

# **HANDBOOK**

Ph.D. Program in Anthropology  
City University of New York Graduate Center

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## **THE ANTHROPOLOGY PROGRAM**

The Ph.D. Program in Anthropology of the City University of New York (CUNY) provides doctoral training in each of the discipline's subfields: cultural anthropology, archaeology, physical anthropology, and linguistic anthropology. The program is committed to excellence in training its students for careers in research and teaching, as well as non-academic fields. In addition to course work, students have opportunities for early fieldwork experience through faculty directed practicums and summer research funding. With close faculty guidance, students in the program receive outside funding for their research at an exceptionally high rate. Funding agencies have included the National Science Foundation (NSF), the Wenner-Gren Foundation, Institute for International Education (IIE) Fulbright, Fulbright-Hays, Social Science Research Council (SSRC), L.S.B. Leakey Foundation, International Research and Exchanges Board (IREX), International Fund for Animal Welfare, The Open Society Institute, CARE Archaeology Foundation, Ford Foundation - U.S. Community Forestry Research, Foreign Languages and Areas Studies (FLAS), American Museum of Natural History (AMNH), Kellogg Foundation, Jewish Foundation for the Education of Women, and Social Sciences and Humanities Research Council - Canada, among others. CUNY anthropology counts more winners of the distinguished MacArthur "genius" award among its alumni than any other anthropology department save the University of Chicago. Three alumni thus far have won this award. Most students also acquire significant undergraduate teaching experience at the various colleges of the CUNY system and other colleges in the area while completing their degrees. The four-field requirement, together with these exceptional opportunities for fieldwork and teaching experience, provide CUNY anthropology graduates with credentials not commonly available from other doctoral programs.

The Ph.D. Program in Anthropology is part of the CUNY Graduate School, headquartered at the Graduate School and University Center (GSUC), commonly shortened to the "Graduate Center" or "Grad Center" (GC). Colloquially, the terms "Graduate School" and "Graduate Center" are used interchangeably. The anthropology program is directed by the Executive Officer (EO), broadly equivalent to a Department Chair. The EO is assisted by the Assistant Program Officer (APO), who manages the office, and supported by a Deputy Executive Officer (DEO) and subfield coordinators.

Through CUNY's consortial arrangement with other institutions in the area (see page 8), doctoral students can take courses at Fordham, New York University, the New School, Columbia, Princeton, Rutgers and Stony Brook. In pursuing their research, they are also able to take advantage of the great diversity of New York City itself, and tap its rich resources, from the New York Public Library to the AMNH and the Wildlife Conservation Society.

The Ph.D. Program is committed to encouraging diversity among its students, as well as applications from minorities. Enrollment of students of African and Latino descent remains well above the national average.

The program was initiated in 1966 and awarded its first Ph.D. in 1969. In a relatively short period the program achieved recognition as a doctoral program of the first rank. The State Education Department's evaluation of all doctoral programs in anthropology in the state during 1978-79 judged the CUNY program as meeting "quality standards", while in a 1982 national rating of 70 doctoral programs in anthropology conducted by the National Research Council, CUNY ranked tenth nationwide and first in New York State in ratings of faculty quality. Our

faculty make important contributions to their fields and are widely published. The “news” section of our website lists the various accomplishments of both our students and faculty.

The CUNY Graduate School is unique in the structure of its faculty appointments, in that it is based upon a consortium of faculty drawn from the colleges of CUNY, along with faculty members whose primary appointment is in the Graduate School. In the Anthropology Program, doctoral courses in cultural anthropology and linguistics, as well as other activities of the program are held at the Graduate Center. The college-based faculty also have offices at their colleges, and certain laboratory facilities, as well as some courses in physical anthropology and archaeology, are located on the college campuses and at affiliated institutions, such as the AMNH. Students in the doctoral program are encouraged to familiarize themselves with the City University as a whole and its resources, including faculty, libraries, and opportunities for teaching.

### **Program Faculty**

The faculty of the program covers a wide range of expertise, although each subdiscipline has specific focal points of interest. See <http://web.gc.cuny.edu/Anthropology/faculty.html> for a listing of the members of the faculty and their areas of specialization. Except for faculty whose primary appointment is in the Graduate School, the members of the doctoral faculty are selected from anthropologists on the faculties of the component colleges of the City University. According to policy set by the Executive Committee, there is a maximum numerical limit on the size of each subfield faculty. Appointments to the faculty are made through a periodic review of all current and prospective members of the doctoral faculty, according to the criteria of scholarly record, teaching effectiveness, commitment to the program, and curricular needs of the program. The review is conducted by a Faculty Membership Committee (see below), which solicits input from the larger program community and makes its recommendations to the Executive Committee (see below), which forwards its decision to the Provost, whose approval is required for all appointments. In order to satisfy pressing curricular needs under unusual circumstances when no faculty review is anticipated, a faculty member who meets all the criteria for doctoral faculty membership (see above) may be nominated by the Executive Committee.

