



TEXAS A&M UNIVERSITY
College of Arts
& Sciences

Department of Anthropology
Graduate Student Handbook
Guidelines for M.S. and Ph.D. Students

Students in the Nautical Archaeology Program should refer to the [program-specific guidelines](#) which supersede any conflicting information presented in this document.

This document outlines requirements for the M.S. in Maritime Archaeology and Conservation and for all Ph.D. students in the Archaeology, Biological, Cultural and Nautical Archaeology programs in the Department of Anthropology who matriculate(d) into our graduate program on or after Fall semester of 2020. These guidelines supersede all previous documents. Students who entered the program prior to Fall 2020 have the option of adhering to these guidelines (in their entirety), OR the guidelines that were in effect at the time of matriculation. Older guidelines remain available at the following links:

- 1) [Guidelines for Ph.D. students who began in 2016-2019](#)
- 2) Guidelines for Ph.D. students who began in 2014 or earlier are by program:
[Archaeology](#)
[Biological Anthropology](#)
[Cultural Anthropology](#)
[Nautical Archaeology](#)

Master of Science Degree in Maritime Archaeology and Conservation

Students admitted to the M.S. degree will complete a total of 32 credit hours of coursework including 15 hours of required courses, elective courses, an internship and a thesis.

Coursework

Required Courses (15 credit hours):

ANTH 605 Conservation of Archaeological Resources I (3 credit hours)

ANTH 608 Skills in Maritime Archaeology (3 credit hours)

ANTH 611 Introduction to Nautical Archaeology (3 credit hours)

ANTH 615 History of Wooden Shipbuilding (3 credit hours)

ANTH 616 Research and Reconstruction of Ships (3 credit hours)

ANTH 691 Research Hours (1-3 credit hours)

In addition to the 15 hours of core courses and 1-3 hours of ANTH 691, M.S. students will complete 14-16 credit hours of electives from the table in Appendix I.

Degree Plan and Advisory Committee:

During their first year, M.S. students will form a committee consisting of three TAMU faculty: the Chair (a NAP professor) and two members (one from NAP or ANTH, and one from a TAMU department outside of ANTH). The committee chair will serve as the student's principal advisor, and will assist with finding the other members of the committee, selection of coursework, the selection of a suitable thesis topic, and the filing of a degree plan. A student's Advisory Committee is formalized when the Degree Plan is approved by the Graduate and Professional School. The Degree Plan must include all of the required coursework for the M.S. degree, as outlined above, and should be submitted during the second semester of coursework. Degree Plans are submitted through the Graduate School online Document Processing Submission System and can be modified by submitting a petition through the same system at <https://ogsdpps.tamu.edu/>. If the degree plan is not approved by the graduate school by the end of the second semester, the student will be blocked from registering for the third semester.

Internship Requirements

Students will complete an internship during the summer after their first year in the program. The internship might involve work at the Conservation Research Laboratory (CRL), fieldwork on an underwater archaeological excavation, or an internship at a museum, archive or archaeological research institution. Students should have their plans for the internship approved by the chair of their graduate committee. The internship requirement is mandatory, although this requirement can be fulfilled without formally registering for university credit. Should a student wish to formally register for the internship, the following courses are available:

ANTH 660 Field Archaeology (optional)

ANTH 684 Anthropological Internship (optional)

Thesis Requirement

All students must write a thesis in order to complete the M.S. degree. The completion of a thesis is essential for obtaining certain types of positions as professional archaeologists and also to be listed on the Registry of Professional Archaeologists (RPA). Students should start working on the thesis during their first year, and the thesis proposal should be filed with Graduate and Professional School by the end of the second semester. Students will enroll for a minimum of 1 and no more than 3 credit hours ANTH 691 during the course of their graduate studies in the M.S. degree program to complete the thesis.

The Thesis Proposal specifies the intended topic of the thesis, theoretical framework, geographic area of field work, and methods of research. The proposal will be submitted to the Advisory Committee for review and approval. The proposal is submitted online, here: <https://grad.tamu.edu/knowledge-center/forms/research-proposal-approval-form>.

Annual Evaluation

M.S. students are evaluated in the Fall semester of their second and subsequent years. Students must maintain a cumulative GPA of 3.0 throughout their graduate studies. Those who fall below 3.0 or are otherwise not making satisfactory progress will be put on Academic Probation by the department, and will be given specific requirements that need to be fulfilled for the student to be taken off of probation at the end of the next semester, such as raising the GPA to 3.0. Students who are on probation for a second semester are no longer eligible for departmental funding of any kind. If a student is on probation for two consecutive semesters, the Graduate Committee will determine whether the student should be dismissed from the program.

