MASTER OF ARTS PROGRAM
IN
ANTHROPOLOGY

Graduate Student Handbook
“The Red Book”

For The Entering Class of 2003-2004

Department of Anthropology
College of Arts and Sciences
Western Michigan University
Kalamazoo, Michigan 49008

http://www.wmich.edu/anthropology/

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INTRODUCTION

The purpose of this handbook is threefold. First, it is designed to provide general information to prospective applicants to the Master of Arts Program in Anthropology which should be helpful in enabling them to make a well informed decision about this program. Second, it should provide answers to some of the common questions and concerns of students who have been admitted into the program. Third, its purpose is to familiarize students with the department and to serve as a supplement to the material provided by The Graduate Student Calendar and Handbook and The Graduate College Catalog. Note that most of this information, as well as a wealth of other relevant material, can be found at the Department of Anthropology webpage (http://www.wmich.edu/anthropology/). Any further questions should be directed to the Graduate Advisor, Department Chairperson, or any member of the faculty.

DEPARTMENT GOALS and ENVIRONMENT

The department seeks a diverse student body with reference to geography, ethnicity, area of interest, age, and so forth. We seek students who intend to earn a Ph.D. in Anthropology and teach at the college level, as well as students who plan to join the work force with a MA degree in hand. Most importantly, we are interested in recruiting students who are passionate about the study of humankind and dedicated to making a career out of this study.

We in the Anthropology Department strive to:

♦ Prepare graduate students for careers as anthropologists
♦ Facilitate opportunities for research and teaching for graduate students
♦ Provide strong mentoring relationships between faculty and students
♦ Help students meet their educational and professional goals as anthropologists

MASTER OF ARTS PROGRAM

The Master of Arts degree in Anthropology is designed to provide students with a basic understanding of the field as a whole and to encourage students to specialize in one of the three subdisciplines of anthropology which are offered at WMU: cultural anthropology, archaeology, and biological anthropology.

Our program has been very successful in preparing students for doctoral programs in anthropology and other related disciplines. It can also provide the foundation for careers in Cultural Resource Management, education, history, government, or non-profit organizations.
DEPARTMENT FACULTY AND STAFF

There are currently 14 full-time faculty members and a collections manager in the department. Teaching faculty include 4 archaeologists, 7 cultural and 3 biological anthropologists.


William M. Cremin (Ph.D. Southern Illinois University 1978; Professor) Environmental archaeology, palaeoecology, ethnohistory; eastern North America.

Arthur Helweg (Ph.D. Michigan State University 1977; Professor) Social anthropology, migration, development; Romania, Eastern Europe, India.

Sarah Hill (Ph.D. Johns Hopkins University 2001; Assistant Professor) Political economy, feminist theory, transnationalism, environmentalism; Mexico.

Chuck Hilton (Ph.D. University of New Mexico 1999; Visiting Assistant Professor) Biological anthropology, human evolution, behavioral ecology, skeletal biology.

Vincent Lyon-Callo (Ph.D. University of Massachusetts 1998; Assistant Professor) Political economy, post-structuralism, inequality and resistance, class, race, and ethnicity, feminist theory, social movements, labor history; North America.

Ann Miles (Ph.D. Syracuse University 1991; Associate Professor) Medical anthropology, gender, migration, culture change; South America.

Michael Nassaney (Ph.D. University of Massachusetts 1992; Associate Professor) Political economy, archaeological theory and method, social transformations; North America.

Fred Smith (Ph.D. University of Florida 2001; Assistant Professor) Historical archaeology, ethnohistory, alcohol studies; Caribbean, Barbados.

Laura Spielvogel (Ph.D. Yale 1998; Assistant Professor) Cultural anthropology, gender, anthropology of the body, globalization and mass culture; Japan.

Pamela Stone (Ph.D. University of Massachusetts 2000; Assistant Professor) Biocultural anthropology, skeletal biology, gender; Southwestern US and Middle East.

Bilinda Straight (Ph.D. University of Michigan 1997; Assistant Professor) Cultural anthropology, gender, religion, place, narratives; East Africa, Appalachia.

Robert Ulin (Ph.D. New School for Social Research 1980; Professor) Social and cultural theory, ethnohistory, political economy, anthropology of Europe; France.
Allen Zagarell (Ph.D. Freie Universität, West Berlin 1977; Professor) Old World archaeology, evolution of the state, pastoralism; proto- and prehistoric Iran and India.

Arthur DesJardins (M.A. Western Michigan University, 2001; Collections manager) Archaeology, lithic analysis; Great Lakes.

DEPARTMENT FACILITIES

Facilities in the Anthropology Department for graduate student use include a computer lab, anthropology library, and office space (usually reserved for TAs). Faculty research labs and study collections provide the opportunity for graduate students to work closely with faculty mentors and other students in the lab with a variety of different anthropological tools and techniques. See individual faculty members for further information concerning lab facilities, study collections, and research opportunities.