The consortial nature of the doctoral faculty provides the program with a faculty of exceptional strength and range, but it also requires the student to adapt to a system in which professors may come to the Graduate Center only once a week, or more sporadically, and may prefer to see students at their college offices. Students are encouraged to contact any faculty members they wish to see by calling them directly for appointments or emailing them. Contact information can be found on the program website.

### **Program Governance**

Program policy is set by the Executive Committee within the bylaws of the Graduate School and of the University. The Executive Committee consists of: (a) the EO, who is appointed by the President of the Graduate School for a three-year term; (b) one faculty member representing each

of the four subfields, elected by the subfield faculty; (c) four at-large faculty members elected by the entire faculty; and (d) five students, one representing each subfield and one at-large, elected by the student body. Faculty members serve staggered three-year terms; student members are elected each year.

The requirement that each campus which is "substantially" involved in the Graduate Program elect a representative to the Executive Committee is generally met through the requirement that the committee include each subfield and at-large representatives, which normally results in a distribution of Executive Committee members across participating campuses. Should any substantially involved campus not be represented by these mechanisms, the committee would be expanded to include a representative from that campus.

The program's governance provides for several other committees. Each committee also includes student representatives. Students are responsible for establishing their own election procedures, electing representatives to program and Graduate Center bodies, and reporting on the election process as well as the results to the program office.

(1) The Faculty Membership Committee, elected by the Executive Committee, consists of one faculty member from linguistic anthropology, one from archaeology, one from physical anthropology, and three in cultural anthropology, plus two student members selected by the student body to provide student input to the committee. A new committee is elected for the periodic faculty reviews.

(2) A Curriculum and Examinations Committee for each subfield is responsible for the First Examination and for review and recommendations of curricular offerings. In cultural anthropology, the committee consists of four faculty members elected by the cultural anthropology faculty for staggered two-year terms. Three student members of the committee (selected annually by the student body from among those students who have already passed the First Exam) participate in discussions of the format of the exam and in developing a pool of questions from which the exam questions are selected. In the other subfields the faculty as a whole constitutes the committee.

(3) An Admissions and Awards committee consists of four faculty members, one from each of the subdisciplines, appointed by the EO, and three student members elected by the student body. This committee is responsible for matters of policy and procedure dealing with admissions and awards. It commonly establishes three sub-committees to review and make recommendations on applications for admission and fellowship awards, as well as conduct periodic reviews of student records to monitor student progress. A combined sub-committee for cultural and linguistic anthropology consists of at least 4 faculty members appointed by the EO and two student representatives. For physical anthropology and archeology, the respective subfield faculty operates as a committee of the whole, augmented by a student representative. Each sub-committee decides for itself on the exact role of the student representative(s), who should be at Level II or above in their studies.

(4) The Elections Committee is responsible for establishing program election procedures and overseeing the election process. The faculty members of the committee include the EO and three

faculty elected by the Executive Committee. They organize and oversee faculty elections. Students elect three student members, who are responsible for student election procedures.

### **Academic Resources for the Anthropology Student**

Doctoral students in anthropology at CUNY have access to a wide array of resources, including those of the Graduate Center, other units of the City University, other institutions in New York City, and the anthropological community of the New York area. Students are urged to read notices and literature that is distributed through the program office, student listserv, and program listserv; check bulletin boards regularly; and ask the EO or other program faculty and staff for assistance if questions or problems arise. The Office of Student Affairs in the Graduate Center is generally helpful as well. Students may find relevant courses and valuable faculty members in several of the other excellent doctoral programs in the Graduate School; see the EO for information and procedures. There are a number of research centers in the building that may provide settings for student research and/or employment. Laboratory space at the Graduate Center is very limited, but several program faculty maintain research laboratories on participating CUNY campuses. While students are usually welcome to work in these labs, access to these facilities and conditions of their use are at the sole discretion of individual laboratory directors.