Doctor of Philosophy Degree in Anthropology

Appendix II contains a checklist of steps to complete the Ph.D.

Admissions

The Department of Anthropology accepts applications annually for the Ph.D. program. The Department of Anthropology accepts students who have completed a BA or an MA in Anthropology, or a related field. Applications are reviewed separately by each of the four programs: Archaeology; Biological Anthropology; Cultural Anthropology, and Nautical Archaeology. Applicants must indicate a program affiliation in their application statement. In the case of an applicant who is interested in subjects falling within the scope of one of the bridging themes, the application will be reviewed by in consultation with relevant faculty from multiple programs. Final decisions on admissions are made by the faculty as a whole and supersede program recommendations.

Required Courses for all Ph.D. Students

The following courses are REQUIRED of all Ph.D. students. The department highly recommends that all doctoral students take the core courses in the following order:

- Year 1 Fall: ANTH 681—Proseminar (zero hours)
ANTH 602—Archaeological Methods and Theory (3 hours)
- Year 1 Spring: ANTH 680—Teaching Anthropology (zero hours)
ANTH 604—Cultural Methods and Theory (3 hours)
- Year 2 Fall: ANTH 601—Biological Anthropology (3 hours)
- Year 2 Spring: ANTH 640—Ethics and Professionalism (3 hours)

However, to accommodate other class conflicts or a need to take the core course in the student's own subfield earlier in the career, faculty may, at their discretion, advise individual students to take these in any order, provided that the above-listed **core courses are completed in the first two years** of graduate studies. ANTH 681 MUST be taken in the first semester and ANTH 680 must be taken in the second semester.

Nautical Archaeology Ph.D. Requirements: All Ph.D. students in the Nautical Archaeology Program are also required to take these four courses:

- Year 1 Fall: ANTH 611, Nautical Archaeology
ANTH 615, History of Shipbuilding Technology
- Year 1 Spring: ANTH 616, Research and Reconstruction of Ships
- Year 2 Fall: ANTH 605, Conservation of Archaeological Resources I

Statistics Requirement: All students are required to take one course in statistics. Students may fulfill this requirement by completing STAT 651 Statistics in Research or ANTH 642, or a graduate-level statistics course approved by their advisor or advisory committee. This course may be taken in year 3 or later.

Waivers to Core Course Requirements: Students who have taken similar graduate level courses before entering TAMU may petition to bypass ANTH 601, ANTH 602, and/or ANTH 604. Students may not opt out of a required course in their home program. Petitions to waive a course must be made in writing to the coordinator of the program teaching the course and must include a copy of the syllabus of the equivalent course. Faculty in the relevant program will review the petition and vote to accept or reject it. Approved petitions must be filed with the Graduate Administrative Assistant.

General Course Requirements

Appendix I lists courses taught by faculty in the Department of Anthropology that are listed in the Graduate Catalog, where students may find detailed descriptions. As some courses listed in the catalog are unlikely to be taught in future years, Appendix I lists instructors who have taught each course, with whom students may consult regarding upcoming classes. The list will be updated periodically.

For students admitted to the Ph.D. program directly from the B.A., there are three possible routes to complete the Ph.D.:

- (1) Complete Ph.D. without undertaking an M.A. degree (96 hours total). In this case, students do not receive an M.A. degree.

- (2) Complete a thesis MA en route to the Ph.D. (94 hours total). The thesis MA requires 30 hours of coursework plus a MA thesis based on original research. Typically, the MA thesis ranges between 50-100 pages of text, plus additional pages for bibliography and appendices. In this case, the student submits a concurrent degree application form and both the 64 hour degree plan for the Ph.D. and a 30 hour degree plan for the MA. According to university rules, the final exam for a thesis M.A. may be waived at the discretion of the M.A. thesis committee if the student has a cumulative G.P.A. of 3.5.
- (3) Complete a non-thesis MA en route to the Ph.D. (100 hour total). The non-thesis MA requires 36 hours of coursework, and a critical literature review paper. In this case, the student submits a concurrent degree application form and both the 64 hour degree plan for the Ph.D. and a 36 hour degree plan for the MA. According to university rules, all students who complete a non-thesis MA must take a final exam. All committee members attend the final exam, which serves as an oral defense of the final paper.

In exceptional circumstances, students who are not making satisfactory progress towards their Ph.D. degrees, as unanimously considered by their graduate committee members, will be encouraged to seek an MA degree and not continue on to complete a Ph.D.