Student Organizations
There is an active Anthropology Graduate Student Collective which plans activities for its members (films, field trips, speakers, and discussions) and provides feedback to the department faculty concerning graduate student opinion on a range of curricular and programmatic issues. An elected graduate student representative attends faculty meetings as a voting member, except in matters of personnel and student issues. Graduate students also serve as committee members on a variety of departmental committees (e.g., curriculum committee).

REQUIREMENTS FOR ADMISSION

Graduate College Admission Requirements

General requirements for admission to The Graduate College include a bachelor's degree from an accredited institution, a grade point average (GPA) of at least 3.0 in the last two years of undergraduate work and acceptance by the academic unit offering the master's program.

Anthropology Department Admission Requirements

In addition to fulfilling the University requirements, prospective graduate students should also have completed a minimum of 15 semester hours of undergraduate work in anthropology, or 24 hours in anthropology and related disciplines such as geology, zoology, and the social sciences, of which at least nine hours must be in anthropology. Typically, we expect new graduate students will have taken introductory courses in cultural and biological anthropology and archaeology as undergraduates, but having an undergraduate degree in Anthropology is not a requirement for admission. Exceptions to the credit hours and GPA may be possible if these requirements have not been met at the undergraduate level. Applicants are often granted "probationary admission" into the program with the understanding that additional course work, as specified by the department at the time of admission, will be required and full admission granted only upon its satisfactory completion.
ADMISSION PROCEDURES

Application to the Master of Arts in Anthropology requires interaction with both The Graduate College and the Anthropology Department. Prospective students must first request a graduate application packet from the department (contact the graduate advisor). This packet includes all application materials for both Department and Graduate College and complete instructions.

Materials to be sent directly to the Graduate College include the following:

1. The completed white forms of the "Graduate Self-Managed Application"
2. A $25.00 non-refundable application fee (payable to Western Michigan University).
3. An official transcript from each college previously attended.
4. The self-addressed, stamped graduate admissions postcard.

Materials to be sent directly to the Anthropology Department include the following:

1. Three letters of recommendation. These letters are used to assess academic record and potential for success in our Master of Arts Program in Anthropology. Recommendation forms are included in the application materials.
2. A one or two page "Statement of Purpose" outlining career goals and interests in anthropology. Be as specific about your research interests and career goals as possible.
3. Applicants may choose to send a copy of their GRE scores, but this is not a formal requirement of the application process.
4. The self-addressed, stamped department postcard.

ON-LINE INFORMATION AND APPLICATION

Much important information concerning many aspects of graduate school life can be gained from Western Michigan University’s web site. The following pages have much of interest to graduate students in Anthropology, including financial aid and scholarships, on-line application, academic calendar, research funding, and program requirements.

♦ Western Michigan University http://www.wmich.edu
♦ On-Line Graduate Admission Application http://www.wmich.edu/admi/gradapp/index.html
♦ Graduate Studies http://www.wmich.edu/sub/grad.html
♦ Graduate College http://www.wmich.edu/grad/
♦ College of Arts and Sciences http://www.wmich.edu/cas/
♦ WMU Libraries http://www.wmich.edu/sub/libraries.html
♦ Grad Student Financial Aid http://www.wmich.edu/grad/financial/finance_graduate.html
♦ Anthropology Department http://www.wmich.edu/anthropology/
PROGRAM REQUIREMENTS

Program Progression

The program is designed to be completed within two years, and students elect (under advisement) to take the thesis or non-thesis track. In order to progress through the program at a reasonable rate, it is strongly recommended that students enroll for nine credit hours each semester, although we recognize that this may be impossible for some students.

Students who fail to enroll for at least one credit hour each semester after admission until the degree is granted will be dropped from the program and must reapply for admission.

Thesis Track Progression

1. Upon admission, incoming graduate students are assigned to a faculty advisor based on the student’s interests as expressed in the Statement of Purpose. This is only a preliminary arrangement: students need to identify the faculty member best suited to serve as their thesis advisor, preferably during the first year in residence (see 5 below).
2. Graduate students should meet with the graduate advisor and/or their individual faculty advisor to establish a program of study.
3. Students enroll in courses each semester by giving their course choices to the department secretary who will enroll them online (nine credit hours recommended each semester for full time students).
4. All graduate students must satisfactorily complete the four graduate seminars (ANTH 601, 602, 603, 604), an approved Research Methods class, and another 15 hours (minimum) of coursework.
5. Students select a thesis advisor and an additional 2 faculty members to serve on their thesis committee. One may be from another department or, with departmental permission, from another university. In the Appendix of this handbook students will find the document “Notification of Appointment To A Dissertation, Project, or Thesis Committee.” This document should be filed with the department secretary.
6. In consultation with the advisor, students elect to take the thesis- or non-thesis track, and notify the graduate advisor of their decision.
7. After selecting a thesis topic, students on the thesis track write a thesis proposal. In the Appendix of this handbook students will find the documents “MA Thesis Proposal Guidelines” and “MA Thesis Proposal Cover Sheet.” These documents should be used during this process. A copy of the completed and signed Thesis Proposal cover sheet should be sent to the graduate advisor.
8. Students file “Candidacy Application” form with the Graduate College prior to completing their final 6 required hours.
9. All students on the thesis-track must write a master’s thesis and enroll in a minimum of six thesis hours - ANTH 700. The Appendix to this Handbook includes the form “Application for Permission to Elect 700 Master’s Thesis”, which must be submitted before students can enroll in Anth 700. In the Appendix of this handbook students will also find a template for the MA thesis cover sheet, which must be signed by the entire
MA committee. In addition, the Appendix includes the document “Fourteen Easy Steps to Writing Your Thesis”: we strongly urge students to read this brief document carefully and use it in planning and carrying out the writing of your thesis.