Under a consortium arrangement, students who meet specific criteria may take courses in other institutions in the city (see below for restrictions and procedures). There are a large number of libraries and research collections in the area to which CUNY students may have access. Students should particularly be alerted to the frequent lectures, professional meetings, and special events for anthropologists in the New York area, announcements of which are posted regularly on the program bulletin boards and through listservs. If you need help in finding or using these resources, ask program administration, faculty, or other students for their ideas and support.

### **GRADUATE CENTER GOVERNANCE**

The Graduate Council is the academic governing body of the Graduate Center, and the Bylaws of Graduate Council set forth its rules of governance. Members include representatives of the faculty, students, and administration. The President of the Graduate Center is the Chair of Graduate Council. The Executive Committee of Graduate Council formulates the agenda and brings actions to Graduate Council, which meets four times each year. Graduate Council is concerned with such matters as curriculum, degree requirements, standards of admission, academic performance, and program governance. Much of the work of Graduate Council is done through its standing committees, which include the following:

*Executive Committee*  
*Committee on Structure*  
*Committee on Curriculum and Degree Requirements*  
*Committee on Research*  
*Committee on Committees*

*Committee on Student Services*  
*Student Academic Appeals Committee*  
*Library Committee*  
*Information Technology Committee*

Complete information on the membership and functions of Graduate Council is contained in the Bylaws of Graduate Council. Copies of the Bylaws and listings of current Graduate Council and committee membership are maintained in the Office of the Provost. Information may be obtained on the web at <http://www.gc.cuny.edu/About-the-GC/Provost-s-Office/Governance,-Policies-Procedure>s

The anthropology program elects two faculty and two student representatives to the Graduate Council to serve two-year terms.

## **DOCTORAL STUDENTS' COUNCIL**

Anthropology program students also elect two representatives to the Doctoral Students' Council (DSC), the student governing body of the Graduate School. The DSC represents all students and is responsible for allocating the student activity fee. The DSC is also regularly consulted by the GC administration about policies and decisions that affect students. The DSC runs its own election process and announces elections in the Spring semester of each year. The student representatives from each program are responsible for attending monthly DSC meetings and for facilitating the process of spending the program's share of student activity fee money. This process involves alerting students as to how much money is available for the program allocation, polling students either each semester or each year to decide how to spend the money, and facilitating the process of applying for and spending the money. The student representatives should also communicate with their fellow students about DSC activities and discussions and inform the DSC about student concerns.

The DSC also uses student activity money to fund various grant programs, the Wellness Center, and student organizations. They also sell discount movie tickets and have space available to reserve for student meetings. Complete information about the DSC, its activities, its constitution, the services it provides for students, and procedures for accessing money can be found at: <http://www.cunydsc.org>.

## **THE COURSE OF STUDY**

The course of study consists of three levels:

(a) Level I (including successful completion of the First Examination) is devoted to basic preparation in the student's subfield, introductory work in each of the other subfields, and grounding in the history of anthropological theory;

(b) Level II (including completion of the Second Examination) is devoted to specialized work within the student's subfield, including advanced coursework and the preparation of specialties to be presented at the Second Examination;



(c) Level III is research on the dissertation, fieldwork, and the completion of the dissertation.

## **Coursework**

### 1) Credit Requirements

A minimum of 60 credits (normally 20 **courses**) of approved graduate work is required for completion of the Ph.D. degree.

A maximum of 30 graduate credits may be transferred from another institution, including courses taken in the colleges of the City University, although the usual number of credits approved for transfer is *far fewer*. Credits are transferred only after a student successfully completes the first examination. Acceptance of coursework taken in another institution is not automatic and will be determined by the EO in consultation with the appropriate subfield coordinator and other faculty on a case-by-case basis, taking into account the student's academic record in the doctoral program. To be accepted, the courses must have been completed within the past five years and must be equivalent to courses offered in the CUNY doctoral program or courses that would be recommended for a student in the doctoral program.

In accordance with the requirement of the Graduate School, a grade average of B must be maintained for a student to continue in the program. The lowest passing grade in a course is C, but a grade of B- or less is considered below standard. Four-field requirements (see below) need to be satisfied with a grade of B or better.

A maximum of 6 courses, and no more than one in any semester, may be taken for P credit. Generally a course must be designated as Pass/Fail grading for all enrolled students in order for a student to receive a P credit. P credit means that at least a minimum amount of work is completed in the course at "passing" level, as determined by the instructor.