Ph.D. students who enter the Ph.D. Program with an MA degree in Anthropology are required to complete 64 hours of coursework. Students who enter the Ph.D. program with an M.A. degree in a related field may also be admitted to a 64-hour degree program. In this case, program faculty must approve the relevance of an MA in a field outside of Anthropology, before the student is admitted into the program. In such cases, students would be required to take all core courses to ensure appropriate background to more advanced study.

The total number of hours required for M.A. and Ph.D. degrees involves a mix of:

- “traditional” courses (e.g. courses with regular meeting time, such as ANTH 601-681, ANTH 689, and courses outside of the department). When approved by their graduate committee a maximum of three 300 and 400 level courses can be included in a student degree plan and count as traditional courses.
- special courses (e.g. fieldwork, ANTH 660; independent study courses, ANTH 685)
- research hour courses (e.g. thesis/dissertation research, ANTH 691)

The following chart indicates the recommended balance between these categories:

Ph.D. Students	A Traditional Courses	B Special Courses	C Formal Courses (A+B)	D Research Hours = 691	Total Hours (C+D)
entering with a B.A.	42-56*	0-12	51-57*	37-43	Thesis M.A.= 94 30 M.A.+ 64 Ph.D.
	45-56*	0-12	54-60*	36-42	No M.A.= 96
	45-56*	0-12	54-60*	40-46	Non-thesis M.A.= 100 36 M.A.+ 64 Ph.D.
entering with an M.A.	24-38*	0-12	36-44*	20-28	64

* Preferred maximum number of formal courses = approximately 6 semesters of 9-10 credit hours/semester for students entering with a B.A. and 4 semesters for students entering with an M.A.

All Ph.D. students are required to take a minimum of 24 hours of traditional courses in the Anthropology Department. All Ph.D. students are required to take at least 6 hours of coursework outside of the department in order to complete their degree requirements. These courses “count” as traditional courses in the chart above. This requirement does not include an outside statistics course or any outside language courses.

Internship hours (ANTH 684) are not regarded as “formal coursework” at Texas A&M, and would therefore be “counted” together with all research hours in the chart above.

Language Requirement

The Ph.D. foreign language requirement at Texas A&M University is a departmental option, administered and monitored by the individual departments. In the Department of Anthropology, the foreign language requirement is at the discretion of the Ph.D. advisory committee. The committee may require that the student demonstrate research proficiency in one or two foreign languages that are relevant to that student’s dissertation research.

A student may demonstrate proficiency in a foreign language by completing two years of college coursework in a language, taking a summer language immersion program, or completing a language translation exam. The fulfillment of the language requirements generally consists of a translation of a two to four pages foreign language text. Dictionaries are allowed. To the extent possible, language exams are administered by faculty members in the department who are proficient in that language. The individual administering the test will determine an appropriate amount of time for the translation. Typically, the test is scheduled for one hour or less. Language courses do not count towards the credit hours needed for completion of the degree, and therefore cannot be added to a student’s degree plan.

Advisory Committee and Degree Plan

Each Ph.D. student will have an Advisory Committee that consists of no fewer than four members. Typically, advisory committees consist of three members from the department and one member from outside the department. The university requires that the Chair or Co-Chair of the Advisory Committee (i.e. the student’s Advisor) must be a full-time faculty member in the Department of Anthropology, and at least one committee member must be from a department other than the student’s major department.

Faculty who are not employed by Texas A&M are eligible to participate as a member of the student’s Advisory Committee with appropriate approval. External committee members who serve as an additional (i.e. 5th) committee member can be added to the committee as a “Special Appointment”. Generally, faculty who serve in this role must be full-time faculty members at other peer universities. Students should contact the Academic Advisor for more information on how to add an outside committee member.

A student’s Advisory Committee is formalized when a student’s Degree Plan is approved by the Graduate School. Each student, in consultation with their advisory committee, will develop

a proposed Degree Plan identifying all committee members and proposed coursework for the degree. The Degree Plan must include all of the required coursework for a Ph.D. degree in Anthropology, as outlined above. Degree Plans can be modified by submitting a petition through the Graduate School online Document Processing Submission System: <https://ogsdpss.tamu.edu/>

All Ph.D. students MUST submit the degree plan by the end of their second year. If a degree plan is not approved by the end of the third semester, the Registrar will block registration in advance of the fourth semester. Students entering with an MA degree should submit the Degree Plan by the end of their second semester. According to university rules, the Degree Plan must be filed with the Graduate School prior to the deadline imposed by the student's college and no later than 90 days prior to the preliminary exam. The proposed degree plan should be submitted through the Graduate School online at <https://ogsdpss.tamu.edu/>.