10. The thesis is read by the committee chair and by the entire committee. Feedback is provided to the student and revisions are made to the thesis, until is is approved by all members of the committee.

11. Thesis approved by Graduate College.


13. Degree granted.

Non-Thesis Track Progression

1. Upon admission, incoming graduate students are assigned to a faculty advisor based on the student’s interests as expressed in the Statement of Purpose. This is only a preliminary arrangement: students need to identify the faculty member best suited to serve as their thesis advisor during the first year in residence (see 5 below).

2. Graduate students should meet with the graduate advisor and/or their individual faculty advisor to establish a program of study.

3. Students enroll in courses each semester by giving their course choices to the department secretary who will enroll them online (nine credit hours recommended each semester for full time students).

4. All graduate students must satisfactorily complete the four graduate seminars (ANTH 601, 602, 603, 604) and another 18 hours (minimum) of coursework.

5. Students select an advisor and an additional 2 faculty members to serve on their committee. One may be from another department or, with departmental permission, from another university. In the Appendix of this handbook students will find the document “Notification of Appointment To A Dissertation, Project, or Thesis Committee.” This document should be filed with the department secretary.

6. In consultation with the advisor, students elect to take the thesis- or non-thesis track, and notify the graduate advisor of their decision.

7. In consultation with the advisor and committee, an Internship or Practicum experience is selected. The student writes an “Internship/Practicum Proposal” that is approved by the advisor and committee, with a cover sheet (a copy of the signed cover sheet is sent to the graduate advisor: see Appendix for a template).

8. Students file “Candidacy Application” form with the Graduate College prior to completing their final 6 required hours.

9. Students on the non-thesis track must take 6 hours of internship or practicum (Anth 712: Professional Field Experience). The Appendix to this Handbook includes the form “Application for Permission to Elect 712 Professional Field Experience”, which must be submitted before students can enroll in Anth 712.

10. Students on the non-thesis track write a paper about their internship or practicum experience. The paper is reviewed by the advisor and committee, and eventually approved.


12. Degree granted.
Course Work

At least 36 semester hours are required of each student at the graduate level (500 or above). At least 30 hours must be in anthropology, including 6 hours of Anth 700 or 712. The remainder may be in related disciplines as determined by the interests of the student and with the student's advisor's approval. A maximum of 6 hours of Independent Reading (Anth 698) or Independent Research (Anth 699) may be included. [Up to six hours of undergraduate-level Anthropology courses (300-400 level) may be taken for graduate credit. Students will receive credit for these courses toward completion of the degree, but grades will not be computed into overall GPA. Students must submit a form requesting permission from the Anthropology Department and the Graduate College prior to enrolling the course. This form, “Permission to Elect a 300- or 400-Level Course For Inclusion in a Master’s Degree Program”, can be found in the Appendix of this handbook.]

Required Seminars

Four graduate seminars covering the subdisciplines are required of all anthropology graduate students, in both the thesis and non-thesis tracks. These seminars include, Anthropology 601 (Seminars in Cultural Anthropology), Anthropology 602 (Seminars in Archaeology), Anthropology 603 (Seminars in Biological Anthropology), and Anthropology 604 (Integration Anthropology). It is strongly recommended that students take Anthropology 520 (Social Science Theory) before taking Anthropology 601. Each of these courses is offered once per year. First year graduate students are encouraged to take all four seminars during their first year in residence. In addition, thesis track students need to take an approved Research Methods course.

Thesis Hours

At least six hours of the thesis-track student's 36 hours must be ANTH 700 (Masters Thesis). Students take 700 credits after all their other coursework requirements have been completed. Before enrolling in 700 credits, students need to submit the form “Permission to Elect” with the graduate college (see Appendix). Note that once students enroll in ANTH 700, students must enroll for a minimum of one hour of ANTH 700 every subsequent semester until graduation. Students who fail to enroll each semester may be dropped from the program and may need to reapply for admission.