A maximum of 9 credits (3 courses) may be taken in tutorials (independent studies). Institutional limits on instructional activity, however, usually require limiting tutorials to two (6 credits total) per student, and students are asked to avoid requesting them in sequential semesters and not to take more than one with a single faculty member. Tutorials must be approved by the EO and may not be taken before successful completion of the First Exam. Tutorials are intended to enable students to pursue research or study in a specialized area in which courses are rarely or never offered. The tutorial should be equivalent to an advanced course and should yield a tangible product, such as a term paper, similar to the products required in such courses.

When students are unable to complete a course on time, they may request the instructor to submit a grade of INC (Incomplete). Incompletes must be resolved within one year following the end of the semester in which the course was taken. After that time, credit in the course is forfeited and the grade is recorded as INP, Permanent Incomplete. Extensions of time may be allowed under exceptional circumstances upon recommendation of the instructor and approval by the EO and the Vice President for Student Affairs. Only 2 incompletes can be pending at any one time without jeopardizing a student's standing in the program, including eligibility for funding, taking

exams, and registering. Students are advised to be realistic in the number of courses for which they register in any semester to avoid an accumulation of incompletes.

After successful completion of 45 credits and the first examination, students are advanced to Level II status. After completion of 60 credits, all required coursework and the second examination, students are advanced to Level III status (also known as advancement to Ph.D./Doctoral Candidacy). Each step lowers the tuition rate. The EO must officially certify that the coursework has been completed, including the resolution of Incompletes that are needed to fulfill the credit and other requirements. Students who have completed their coursework may take additional courses as Formal Audits; the AUD is noted on the transcript, and there is no tuition charge.

## 2) Four-Field Requirement

All students are required to take a core course or similar basic work in each of the four subfields (cultural anthropology, physical anthropology, archaeology, and linguistic anthropology). A combined archaeology and physical anthropology course is offered exclusively for students in cultural and linguistic anthropology, while a combined cultural and linguistic anthropology course is provided exclusively for students in archaeology and physical anthropology. When available this option allows students to complete two subfield requirements with one course. The remaining subfield requirement should be completed with a full course in that subfield. These courses must be completed with a grade of B or better. This requirement should be satisfied before completion of 45 credits. Students who have background in a subfield equivalent to that of a graduate-level core course (usually one graduate course or two undergraduate courses) may be exempted from the requirement in that subfield. To request an exemption from one or more four-field requirements, students should present proof of classes they have taken to the EO, who may, if necessary, direct the student to the appropriate subfield coordinator.

## 3) Research Methods

One course (or three credits) in research methods, to be approved in advance by the student's advisor and the EO, must be completed with a grade of B or better. The requirement should be fulfilled before the student registers for more than 45 credits.

For students in Cultural Anthropology, a course incorporating basic principles of qualitative and quantitative research techniques, Introduction to Research Methods, will be offered regularly. Students are advised to take this course in their second year. The archaeology, linguistics and physical anthropology subfields also offer courses specifically designed for their students.

## 4) Other Course Requirements

### Cultural Anthropology

Students in cultural anthropology are required to complete the following:

- (a) Core Course in Cultural Anthropology I and II
- (b) Two ethnographic area courses with grades of B or better.

(c) History of Anthropological Theory and Contemporary Anthropological Theory  
Students are also encouraged to take the Proposal Writing Seminar.

### Physical Anthropology

Students in physical anthropology meet the New York Consortium in Evolutionary Primatology (NYCEP)-wide requirements of:

- (a) Three core courses, one in each of the following areas: 1) evolutionary morphology, 2) behavioral biology, ecology and conservation, and 3) genetics and human variation;
- (b) A course in professional development
- (c) Two "internships" (independent study/tutorials), at least one of which is to be taken with a NYCEP faculty member not from CUNY and at least one to be in an area (see "a" above) other than the student's focus; students are also expected to undertake an equivalent tutorial with their own advisor, usually not for credit.

### Archeology and Linguistic Anthropology

Students should consult with their respective subfield coordinators about particular course requirements.

#### 5) Interuniversity Doctoral Consortium Classes (non-CUNY institutions)

CUNY is part of the Inter-University Doctoral Consortium, which provides for cross-registration among member institutions without incurring additional tuition expenses. Matriculated Graduate Center doctoral students may cross-register for doctoral study in the graduate schools of arts and sciences of the following institutions: Columbia University, Fordham University, New School University, New York University, Princeton University, Rutgers–New Brunswick (State University of New Jersey), Stony Brook (State University of New York), and Teachers' College.

