

**Department of Anthropology**

**MAIS (Master of Interdisciplinary Studies) CONCENTRATION in ANTHROPOLOGY**

**ANTHROPOLOGY GRADUATE HANDBOOK OF POLICIES AND PROCEDURES**

**(last revised 5.3.2021)**

**I. GENERAL INTRODUCTION**

A. This Anthropology Graduate Handbook of Policies and Procedures is a supplement to the University Catalog and Graduate College Handbook. The most recent versions of the catalog and handbook are linked here: <http://utrgv.smartcatalogiq.com/2020-2021/Graduate-Catalog> <https://www.utrgv.edu/graduate/for-new-and-current-students/academic-resources/graduate-handbook/index.htm> Both should be consulted for University graduate program regulations. Students follow the policies, procedures, and degree plan that are in place when they begin their graduate studies. Students can find archived catalogs here <https://www.utrgv.edu/en-us/academics/catalogs/index.htm> Students may update their “catalog year” to the current catalog if desired.

B. Mission Statement: The Anthropology Graduate Program offers a program leading to a Master of Arts in Interdisciplinary Studies (MAIS) degree with a concentration in Anthropology. Students select two additional minor fields from other graduate programs supported by the university. The purpose of the MAIS Anthropology Program is three-fold: to serve those students seeking to improve their knowledge of the discipline; to introduce graduate work in anthropology for students studying for terminal degrees elsewhere; and to provide a means for students desiring to study anthropology as an avocation. The program offers students an opportunity to learn and understand the materials, methods, and nature of the discipline.

 **II. GENERAL DESCRIPTION OF THE PROGRAM**

A. The Anthropology Program offers an MAIS degree. Students may choose either a thesis or non-thesis option. The non-thesis option is designed for students whose interests are not oriented toward formal research or continued graduate study. The non-thesis MAIS degree is not recommended for students considering the possibility of Ph.D. work.

B. The current (2020-21) degree plan has the following course requirements:

1. MAIS Anthropology with thesis: a) ANTH 6345 Anthropology Theory and Methods (3 hours); b) 6 hours ANTH Thesis: ANTH Thesis I 7300 (3 hrs.) and ANTH Thesis II 7301 (3 hrs.); c) 15 hours of graduate anthropology electives; d) 6 hours of free graduate electives in each of two selected subfields. 36 graduate hours total.

2. MAIS Anthropology without thesis: 3 a) ANTH 6345 Anthropology Theory and Methods (3 hours); b) 15 hours of graduate anthropology electives; c) 9 hours of free graduate electives in each of two selected subfields. 36 graduate hours total

C. The pre-Fall 2020 degree plans have the following course requirements:

1. MAIS Anthropology with thesis: a) ANTH 6345 Anthropology Theory and Methods (3 hours); b) 6 hours ANTH Thesis: ANTH Thesis I 7300 (3 hrs.) and ANTH Thesis II 7301 (3 hrs.); c) 9 hours of graduate anthropology electives; d) 9 hours of free graduate electives in each of two selected subfields. 36 graduate hours total.

2. MAIS Anthropology without thesis: a) ANTH 6345 Anthropology Theory and Methods (3 hours); b) 15 hours of graduate anthropology electives; c) 9 hours of free graduate electives in each of two selected subfields. 36 graduate hours total

**III. ADMISSION**

A. Admission to the program is based on the standards established by the Department of Anthropology, in addition to those of the UTRGV Graduate College. An applicant who has met the University-wide admission criteria and admitted unconditionally upon recommendation of the Anthropology Graduate Program Committee has clear admission status. The department’s recommendation is based on the review of the following requirements:

1. An undergraduate overall GPA of 3.0 or higher (undergraduate transcript(s) required)
2. A statement of purpose/letter of intent that describes the applicant’s academic background relevant to anthropology and your academic goals.
3. 2 letters of recommendation, at least one from an academic reference.
4. Resume.

B. An applicant who has insufficient preparation in his/her intended graduate program, or who lacks certain supporting documentation, may be admitted conditionally upon recommendation of the Anthropology Graduate Program Committee. Applicants with a GPA lower than a 3.0 are required to submit scores for the GRE General Exam in addition to the above items to be considered for conditional admission.

**IV. ADMINISTRATION**

A. The Anthropology Graduate Program is primarily administered by the Anthropology Graduate Program Coordinator (GPC) and the Department of Anthropology Graduate Committee.

B. The GPC must be a tenured faculty member and is elected by the anthropology faculty. The Coordinator’s duties include advising all graduate students, recruiting new students, reviewing applications materials, chairing the department graduate committee, coordinating the graduate schedule, filing degree plans, updating departmental guidelines and policies, and hiring Graduate Assistants.

C. The Graduate Committee is composed of elected anthropology faculty for the purposes of aiding the coordinator. Those jobs include screening conditional applicants, approving Graduate Assistantships, program assessment, approving policy, and helping with any other related issues like recruitment.

**V. COURSES**

A. Graduate anthropology courses (6000 and 7000 level) are usually cross-listed with and taught in conjunction with upper-division undergraduate anthropology classes. Expectations for graduate students, however, are more rigorous than those for undergraduate students and are clearly laid out in the course syllabus. Graduate students are expected to be role models for undergraduate students and to assume leadership roles in the class. If enrollment in a course is 10 or more, the course may be taught as a stand-alone course if faculty workloads permit it.

B. The Department of Anthropology schedules a majority of its graduate classes in the late afternoon or evening, in order to accommodate part-time students who work.