Internship/Practicum Hours

At least six hours of the non-thesis-track student's 36 hours must be ANTH 712 (Practical Field Experience). Students take 712 credits after all their other coursework requirements have been completed. Before enrolling in 712 credits, students need to submit the form “Permission to Elect” with the graduate college (see Appendix). Note that once they enroll in ANTH 712, students must enroll for a minimum of one hour of ANTH 712 every subsequent semester until graduation. Students who fail to enroll each semester may be dropped from the program and may need to reapply for admission.
Grades

According to Graduate College regulations, students must maintain a 3.0 GPA ("B" average) or better in order to receive a master's degree. No credit will be awarded for courses in which a student earns below a "C" letter grade. In the Anthropology Department, a grade of "B" is considered marginal, and any grade below a "B" is considered unsatisfactory. Students who receive grades of "B" or lower may expect notification of unsatisfactory progress or cause for concern by the graduate advisor.

Candidacy Application

All students must file a Candidacy Application (the form "Candidacy Application" is included in the Appendix of this handbook) with The Graduate College before enrolling in the final six hours of their graduate program. It is each student's responsibility to notify the department secretary when he/she has completed all but the last six credits of the program. Once notified, the department secretary will process the appropriate form.

THESIS TRACK: PROPOSAL AND MASTER'S THESIS

To graduate on the thesis track, a candidate must successfully complete an acceptable master's thesis. It is never too early to begin thinking about a thesis topic and to discuss it with faculty members. Once a thesis topic is formulated, the student should speak to a faculty member and ask him/her to serve as a thesis advisor. In turn, the student and the thesis advisor then establish a thesis committee. In most cases, students should form their thesis committee by the end of their first year in residence: changes can always be made at a later date if the student's research interests change.

The thesis proposal must be approved by the student’s advisor and committee. A template for a cover sheet for the Thesis Proposal is also included in the Appendix of this Handbook. Upon completion of this form, a signed copy should be sent to the graduate advisor. Students should also refer to the documents “Master of Arts Thesis Proposal Guidelines” “Fourteen Easy Steps to Writing Your Thesis”; both are included in the Appendix of this handbook.

If thesis research involves "human subjects," the student must satisfy the University guidelines for the protection of human subjects. This involves obtaining approval from the Human Subjects Institutional Review Board (HSIRB). The research must be approved before it begins. With this in mind, students should allow sufficient time for submission and possible revisions of the form; there are several deadlines throughout the year. The forms are available through the Anthropology Department office, the Human Subjects Institutional Review Board, or the Department of Research and Sponsored Programs in Walwood Union (387-8293). For additional information concerning research at WMU, and specifically concerning HSIRB, see the graduate College website at http://www.wmich.edu/research/.

While there are specific University requirements for MA thesis format and style, there are no
required page lengths or limits. The Department requires that the thesis be a document of professional quality, corrected and revised in consultation with the thesis chair and committee. Anthropology students are encouraged to follow the writing style and format specified by the American Anthropological Association in the *American Anthropologist*. There are additional specific rules required by The Graduate College. These rules are available in the handbook, "Special Procedures for M.A. Theses," published by The Graduate College. This can be downloaded from their website (http://www.wmich.edu/research/). The Graduate College offers workshops every semester to teach students how to interpret the University and Graduate College guidelines. These workshops also provide helpful information on paperwork requirements, formatting, fees, microfilming, and copyrighting. In addition, graduate students should consider submitting their MA thesis electronically. For more information on this option, check the Graduate College webpage (http://www.wmich.edu/grad/) for information on the ETD Project (Electronic Theses and Dissertations). Completed theses must be accompanied by a signed "Master's Thesis Approval Form" (see Appendix).

Finally, an oral defense of the thesis must be done in the Anthropology Department.

**NON-THESIS TRACK: INTERNSHIP OR PRACTICUM REQUIREMENTS**

To graduate on the Non-thesis track, a candidate must successfully complete an acceptable Internship or Practicum and write a paper describing/analyzing the experience. The student should speak to a faculty member and ask him/her to serve as advisor. In turn, the student and the advisor then establish a committee. In most cases, students should form their committee by the end of their first year in residence: changes can always be made at a later date if the student's research interests change. In consultation with the advisor and committee, the student selects an Internship or Practicum.

The Internship/Practicum Proposal is a document which explains how the particular Internship or Practicum experience will play a role in the student's education. It must be approved by the student's advisor and committee. A template for a cover sheet for the Internship/Practicum Proposal is included in the Appendix of this Handbook. Upon completion of this form, a signed copy should be sent to the graduate advisor. The student must register for ANTH 712, Professional Field Experience.

After successful completion of the Internship or Practicum, the student must write a paper about the experience. While there are no required page lengths or limits for this paper, it should be an analytical or reflexive document of professional quality. More detailed information about the requirements of this paper are to be determined in consultation with the advisor and committee.

Finally, an oral defense of this paper must be done in the Anthropology Department.
FUNDING YOUR STUDIES

For a complete and up to date listing of all available financial aid resources for graduate students, please check the Financial Aid section of the Graduate College website (http://www.wmich.edu/grad/index.htm).

