas.

William Shirley Fulton Scholarship

Students applying to this fund must be undergraduate or graduate students majoring in anthropology, with a specialization in archaeology. The purpose of the fund is to provide additional financial support for the education of an outstanding archaeology student. A number of awards are available in variable amounts.

Emil W. Haury Educational Fund for Archaeology

Students applying to this fund must be graduate students with a specialization in archaeology. Its purpose is to provide an outstanding student with funds for any of the following: (1) general educational needs, (2) special research project, (3) dissertation research project, and (4) exceptionally meritorious work. A number of awards are available with variable amounts.

Emil W. Haury Fellowships

All graduate students are eligible to compete for this major departmental fellowship, which provides a generous stipend plus additional fee waivers depending on the year. The stipend amount for entering students, and additional funding such as dissertation fellowships for matriculated graduate students, is determined each year by the Haury Committee. The faculty will consider all graduate students in anthropology, and then ask the top qualified candidates to submit formal application materials.

Emery and Ann-Eve Johnson Bequest

The purpose of this fund is to help fund student research in connection with the Internships Program of the Arizona Historical Society. Students must select and develop a project in consultation with Arizona Historical staff, utilizing their facilities and complementing their projects and goals. Students applying to this fund must be graduate students majoring in anthropology and history. A number of awards are available in variable amounts. Applications should be obtained from, and submitted to, the College of Social and Behavioral Sciences Dean rather than to the School of Anthropology.

Mary Alice Sherry Helm Scholarship

This fund is designed to supplement the education of outstanding students in anthropology, with preference given to those planning to enter the field of Museum Administration. Awards are based upon academic excellence, financial need, and future promise. Upper division undergraduates and graduate students are eligible. All recipients must agree that, when they are in a position to do so, they will return a like amount to the fund.

The McClintock Loan Fund

This loan fund is available to graduate or undergraduate majors in anthropology. It was established as an emergency loan fund to assist worthy students in acquiring an education. A contractual agreement must be made to repay the loan. A number of loans are available in variable amounts. To apply for this fund, a written request to the Chair of the Scholarships and Awards Committee is required. Financial need must be documented in addition to a specific plan of repayment.

Riecker Grant

This fund has available each year a total amount of \$12,000. Maximum grants to student and faculty applicants is \$4000. The Riecker Committee reviews requests once each year (usually in the spring semester) and makes awards based on the submission of a special research-oriented application. Applications are handled separately from the general scholarship application process. Inquire through the anthropology Advising Office.

Louie and Frances-Fera Schiffer Scholarship

This scholarship was established by generous friends of the School, who appreciate the importance of fostering the professional development of archaeology graduate students. The purpose of the fund is to help those graduate students who will present a paper or poster at a national meeting. Awards are available in variable amounts.

Edward H. Spicer Fund

Students applying to this fund must be graduate students majoring in sociocultural anthropology. The purpose is to help fund field research in the Southwestern United States and Northern Mexico. Award amounts are variable.

Traditions, Transitions and Treasures Fund

This fund was created from the School of Anthropology Traditions, Transitions and Treasures Auction and donations. Students applying for this fund must be majoring in anthropology. One or more awards are available in variable amounts.

Graduate College Funding

The UA Graduate College offers various funding sources for students with regular graduate standing. Some of these funds are allocated to the School; others are available directly to the student from the Graduate College. Information on all available resources can be located on the Graduate College web site <http://grad.arizona.edu/financial-resources>.

Graduate College Fellowships

A small number of these fellowships are made available to the School of Anthropology annually and are usually used for recruitment purposes. The fellowships carry a stipend for the academic year plus an out-of-state tuition waiver. Students must be enrolled for at least 9 units during each semester in which they hold this award. The award duration is one year.

Graduate Tuition Scholarships (GTS)

A limited number of Graduate Tuition Scholarships are allocated to the School of Anthropology once annually, and they can be used to cover either out-of-state or in-state tuition. Graduate students may request to be considered for one of these scholarships by writing a letter to the DGS; *this letter must disclose all other sources of funding for the requested GTS award period*. Preference is given to students in good standing who are not receiving significant amounts of financial support from other sources. Note that students who hold TA positions and RA positions automatically receive out-of-state tuition scholarships for each semester of employment, as well as partial rebates on in-state tuition as part of their position packages. The School asks all recipients of TA and RA positions to advise the DGS

of such funding as soon as possible. If you request a GTA, and then receive a TA or RA, you probably do not need the GTS. Do your fellow students a courtesy by letting us know about this change in your situation immediately, so that we can redistribute those GTS resources as fairly and promptly as possible.