M.A. Degree (Thesis or Non-Thesis Option)

Students who opt to complete a non-thesis or thesis MA in Anthropology en route to the Ph.D. will follow all university policies regarding master's degrees. Students will submit a form to add a concurrent M.A. degree to their registration. Prior to completing the MA, students need to submit the following form: [Request for Doctoral Student to Add a Secondary Master's Degree Program](#), an M.A. degree plan, proposal approval form (for thesis M.A.), request for final examination form (required for non-thesis M.A. only) or request to waive final examination (for thesis M.A. only), and a signed approval form (required for both thesis and non-thesis M.A.). Students completing a thesis M.A. must also submit the thesis through Thesis and Dissertation Services. To retain eligibility for funding through the Ph.D. program a student must also submit a Degree Plan for the Ph.D. concurrently.

It is recommended that students first file the request form, and very soon thereafter file the degree plans. The MA degree plan should contain all of the courses taken in the first 2 years of the program excluding 680, 681 and 640. However, three hours of 691 must be included in the MA degree plan. All remaining classes should be reserved for the Ph.D. degree plan, including the Statistics course. This will enable students to graduate with the M.A. degree as soon as possible. Core courses listed on the M.A. degree plan do not need to be repeated on the Ph.D. degree plan. Submit both degree plans before the end of your third semester or you may be blocked from registering for the fourth semester. It is always possible to make changes to the Ph.D. degree plan if a student needs to change the listed classes or make a change to the committee by filing a petition on the DPSS.

Preliminary Examination

All Ph.D. students are required to take a Preliminary Examination around the time that they are completing his/her "traditional," or formal, coursework. The intent of the Preliminary Exam is to ascertain that the student is adequately prepared to undertake their dissertation research. Thus, the preliminary exam should ideally be completed at roughly the same time as the student is seeking approval from their committee for the research proposal.

According to university rules, the preliminary examination shall be given no earlier than a date at which the student is within approximately 6 credit hours of the formal coursework on the degree plan (i.e. the student has completed most hours other than research hours). Students are strongly encouraged to complete the preliminary examination no later than the end of the semester following the completion of the formal coursework on the Degree Plan. Students entering with an MA should aim to take the Preliminary Examination during their third year in the program. Students entering with a B.A. should take the Preliminary Examination before the end of their fourth year. Prior to scheduling the Preliminary Examination, the committee chair and the student must confirm that the student has met all of the university eligibility requirements for taking the Preliminary Examination and submit the [Preliminary Exam Checklist online](#).

The Preliminary Examination has both a written and oral component. The written part of the examination will cover all fields of study included in the student's Degree Plan. Each member of the Advisory Committee is responsible for administering a written examination that is tailored to the individual student and corresponds to his/her own field of expertise. Typically, there are four exams, but in some cases, a student may only complete three exams. In accordance with university policies, a member of the advisory committee may waive participation in this part of the exam, or two or more members may give a joint written exam.

Typically, students will work in conjunction with their committee members to prepare a Reading List of materials relevant to the subject matter of questions to be asked by the committee. This Reading List will define the scope of materials that the student should be prepared to demonstrate mastery of during the exam and which are baseline knowledge needed for the student to undertake the proposed dissertation research. Hence, the Reading Lists will define the student's area of expertise, and should both be broadly comprehensive of their research area as well as methodologically specific to their proposed dissertation.

The format of each written exam is at the discretion of the committee member. Each committee member will determine whether the format is an "open book" exam (e.g. the student may refer to notes and/or use the internet to access resources) or "closed book" exam. Each committee member will also designate the time limit for the exam. Typically, the time limit for each exam is 4 hours, 8 hours, or 24 hours. The written exams may be taken on consecutive days, or every other day. When scheduling exams, students should keep in mind that the university stipulates that the time span from the first written examination to the oral examination is no more than three weeks.

The oral exam will be presided over by the student's Advisory Committee Chair. During the oral examination (scheduled for 2-3 hours), members of the Advisory Committee will ask the student questions pertaining to the written exam and the dissertation proposal. If possible, oral exams should be conducted in person; however, they may be carried out by video conference to avoid travel by the student or one or more members of the committee.

Dissertation Proposal

The Dissertation Proposal specifies the intended topic of the dissertation, theoretical framework, geographic area of field work, and methods of research. The proposal will be submitted to the Advisory Committee for review and approval. The proposal should take the form of an NSF Doctoral Dissertation Improvement Grant. Students are encouraged to submit their Dissertation Proposal to the Graduate School around the same time that they complete the Preliminary Exam. The proposal is submitted online, here:
<https://grad.tamu.edu/knowledge-center/forms/research-proposal-approval-form>.