Department Graduate Assistantships
Each year, pending budgetary decisions, the department awards several Graduate Assistantships, typically Teaching Assistantships (TAs). These Assistantships are awarded mainly on the basis of academic performance, and are made on a year to year basis (maximum term is 2 years and, barring any major problems, most students who are awarded a TA can expect 2 years of support). Effort is made to consider the student's interests and the department's needs. All graduate students are eligible for teaching assistantships, and all currently enrolled graduate students are considered for these positions: no applications need be made by interested graduate students. Decisions are made in late April or early May. Students should also look at the criteria listed in The Graduate Catalog under "Policies Governing Graduate Appointees." Although students with Graduate Assistantships are required to pay tuition, out-of-state students are granted a waiver of out-of-state tuition.

The Graduate College Fellowships
This fellowship provides funding for new students who plan to pursue graduate study at WMU. The current fellowship amount is $8,258 for two semesters. An applicant must be a new student with no more than six graduate credits by the beginning of fall semester. Although this fellowship requires no service from the student, it encourages participation in the professional activities of the department. Enrollment of nine credits per semester is required. Applications are due February 15th. Check The Graduate Catalog for specific deadlines.

Thurgood Marshall Assistantships
The Graduate College offers assistantships for the academic year plus spring and summer (minimum of $10,967) to U.S. ethnic minority students beginning their degree programs who have regular admission to the program. The assistantship requires ten hours of service per week from the student in the department. Enrollment is required in at least nine credits per semester and five credits per session. Although applications can be accepted at any time, priority will be given to those who apply by February 15.

Thurgood Marshall Professional Tuition Grants
The Graduate College offers tuition grants to U.S. ethnic minority students with regular admission in a degree program who enroll part-time. The tuition is paid after credits are completed for all earned credits of "B" or better. Reimbursement is made for up to six credits per semester or three credits per session. Although applications can be accepted at any time, priority is given to those who apply by February 15.

Service Assistantships
Service Assistantships up to $7,350 may be available in other administrative units of the University. Application may be made by sending a resume and cover letter to The Graduate College. Resumes are distributed to the units with openings. Contact The Graduate College regarding application deadlines.
Federal, State, and Institutional Financial Aid Programs Based on Need
For information on various state, federal and other financial aid and work study programs contact the WMU Office of Student Financial Aid, 387-6000, 3306 Faunce Student Services Building. Application forms to apply for federal aid programs are also available from that office. Students wishing to be considered for need-based financial assistance for the following fall semester should complete the application process as soon as possible after January 1.

Nontraditional Student Aid
Contact Student Financial Aid at 387-6000 for applications for the University’s Nontraditional Student Financial Aid Awards. These awards are available for part-time adults learners enrolled in undergraduate or graduate programs at WMU, who are Michigan residents and U.S. citizens or permanent residents. The award generally covers the tuition for three credit hours. Scholarship, need, and special circumstances are factors in determining recipients. To be eligible, graduate students must have a minimum GPA of 3.2, must be at least 25 years of age, and must not receive scholarship aid or reimbursement from other sources. Awards are available for a maximum of two of the following terms each year: Fall, Winter, or Spring (no awards are made for Summer). The deadline for application is July 1 to be considered for an award beginning in Fall; students newly admitted for Winter must apply by November 1.

American Association of University Women
Project RENEW Grants are offered to resume interrupted academic work or to update course work toward employment goals. Applicants must have completed their most recent degree at least five years before tenure of award. Preference is given to applicants in non-traditional field goals. Grants range from $500 to $5,000. Deadline February 1. AAUW Educational Foundation, 2401 Virginia Ave, NW, Washington, DC, 20037.

Clairol Loving Care Scholarships
Scholarships up to $1,000 are available for full or part-time study in graduate work at the master’s level. Women must be 30 or older who are continuing post-secondary education. Applications to be submitted April 15-September 15. Business & Professional Women’s Foundation, 2012 Massachusetts Ave, NW, Washington, DC 20036.

Kukin Scholarships
The Kukin scholarships are for individuals who show promise of becoming leading scholars at major universities. To pursue an academic career involving both a social science discipline and a particular area of the world. Award is for two years with a third possible. Awards range from $20,000 to $25,000. Deadline October 15. Kukin Scholars Program, Harvard University, Center for International Affairs, 416B Coolidge Hall, 1737 Cambridge Street, Cambridge, MA 02138.

The Margaret McNamara Memorial Fund
The fund invites applications for grants to be made in the spring of each year to women from developing countries who are studying in the United States and have demonstrated interest in the problems and needs of women and/or children in their countries. Must be permanent residents. Award of $6,000 is non-renewable. Deadline is January 15. Margaret McNamara Fund, 1818 H Street NW, Room G-1000, Washington, DC 20433.
MENSA
Mensa offers numerous scholarships at the regional and national level. Applicants must be enrolled the year following the award in a degree program in an accredited American institution of post-secondary education. It is not necessary to be a member of MENSA. Send self-addressed stamped envelop for information. Deadline February 1. MENSA Southeast Michigan, 28505 Evergreen, Southfield, MI 48076-5431.