Graduate and Professional Student Committee Travel Fund

This fund is available for graduate students who have been invited to present papers at conferences. You must apply for the funds before you leave and, if your application is approved, submit receipts detailing expenses when you return. The Graduate College web page has information (including semester by semester deadlines) and forms for applying for this funding.

Other Funding Opportunities

The University of Arizona's Social and Behavioral Sciences Research Institute (SBSRI) offers seed funding to graduate students. Visit the Institute's web page (<http://sbsri.web.arizona.edu/>) for complete current information.

The Anthropology Advising Office maintains limited information on national funding sources such as the National Science Foundation and the Wenner-Gren Foundation, among others. In addition the Graduate College maintains a great deal of relevant information at <http://grad.arizona.edu/financial-resources>.

APPENDIX A: Useful URLs

The main UA School of Anthropology webpage is <http://anthropology.arizona.edu>

The Graduate College at the University of Arizona maintains information on the requirements for degrees on their catalog pages, and their home pages for the College. For a direct link to the Graduate College go to <http://grad.arizona.edu/>

The Graduate College's occasional newsletter (available at <http://grad.arizona.edu/newsletter2>) is an important source of up-to-date information.

The *Steps to your Degree* function at <http://grad.arizona.edu/academics/degree-certification/steps> is useful for self-evaluating your progress in the program.

Specific Graduate College policies can be accessed from <http://grad.arizona.edu/current-students/program-requirements>.

Most of the forms mentioned above (Plans of Study, etc.) must be accessed and completed on-line via the secure My GradColl portal: <https://grad.arizona.edu/gc/>.

Petitions and other forms are available at <http://grad.arizona.edu/forms>.

Special committee member forms (for those individuals who are not regular salaried UA faculty, including UA professors emeriti) are available at <http://grad.arizona.edu/system/files/SpecialMemberForm.pdf>

APPENDIX B: School of Anthropology Internship Policy

Philosophy:

The School of Anthropology encourages undergraduate and graduate students in Anthropology to complete internships as part of their education, and requires an internship be completed as part of the requirements for the Master of Arts degree in Applied Archaeology.

Definition:

An internship is a supervised learning experience involving participant-observation and operational responsibilities in an organization, outside the classroom. An internship consists of specialized work providing training and practice in actual service in settings such as a business, tribal museum, community organization, or government agency.

Purpose:

The goal of the internship is to allow students to apply lessons learned in the classroom to a real-world experience set in a professional practice-oriented environment, with the intern's work overseen by a professional. Internships offer students the opportunity to develop technical skills, including teamwork, effective communication, professional networking, business procedures, leadership, and critical thinking. Internships provide students with work experience within a semi-formal academic framework that carries with it official course credit from The University of Arizona.

Description:

Internships will entail at least 45 hours of coursework for each unit of credit awarded, with activities that vary according to the educational needs of individual students, different institutional settings, and the opportunities offered by specific projects. Internships for the MA in Applied Archaeology entail a minimum of 135 hours of work. Internships will be arranged by students in consultation with their faculty advisor. Following the internship for the Master's in Applied Archaeology, the student will enroll in ANTH 595A, *Professional Skills and Ethics*, where the internship experience will form part of the basis for seminar discussion.

Sponsoring Organization:

The following requirements need to be met by sponsoring organizations in order to provide students with an effective outreach and educational experience: (1) a brief statement that describes the purpose of the internship, (2) a brief description of intern's status within the organization, schedule and expected number of hours to be worked, (3) whether or not an hourly wage, stipend, or benefits will be available, (4) minimum qualifications required for education, work experience, or special skills, (5) a general job description that describes the intern's duties and responsibilities, including the organization structure for reporting, (6) the name, position title, and contact information for the expected on-site supervisor, and (7) a description of what the organization expects from the intern. This information will be used by the faculty advisor in approving the internship.

Stipends:

The School of Anthropology recognizes that students often need financial support during an Internship. We therefore allow students to receive stipends from organizations providing Internships. If students are paid in association with an Internship, academic credit will be awarded only for faculty-approved academic work as approved by the faculty advisor. Students must check with their faculty advisor before enrolling in an internship related to their paid jobs. Internship placement is not contingent upon the availability of stipends.

Forms:

Students doing internships must fill out University of Arizona School of Anthropology Internship Forms when enrolling in the course or at the beginning of the term. These forms include:

- Internship Application Form
- Internship Assumption of Risk and Release Form

At the end of the internship, the student completes and submits the:

- Student's Internship Evaluation Form

At the end of the internship, the Internship Supervisor completes and submits the:

- Supervisor's Internship Evaluation Form