C. Students may repeat certain courses such as ANTH 6385 Special Topics and ANTH 6390 Directed Studies as long as the topic of the course is different from the previous credit earning attempts.

D. Students receive credit toward their graduate degree only from graduate courses, those with 5000, 6000, or 7000 numbers.

**VI. GRADUATE FACULTY**

Qualifications: All tenured and tenure track members of the faculty are permitted to chair and serve on thesis committees and teach graduate courses.

VII. MEETINGS

A. Normally, the GPC calls meetings of the Graduate Faculty Committee

B. The Chair of the Department may call a meeting of the Graduate Committee in the absence of the Program Coordinator or for extraordinary reasons

C. A majority of the graduate faculty may call a meeting of the Graduate Faculty Committee.

**VII. RESERVATION OF WORK BY UNDERGRADUATE FOR GRADUATE CREDIT**

A. As allowed by the University's Catalog, undergraduates may enroll in Anthropology graduate classes during their last semester as an undergraduate when they are no more than 12 credit hours away from terminating their degree. Undergraduates enrolling in graduate classes must have a 3.2 GPA in advanced Anthropology hours.

**VIII. GRADUATE STUDENT RESPONSIBILITIES**

A. Graduate students should contact the GPC for advisement before they begin their first semester in the program to review class selection and discuss specific track (thesis or non-thesis) that the student will choose. In all semesters thereafter, it is recommended that students contact the GPC before registration to review their degree plan and receive information about upcoming classes.

B. It is the responsibility of the student to be familiar with all the requirements for the degree sought, that the proper forms have been submitted to and approved by Admissions and Records, that deadlines established by the Department and the University have been met, and that their records are kept up to date. Students are strongly encouraged to work closely with the Anthropology GPC to ensure that they meet all requirements for continuing enrollment, and for graduation.

C. Students entering the MAIS Anthropology Graduate Program need to decide which of the degree options—thesis or non-thesis--they wish to pursue. As soon as the student decides upon a degree option, a decision usually made in consultation with the anthropology faculty, he or she must inform the GPC. A student may subsequently change degree options; again, the GPC must be informed of any changes. Students must make sure that they are familiar with all the requirements for the degree they have chosen. To remain in good standing students must maintain a 3.0 GPA. Graduate students, who do not maintain at least part-time enrollment, may be required to reapply to the graduate program. See Current Graduate College Catalog website for more information.

**IX. GRADUATE ASSISTANTS**

The Department receives, on occasion, funding for one or two Graduate Assistantships to assist in faculty teaching and research. Students will be notified when GA monies are appropriated to the program. Applicants must meet the Department’s requirements for clear admissions. Students receiving a Graduate Assistantship must be enrolled in 9 hours. Preference will be given to anthropology students first, then related fields, and if the situation arises positions remain open once qualified applicants in these fields have been hired. Graduate Assistantship positions are posted in the PeopleAdmin application supported by the University. All applicants must submit the required materials through that program. Grad Assistants will receive a performance evaluation written by their sponsoring faculty member. The report also will be submitted to the Graduate Program Coordinator.

**X. THESES**

A Masters’ thesis should demonstrate both the student's familiarity with the appropriate literature and the ability to carry out, analyze, and writeup an independent research project. The student's research should be drawn together in a carefully structured, well-written thesis that makes a contribution to the scholarly literature on the chosen topic. See the Anthropology Thesis Guide for more information on the thesis process. Theses must adhere to the University's Guidelines for Masters’ Theses.

**XI. GENERAL**

It is the responsibility of the student to be familiar with all the requirements for the degree sought. Graduate students should be familiar with the requirements listed both in the UTRGV Catalog and in the Graduate Handbook. Students should work closely with the Anthropology Graduate Program Coordinator to ensure that they meet all of the requirements for graduation.

A. Students must terminate their degree within the time limits set by the university. If the degree is not terminated in time, credit hours from the student’s degree plan will begin to expire.

B. All degree plans are available on the department website and the graduate college website. Students should track their progress in consultation with the Program Coordinator. Advisement should take place regularly.

**XII. APPLYING FOR GRADUATION**

A. No later than one semester prior to their intended graduation date, students should submit a Graduation Application [utrgv-graduation-application-on-campus-and-online.pdf](https://www.utrgv.edu/graduate/_files/documents/forms/graduation%20applications/utrgv-graduation-application-on-campus-and-online.pdf) to the Graduate College. The deadlines for each semester are published in the UTRGV Graduate College Calendar and on the form. The deadline is set for the semester before you intend to graduate (October 1 for Spring; May 1 for Fall). It is the student’s responsibility to apply for graduation on time. B. Students must also pay a non-refundable fee at the same time the Application for Degree is submitted. Students may later "transfer" the graduation date if necessary, for an additional fee.

C. Inform the GPC that you have applied for graduation. The Graduate College will send the form to the GPC for approval and will be routed, along with a completed degree plan form, to Department Chair and CLA Dean’s Office for additional approvals. The Dean’s Office sends the packet to the Graduate College.

**XIII. EVALUATION AND REVISION OF PROCEDURES FOR POLICY REVIEW**

A. Every three years, the Graduate Committee will review the policy in its entirety.

B. The Department Chair, the Graduate Program Coordinator, or two-thirds of the Department’s graduate faculty may call for revisions to specific sections of the policy. Handbook will be updated when University policies and procedures are revised.

C. After review by the Graduate Faculty Committee, the Graduate Faculty may revise these policies with a simple majority vote.

Approved by the Anthropology Faculty 4.26.2021