FUNDING YOUR RESEARCH

For a complete and up to date listing of all available research funding resources for graduate students, please check the Financial Aid section of the Graduate College website (http://www.wmich.edu/grad/index.htm).

Graduate Student Research Fund and Research Travel Fund
The Graduate Student Research Fund of The Graduate College provides grants of up to $600 for currently enrolled graduate students to offset unusual costs incurred in research projects or to offset travel costs of presenting research findings at professional meetings. Students must be enrolled at the time the research or travel takes place. Student must be the sole or principle investigator of the paper or poster presented. Students may be awarded each of these grants one time. Application deadlines are September 15, November 15, and March 15.

Graduate College Graduate Opportunity for Long-term Development (GOLD) Program.
New in 2000, the Gold Program is intended to increase awareness among graduate students about external funding opportunities, engage graduate students in the hands-on process of grant seeking, and enhance external support for graduate student research. Graduate students selected in the competitive selection process participate in a series of activities designed to facilitate the process of securing external funding for their graduate studies. These activities include attending workshops on seeking federal and foundation grants, attending meetings with a grant seeking consultant, preparation of a 5-year research agenda, cultivating a peer mentoring relationship with a successful grant seeker from another institution, and submitting a completed application for external support. The sequence of activities takes place over a period of 20 months. Applications can be obtained from The Graduate College or college deans' offices. Application deadline: March 15.

Inter-American Foundation Fellowships
Fellowships are available for graduate study to Latin American and Caribbean citizens. Must have demonstrated interest in the problems of poverty, and grass roots development in the Latin American and Caribbean region. Award amounts vary depending on program. Deadline varies. IAF Fellowship Program, Dept. 555, 901 North Stuart St., 10th Fl., Arlington, VA 22203.
APPENDIX

Permission to Elect a 300 or 400 Level Course

Permission to Elect 700 level credits (thesis)

Notification of Appointment to a Dissertation, Project or Thesis Committee

MA Thesis Proposal Cover Sheet

Internship Proposal Cover Sheet

Graduate Student Permanent Program - Master’s Level (Candidacy application)

Application for Graduation Audit - Graduate Level

Master’s Thesis approval form

Fourteen Easy Steps to Writing the Thesis in Anthropology

*with the except of “14 Easy Steps...” all of these forms are available online*
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Master’s Thesis approval form

Fourteen Easy Steps to Writing the Thesis in Anthropology

*with the except of “14 Easy Steps...” all of these forms are available online*
PERMISSION TO ELECT A 300- OR 400-LEVEL COURSE FOR INCLUSION IN A MASTER'S DEGREE PROGRAM

APPROVAL MUST BE SECURED BEFORE THE COURSE IS TAKEN.

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We recommend that the above named student be permitted to include the following 300- or 400-level course in his or her master's degree program. It is understood that, although the course yields undergraduate and not graduate credit, and thus is not computed into the graduate point-hour ratio, it may be counted as part of the hours required for graduation with a graduate degree provided that it also is approved by the graduate dean and a grade of "B" or higher is earned in the course. Please note that undergraduate courses may not be included in doctoral programs.

<table>
<thead>
<tr>
<th>Department</th>
<th>Course number</th>
<th>Section designation</th>
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<tr>
<th>Title of course</th>
<th>No. of credit hrs.</th>
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<tr>
<th>Instructor</th>
<th>Semester/Session</th>
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<tr>
<th>Signature of Department/Unit Chair</th>
<th>Date</th>
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<tr>
<th>Signature of Graduate Advisor</th>
<th>Date</th>
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</table>

ACTION BY THE GRADUATE COLLEGE

Approved:______________________
Disapproved:__________________

Dean, The Graduate College      Date

Distribution by The Graduate College:
Records Office
Graduate Advisor
Student

9/00
WESTERN MICHIGAN UNIVERSITY
APPLICATION FOR PERMISSION TO ELECT

Please circle one course (use a separate form to elect each course):

*700  Master's Thesis  6 hours
710  Independent Research  2-6 hours
712  Professional Field Experience  2-12 hours
*720  Specialist Project  6 hours
725  Doctoral Research Seminar  2-6 hours
*730  Doctoral Dissertation  15 hours
735  Doctoral Research  15 hours

*(These courses are subject to a continuous enrollment requirement. This form is only filled out the first time you wish to enroll in 700, 720 or 730 hours.)