Dissertation

All Ph.D. students must write a dissertation. The dissertation demonstrates that the student is capable of performing independent research, and as such, the dissertation must represent original research of the candidate. In the Department of Anthropology, students have the option of completing a dissertation in one of two formats:

Format 1: Classic-style dissertation with syntheses, original data, and interpretations presented in multiple chapters. In this case, the dissertation should be prepared for publication as a book or monograph.

Format 2: The student may write three publishable papers that cover a common theme and demonstrate expertise in a specific area of expertise. The topics of the papers should be related to one another. The student should be the first author or sole author of all three papers. At least one of the three papers must be submitted for publication to a peer-reviewed journal or edited volume upon completion of the dissertation. The student should discuss publication strategies and appropriate venues with their advisor, and the final venue for the submitted paper must be approved by the committee. These three papers will be bound together into one document, with each paper as a chapter. An introductory chapter will be written explaining how the articles are linked. A concluding chapter provides any additional insights since publication of the papers and general conclusions.

Deadlines for submitting dissertations are announced each semester by the Graduate School. Typically, students need to defend their dissertation no later than the middle of the semester in which they intend to graduate. These deadlines are specified by the Graduate School, and allow time for a student to make final revisions, and to clear their dissertation with the Thesis Office. Students are strongly encouraged to provide periodic updates to all committee members on the progress of the dissertation, and to consult with committee members several months before the likely defense date in order to schedule a defense date. Students are required to go through a pre-submittal workshop, preferably in-person, through Thesis and Dissertation Services. This workshop is designed to help students review appropriate format and give them the opportunity to ask questions about requirements for dissertation submittal and clearance. The conference should take place before a student approaches their committee about setting a defense date. Students can sign up for a workshop here:
<https://grad.tamu.edu/knowledge-center/grad-student-resources/pre-submittal-requirements>.

When published materials are used as part of the dissertation requirement, the student is responsible for ascertaining the status of copyrights for these materials. When appropriate, the student must obtain written permission from copyright holders to include copyrighted material in the manuscript even if the student authored the material. If the permission is not obtained and/or rights have not been retained by the student, copyrighted material cannot be included in the final dissertation submitted to the Texas A&M Thesis and Dissertation Services. In all cases, proper acknowledgement must be made in the text.

Dissertation Defense

The Dissertation Defense represents the “final examination” for a doctoral student. The doctoral student is allowed only one opportunity to take the final examination. Prior to scheduling a Dissertation Defense, a student should ensure that they meet all eligibility requirements, and he/she should be ready to distribute a complete version of the Dissertation to all members of the Advisory Committee approximately one month prior to the Defense Date. The student is responsible for scheduling the defense date at least two months in advance. If possible, the defense should be conducted in person and permit public attendance; however, defenses may be carried out by video conference to avoid travel by the student or one or more members of the committee.

The Dissertation Defense consists of two components: the public component and closed component. During the public part of the defense, the student will have the opportunity to provide a short (30-45 minute) presentation of their research to an open audience, followed by questions from the audience. Afterwards, members of the public are dismissed, and the closed part of the defense commences. During the closed component of the defense, members of the student’s Advisory Committee will ask additional questions of the candidate. At the end of the defense, committee members will take a vote on whether or not the student has passed the Final Examination. A positive vote by all members of the Advisory Committee with at most one dissension is required to pass a student on his/her exam.

Teaching Experience

Students are strongly encouraged to develop skills and experience teaching at the college/university level. Students in the program will initially have the opportunity to serve as a Teaching Assistant for a faculty member, and then eventually have the opportunity to serve as an Instructor of Record for an intro-level course in the department. Graduate students must have completed either an MA or 18 hours of graduate coursework before becoming eligible for a GAT position as the primary instructor. One may be considered for a GAT position as the Teaching Assistant to a faculty member or experienced GAT without meeting this requirement. All students are also required to take a zero-credit course ANTH 680 “Teaching Anthropology” prior to serving as the Instructor of Record. This course will be offered every spring semester.

Fieldwork Experience

Since anthropology is strongly field-based, students are encouraged to participate in active fieldwork projects as part of their graduate training.

Annual Evaluation Process

Each spring, Ph.D. students are required to complete an annual evaluation, to be carried out through the online Interfolio service. Students will be notified by email when to submit their materials to Interfolio and faculty will provide their assessment through this system as well. The purpose of the evaluation is to gauge the student's academic progress and provide guidance for the following year.