Please indicate your plan for enrolling in the course:

1st Enrollment - Semester/Session ________________________ Year _________ Hours ____________
2nd Enrollment - Semester/Session ________________________ Year _________ Hours ____________
3rd Enrollment - Semester/Session ________________________ Year _________ Hours ____________

Name ___________________________________________ Social Security Number ______________

Address _____________________________________________________________________________

Email Address ____________________________ Phone ______________

Department _____________________________ Degree ______________

Description of Study (including methodology, if research or description of field experience [including names of site and supervisor])
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

I understand that research involving human or animal subjects, recombinant DNA, chemical hazards, or radioactive material must have prior approval of the research proposal by the appropriate University review body, thus assuring compliance with the regulations for the protection of such subjects or for the use of such materials. (See the reverse side of this form for the specific requirements.) In addition, I understand that the Graduate College will not approve any master's thesis, specialist project, or doctoral dissertation which does not comply with these requirements, and in that event no credit will be granted for the course.

Signature of Student __________________ Date ______________ Signature of Faculty Member under whom study is to be completed __________________ Date ______________

Signature of Department Chairperson ____________ Date ______________

*Signature of The Graduate College Representative (needed for 700, 720, and 730 only)

Distribution: Department Chairperson, Faculty Advisor, Student, Records Office, *Graduate College

Revised 8/01
NOTIFICATION OF APPOINTMENT TO A
DISSERTATION, PROJECT, OR THESIS COMMITTEE

THE GRADUATE COLLEGE
WESTERN MICHIGAN UNIVERSITY

DEPARTMENT: ___________________________ DEGREE: ___________________________

STUDENT: ___________________________ S.S. # ___________________________

Check one: ☐ Initial appointment ☐ Revised appointment (attach rationale for request)

PROPOSED COMMITTEE MEMBERS (type names; all members must initial)

Major Advisor: ___________________________

Member: ___________________________

Member: ___________________________

Member: ___________________________

Non-departmental Member: ___________________________

WORKING TITLE OF STUDY: ___________________________

________________________________________________________________________

DESCRIPTION OF RESEARCH (or attach abstract of proposal):

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Chairperson, Department ___________________________ Date Requested ___________________________

Chair, Department Graduate Committee (where such exists) ___________________________

Dean or Associate Dean of the academic college (required for dissertation only) ___________________________

Dean, The Graduate College ___________________________ Date Approved ___________________________

Approved Copies to:
Student ___________________________
Major Advisor ___________________________
The Graduate College ___________________________
Department ___________________________

Committee must be appointed prior to final registration for 700, 720, or 730 credit. 3/98
A Template for a Cover Sheet for the Master's Thesis Proposal

A signed copy should be sent to the graduate advisor

My Years Spent Among the Nacirema: A Post-Structuralist Analysis of a Post-Industrial Society

A Master's Thesis Proposal Submitted to the Department of Anthropology Western Michigan University July 8, 2003

John Q. Public

Professor So and So, Chair of Thesis Committee

Professor Whats-his-Name, Member

Professor Whatever, Member
A Signed Copy Should Be Sent To The Graduate Advisor

A Catalog of Middle Woodlands Artifacts in the Collections of the Niles Museum

A Proposal for an Internship at the Niles Museum
Submitted to the Department of Anthropology
Western Michigan University
July 8, 2003

Jane Q. Public

Professor So and So, Chair of Thesis Committee

Professor Whats-his-Name, Member

Professor Whatever, Member
**Instructions And Information Related To This Form**

1. The Registrar's Office checks this program for credits and grades and for all requirements for graduation. Changes in the program must have the signed approval of the advisor on a Graduate Program Change form; an approved undergraduate course used in the program must have the signed approval of the advisor and the graduate dean on a Permission to Elect A 300 or 400 Level Course For Inclusion In A Graduate Program form.
2. Send this program form, signed by the graduate advisor, to the Registrar's Office before the student completes the final 15 hours.
3. This form is not an application for graduation. A separate form for that purpose may be obtained from the Registrar's Office and returned to that office approximately two semesters before the student's graduation date.

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**Graduate Student Permanent Program-Master's Level**

<table>
<thead>
<tr>
<th>Name (Last, First Middle):</th>
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<tbody>
<tr>
<td>Student ID Number:</td>
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<td>Permanent Address:</td>
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<tr>
<td>Field of Graduate Study:</td>
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<tr>
<td>Concentration Area:</td>
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</tbody>
</table>

Additional Requirements (e.g., prerequisites, comprehensive exam, portfolio review) to be met before graduation.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Dept Course No</th>
<th>Term Elected</th>
<th>Credit Hrs.</th>
<th>Grade</th>
<th>Transfer</th>
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To expand this table, use the Tab key in the last cell of the table to add another row.

Graduate Advisor Signature X  Date Program Outlined:

Student Signature X  Date Received:

Final Exam Completed:  Thesis Approved:

Date of Graduation:  Hours:  G.P.A.:

Copies to Registrar's Office, Graduate Advisor, Student, Department
Application for Graduation Audit - Graduate Level

Complete, print, sign and return to: Office of the Registrar, 1270 Siebert Administration Bldg
Western Michigan University, Kalamazoo, MI 49008

Include with application: Nonrefundable, one-time $45 fee.