Students must maintain a cumulative GPA of 3.0 throughout their graduate studies. Those who fall below 3.0 or are otherwise not making satisfactory progress will be put on Academic Probation by the department, and will be given specific requirements that need to be fulfilled for the student to be taken off of probation at the end of the next semester, such as raising the GPA to 3.0. Students who are on probation for a second semester are no longer eligible for departmental funding of any kind. If a student is on probation for two consecutive semesters, the Graduate Committee will determine whether the student should be dismissed from the program or encouraged to pursue a terminal M.A.

Any student who does not turn in an evaluation by the stated deadline will have a registration block placed on their account. A student who has inadequate progress for two or more years may be dismissed from the program. Students not continuing in the doctoral program may have the opportunity to meet the requirements for the M.A. degree as described in the appropriate section of this document.

Financial Assistance

Funding

Beginning in the Fall 2016 cohort of Ph.D. students, incoming Ph.D. students will be guaranteed a minimum of four years of funding (e.g. graduate assistantship) if they hold an M.A. from another institution or five years if entering from the B.A. The department will make an effort to provide students with additional years of funding, pending satisfactory progress and availability of funds.

Tuition and Fee Waiver

All students in GAT and GAL positions receive tuition and fee waivers (providing tuition coverage for 9 hours/semester). Provided that students maintain satisfactory academic status, with a cumulative GPA over 3.0, all tuition and fee waivers that the department offers in graduate admission offers will be honored for the duration stipulated in the offer letter. According to current policy, Ph.D. students are eligible to receive tuition waivers for up to five years (if they enter with a Bachelor's degree), and up to four years (if they enter with a Master's degree). Students who are no longer eligible to receive a tuition waiver may be able to receive a GAT or GAR position, but they will receive lower priority during the selection process.

Health Insurance

Students in a GA position are eligible to participate in a low-cost insurance program that the university provides to graduate students. Students qualify for this benefit after being in the position for 2 months. Insurance premiums are deducted from monthly paychecks.

Research and Travel Funds

Students can apply for funds from the department to attend conferences and conduct dissertation research. Funds are limited, and awards typically range from \$200-3000. Students are encouraged to apply to other sources both internal and external to the university. Receipt of external funding is critical to success on the academic job market.

Family and Medical Leave

There are a number of situations that may require a student to take a leave of absence (e.g. personal illness or medical emergency, family member's illness, death in the family, birth of a child). Students have the option of requesting a "leave of absence" from the department. In these situations, students are not registered for the semester and are not eligible for funding. When a student is on leave, their "funding clock" is stopped for the semester(s) that he/she is on leave. This means that the student will still be eligible for a total years of funding in their original offer letter, not counting the semester(s) in which the student was on leave.

University Requirements and Policies

Please note the following university rules and requirements that apply to all Ph.D. students:

Time Limits for Degree Completion

After passing the required preliminary oral and written examinations for the doctoral degree, the student must complete all remaining requirements for the degree within four calendar years. Otherwise, the student will be required to repeat the preliminary examination. (The department recommends that students complete their degree approximately two years after completing their preliminary exam.)

Preliminary Examination results must be submitted to the Graduate School 14 weeks prior to the date of the Dissertation Defense.

The approved Dissertation Proposal, signed by all members of the Advisory Committee and the Head of the Department, must be submitted to the Graduate School at least 15 working days prior to the submission of the Request for the Final Examination. (The department strongly recommends that students submit their proposal much earlier than this. See below.)

All requirements for doctoral degrees must be completed within a period of ten consecutive calendar years for the degree to be granted. A course will be considered valid until 10 years after the end of the semester in which it is taken. Graduate credit for coursework more than ten calendar years old at the time of the final oral examination may not be used to satisfy degree requirements. (The department recommends that students complete their Ph.D. within 5 years (if entering with an M.A.) or 6 years (if entering with a B.A.).)

A final corrected version of the dissertation must be cleared by the Thesis Office no later than one year after the final examination or within the 10-year limit, whichever occurs first. Failure to do so will result in the degree not being awarded.

Residence Requirement

A student who enters the doctoral degree program with a baccalaureate degree must spend one academic year plus one semester in resident study at Texas A&M University. A student who holds master's degree when he/she enters doctoral degree program must spend one academic year in resident study. Enrollment for each semester must be a minimum of 9 credit hours each to satisfy the residence requirement.