Make payable to: WMU. Please include your student ID number on your check or money order.
Note: All financial obligations to the University must be paid prior to the submission of your application.

To Be Completed By Applicant

Indicate month and year of graduation

Commencement month: Select month

Year: Select year

NOTE: No Commencement Ceremony in August. Apply by May 15 to attend June Commencement Ceremony, except Doctoral.

Graduation Application Deadlines

<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Fee</th>
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<tbody>
<tr>
<td>April</td>
<td>$(45) December 1</td>
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<tr>
<td>June</td>
<td>$(45) February 1</td>
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<tr>
<td>August</td>
<td>$(45) February 1</td>
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</tr>
<tr>
<td>December</td>
<td>$(45) August 1</td>
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</tbody>
</table>

Specialist's and Doctoral Application Deadlines are variable, check with the Graduation Audit Office. Late applications cannot be accepted.

Degree Sought: Master o Specialist o Doctoral o

Graduate Curriculum:

Social Security No:

Your name EXACTLY as you wish it to appear on your diploma.

First: ___________________________ Middle: ___________________________ Last: ___________________________

Other Last Name on file: ___________________________

Local Address

For mailing Graduation Audit and Commencement information

Street or PO Box: ___________________________

City: ___________________________ State: ___________ Zip: ___________

Daytime Phone Number: ___________________________

Email address: ___________________________

Diploma Address

Address to which diploma will be mailed 10 weeks after Commencement

Street or PO Box: ___________________________

City: ___________________________ State: ___________ Zip: ___________

Daytime Phone Number: ___________________________

Student Signature (required) ___________________________ Date: ___________________________

For Office Use Only

Grad Date: ___________ Curriculum Code: ___________ Deg Code: ___________ Date Audit Done: ___________ NDSL Clearance: By ___________

Date: ___________ Cashiering Receipt #: ___________ Date: ___________
THE GRADUATE COLLEGE
WESTERN MICHIGAN UNIVERSITY
KALAMAZOO, MICHIGAN

Date ____________________

WE HEREBY APPROVE THE THESIS SUBMITTED BY

______________________________________________

ENTITLED ______________________________________

______________________________________________

AS PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR THE

DEGREE OF ______________________________________

______________________________________________

(Department) Thesis Committee Chair

______________________________________________

(Program) Thesis Committee Member

______________________________________________

Thesis Committee Member

APPROVED

______________________________________________

Dean of The Graduate College Date ____________________
Fourteen Easy Steps to Writing the Thesis in Anthropology

1. Upon admission to the program, the graduate advisor designates an initial advisor for the student. Both the student and the advisor are notified before the student begins classes. The student is urged to meet and discuss her/his class schedule with her/his advisor before registration for the first semester's courses.

2. Once the student decides on a thesis topic, the student chooses a thesis advisor or committee chair who then becomes the student’s advisor. This will typically take place sometime during the first year of study.

3. Student meets with the thesis advisor and together they select two other faculty to comprise the thesis committee. A committee member need not be a member of the WMU Anthropology Department faculty.

4. Student completes Notification of Appointment to a Thesis Committee form (see Appendix of Grad Handbook) and files it with the department secretary.

5. Student writes thesis proposal according to the guidelines in the Graduate Handbook. If research involves human subjects, the student will need to seek approval from the HSIRB.

6. Student submits thesis proposal to advisor for critical assessment and approval. Upon review by the advisor and, if necessary, after revision by the student, the proposal is submitted to the entire committee for approval.

7. The student convenes a meeting with the committee with advisor present to discuss comments and revisions on the thesis proposal. The student informs the committee of a proposed time table for completion to avoid scheduling conflicts.

8. The student obtains committee approval for the proposal, committee members sign the Proposal Cover Sheet (see Appendix of Grad Handbook), and the thesis advisor sends a copy to the graduate advisor.

9. Upon completion and filing with the department secretary of the form Application for Permission to Elect, students may enroll for the 6 required Anth 700 credits (master's thesis credits).

10. The student completes the research detailed in the thesis proposal.

11. The student writes the first draft of the thesis in consultation with the advisor and committee and according to the guidelines set by the Graduate College.

12. The graduate advisor takes the lead role in critiquing the thesis draft. Upon the advisor’s recommendation, the thesis is made available to the entire committee for review. The committee members make their comments available (in timely fashion) to the student and advisor in writing or at a meeting.

13. The student revises the thesis and seeks final approval of the advisor and committee. Upon receiving this approval, the advisor schedules an oral defense of the thesis. Bound copies of the final, approved version of the thesis should be given to each member of the committee at this time.

14. Upon successful completion of the oral defense, the committee signs the thesis cover sheet (see Appendix in Grad Handbook) and submits the thesis to the Graduate College. A copy of the signed thesis cover sheet is filed with the grad advisor.