99-Hour Cap on Doctoral Degrees

A doctoral student who has enrolled in 100 or more semester credit hours of doctoral coursework will be required to pay nonresident tuition. A doctoral student has seven years to complete his/her degree before being charged out-of-state tuition. A doctoral student who, after seven years of study, has accumulated 100 or more doctoral hours will be charged tuition at a rate equivalent to out-of-state tuition.

University requirements, forms, and procedures are located on the Graduate and Professional School website: <https://grad.tamu.edu/academics/degree-completion> and the Graduate Catalog: <https://catalog.tamu.edu>.

Appendix I. Current Graduate Courses in the Department of Anthropology

Note that course descriptions are given in the Graduate Catalog, here:

<https://catalog.tamu.edu/graduate/course-descriptions/anth/>

Table will be inserted here!!

Appendix II. Important Milestones Towards Completion of the Ph.D. Degree

This list of milestones can be used as a general checklist towards degree completion. Although these items are listed in a general chronological order, students are unlikely to complete all of these items in this exact order.

_____ Completion of Core Courses

- ANTH 681 — Proseminar in Anthropology
- ANTH 602 — Archaeological Methods and Theory
- ANTH 601 — Biological Anthropology
- ANTH 604 — Cultural Method and Theory
- ANTH 680 — Teaching Anthropology

_____ Completion of Nautical Archaeology Courses (NAP Students Only)

- ANTH 611 — Nautical Archaeology
- ANTH 615 — History of Shipbuilding Technology
- ANTH 616 — Research and Reconstruction of Ships
- ANTH 605 — Conservation of Archaeological Resources I

_____ Selection of Ph.D. Advisory Committee (4 members)

- Paperwork approved (if there is a committee member external to TAMU)

_____ MA Option (Decided in consultation with Ph.D. Advisor and Committee)

- External MA
- No MA
- Complete Non-Thesis MA
- Complete Thesis MA

_____ Submission of Ph.D. Degree Plan (and Official Forming of Advisory Committee)

_____ Fulfill Foreign Language Requirement (if required by Ph.D. Advisory Committee)

- Acquire Teaching Experience (if desired for academic job market)
 - Gain Experience Working as TA for a class
 - Serve as Instructor of Record for a Course

_____ Complete Formal Ph.D. Coursework requirements

- Complete 24 hours of traditional coursework in Anthropology
- Complete 6 hours of traditional coursework outside of Anthropology
- Complete 3 hours of stats requirement

_____ Pass Preliminary Examination

- Meet All Eligibility Requirements for Preliminary Exam

_____ Pass Written Exams

_____ Pass Oral Exam

_____ Complete Doctoral Dissertation

_____ Select Dissertation Format in Consultation with Committee (Classical or Article)

_____ Conduct Preliminary Dissertation Research (as needed)

_____ Submit Approved Dissertation Proposal to the Graduate School

_____ Submit External Proposals for Dissertation Fieldwork Permissions

_____ Apply for & Receive External Funding for Research

_____ Complete field research and/or data collection_

_____ Attend workshop with Theses and Dissertation Services

_____ Write the dissertation

_____ Submit Papers to Peer-Reviewed Journals

_____ Revise Dissertation based on Feedback

_____ Schedule Defense (allowing >1 month for committee to read manuscript)

_____ Defend Dissertation

_____ Revise dissertation after defense

_____ Submit Final Copy of Dissertation to Thesis Office

_____ Graduate!! Please come for graduation so that faculty can celebrate with you!

Appendix III — Graduate Certificates

Texas A&M offers a number of graduate certificates. The following certificates have been completed by some graduate students in the Department of Anthropology:

Africana Studies Certificate. This interdisciplinary certificate is offered by the Africana Studies program in the College of Arts and Sciences. It offers interested masters or doctoral students an opportunity to develop an interdisciplinary graduate concentration in Africana Studies while they are also earning a degree in a disciplinary field. In addition to gaining knowledge of peoples and of issues with particular significance to the Africana world, students pursuing this certificate will also benefit from the interdisciplinary training that is the hallmark of Africana Studies. They will be exposed to the scholarship, methods, and theories of the multiple disciplines that contribute to the critical analysis and understanding of the Africana world. Awarding of the Africana Studies Certificate requires that the certificate candidate complete of Africana Studies approved coursework including AFST601, three hours each of an approved humanities elective, social and behavioral sciences elective, and a free elective.

Conservation Training Certificate provides a student with a thorough knowledge of the latest artifact conservation methods and their application. Artifacts recovered from underwater sites are unstable when recovered and immediate conservation is necessary to ensure that the artifact does not deteriorate once out of the water. The certificate consists of formal courses in artifact conservation and practical application of that knowledge. Traditional approaches to artifact conservation are covered in detail as well as methods recently developed. The certificate requires students to take three courses (ANTH 605, ANTH 606 and either (a) ANTH 617 and 663 or (b) either 617 or 663 plus 3 hours of 685 which involves the application of conservation methods under the supervision of trained conservators at the Conservation Research Laboratory. The certificate is available to degree seeking and non-degree seeking graduate students.

Digital Humanities Certificate. This transcribed certificate offers masters or doctoral students that intend to practice in an academic environment, museum, or other cultural institution the opportunity to acquire practical knowledge of digital tools and methodologies and to become competent in conducting digital practice activities. The Digital Humanities Certificate provides a basic introduction to the development and application of information technology in the context of research and practice in the humanities. The certificate provides students with the skills, applied and theoretical, that are necessary to apply computational techniques to complex research problems as well as practical tasks in the humanities. The certificate program is open to students from any graduate degree program at Texas A&M University and the plan of study comprises 12 hours of coursework, including 3 hours of independent study. At least one course must be outside the student's home department. For more information, see dh.tamu.edu/certificate.

Graduate Certificate in Geographic Information Science (GIS) is a joint program administered by the Departments of Ecosystem Science and Management and Geography. GIS technologies are applied to wide-ranging fields with interests in spatially distributed information such as transportation, environmental/resource management, marketing, facility management, healthcare delivery, homeland security, agriculture, and urban planning, among others.

This certificate program has been designed to meet the growing demand for qualified individuals in the field. The certificate requires four courses (12 hours), including an introductory, two advanced, and one elective course. For more detailed information please contact a graduate advisor in the Department of Ecosystem Science and Management or Geography, or visit the program website at ssl.tamu.edu/education/graduate-certificate-program/.

Certificate in Historic Preservation. Based in the College of Architecture, the Certificate in Historic Preservation is open to students in a graduate degree program at Texas A&M University. This cross-disciplinary program draws on strong discipline-based academic programs that prepare graduates to further their career goals. The certificate assumes that historic preservation is a cross-disciplinary field, and the program is designed to ensure that students gain a sense of mutual respect for others in the field, and appropriate awareness, understanding, and ability within a specific body of knowledge.

Graduate Certificate in Women's and Gender Studies. This transcribed certificate offers the master's or doctoral student the benefits of gaining an interdisciplinary concentration in gender, while at the same time earning a degree in a disciplinary major field. The Women's and Gender Studies Certificate aims to enhance critical thinking and methodological skills while facilitating analysis of gender's role in culture, society and the arts and encouraging the development of innovative research that combines recent scholarship in gender studies with the student's major area of study. The certificate program is open to students from any graduate degree program at Texas A&M University and consists of 12 hours of coursework approved for this purpose by the Director of Women's and Gender Studies, including at least 3 hours of humanities and 3 hours of social science credits. For more detailed information, please consult wgst.tamu.edu.

Many graduate students in the Department of Anthropology have also participated in this optional program:

The Graduate Teaching Academy (GTA) provides professional development of graduate students in preparation for a career in higher education. A one or two-semester program is offered, anchored by faculty mentorship and featuring weekly seminars and workshops. GTA events are free and open to everyone in the Texas A&M University academic community. Participants may choose to attend a few events or to complete requirements for the Graduate Teaching Academy Fellow certificate. Participants have the option to complete the Graduate Teaching Academy Fellow Certificate Program in one or two semesters. New fellows are recognized at an awards ceremony in April.

While the GTA serves as a supplement to research-oriented programs by assisting graduate students with the teaching component of their career preparation, it is not teaching assistant training per se. Instead, the GTA provides broader benefits applicable to all graduate students, whether currently teaching or preparing for teaching in the future.

These benefits include:

- Opportunity to learn from a diverse pool of professors known for excellence in teaching.
- Mentorship in the area of teaching in higher education environments.
- Exploration of career paths.
- Development of teaching portfolio materials for use in academic job searches.
- Opportunity to earn a certificate of completion with designation as a GTA Fellow
- Advanced professional development opportunities for GTA Fellows, including: opportunity to earn the Senior Fellow Certificate, leadership opportunities, research projects, and participate in forums or learning communities on college teaching.

Interested graduate students are encouraged to visit the website gta.tamu.edu or find us on Facebook. The Graduate Teaching Academy is sponsored by the Office of Graduate and Professional Studies and the Center for Teaching Excellence.