In order to be eligible to petition for enrollment in a consortium course:

- You must be a matriculated doctoral student.
- You must have completed two semesters (usually at least 18 credits) of graduate study at the Graduate Center and be between your 2nd and 6th year of enrollment. Physical students may petition earlier, as dictated by NYCEP requirements, while cultural students are advised not to do so until they have passed the first exam.
- The course you wish to take is not available at the Graduate Center or other CUNY college.
- Registration is subject to approval by the Vice President of Student Affairs at the Graduate Center and the divisional Dean at the host institution.

There is no single list of the classes offered each semester through the consortium and students should search the course offerings available at each member institution. Most schools have a schedule of upcoming course offerings linked to the Office of the Registrar webpage. It is

advisable that students contact the course professor about their interest as soon as possible. In some cases, professors keep a list of interested consortium students who are not yet registered in case too many students wish to enroll. It may be helpful to show up on the first day of class to lobby for a seat, if needed.

To petition for enrollment in a consortium course:

- Acquire the Permit Out form from either the Office of the Registrar (Rm 7201) or the Anthropology Program Office (Rm 6406).
- Have the EO sign the form.
- Bring the completed Permit Out form to the Office of the Vice President for Student Affairs (Room 7301). If the form is approved by the Vice President you will be given an Inter-University Cross Registration Form.
- Follow the instructions on the Inter-University Cross Registration Form and submit the completed form to the Office of the Registrar (Rm 7301). You will need four signatures to complete this form, which should be acquired in this order to save you time: 1) your EO, 2) the course professor, 3) the GC Registrar, and 4) the IUDC coordinator at the host school.
- Once the completed Inter-University Cross Registration Form is submitted to the GC IUDC Coordinator (Rm 7301), your registration will be finalized by the Office of the Registrar at the Graduate Center no later than the end of the add/drop period.
- You can confirm that you were successfully registered by viewing your record online on the Student Web.
- *Note:* Unlike registration for courses at the GC, registration for consortium courses is not an on-line procedure. All enrollment changes for these courses must be submitted via the Change of Program form available at the Office of the Registrar.
- *Note:* You must complete the registration process by the end of the third week of the CUNY semester.

Students taking courses at another university are subject, in those courses, to the registration and academic regulations of the host university, including the grading system, calendar, and academic honor system. It is the responsibility of the students to familiarize themselves with the pertinent regulations of the host university.

Graduate Center students pay tuition to the Graduate Center for any cross-registered courses they take. Any registration questions regarding the consortium should be addressed to the Office of the Registrar. Academic or policy questions should be directed to the Office of the Vice President for Student Affairs.

## 6) Recording Courses

Students are discouraged from recording classes, since transcriptions are generally less efficient than notes as a vehicle for digesting content. Extenuating circumstances (e.g. difficulty with English or illness) might make recording desirable. It is program policy that anyone wanting to record a class should first ask the permission of the instructor.

## **Advisors**

Students are encouraged to select an individual faculty advisor as soon as possible, and at least by the time they advance to Level II in the course of their studies. For first-level students in, archaeology and linguistics, the subfield coordinator serves as general advisor, while the EO, DEO and faculty members coordinating the core courses in cultural anthropology serve as general advisors to first-level cultural students. Entering students in physical anthropology are assigned a primary advisor upon admission; the subfield coordinator serves as a backup/secondary advisor as needed.

Students should ideally select as their advisor a faculty member whose interests are close to their intended areas of specialization, but the choice is the student's to make, subject to the faculty member's agreement. The student then indicates his/her choice to the EO.

The initiative for meeting with the advisor rests with the student. It is assumed that the student will consult the advisor regularly and will discuss the selection of courses each semester, preparation for major exams, and any matters of concern to the student. If an advisor is inaccessible or unhelpful, or if for any reason the arrangement is unsatisfactory, it may be appropriate to request a change by communicating directly with the advisor. The student should also bring the change to the attention of the EO.

It is the advisors' responsibility to keep informed of current program policy as it affects their students, and to refer any questions or problems to the EO.

## **Language Requirement**

Knowledge of one foreign language adequate to precisely translate several pages in that language, with use of a dictionary, is required. The specific language chosen must be relevant to the student's research interest and must be approved by the student's advisor and the EO. The requirement is designed to ensure that the student has reading skills in a language of research scholarship, and is not intended to apply to a field language.

Students who are native speakers of a language normally accepted for the requirement may be exempted from the examination. Language courses may be taken in the CUNY colleges or in the Language Reading Program at the Graduate Center to help students prepare for the language exam, but credit may not be applied to the degree. The Graduate Center's Language Reading Program offers exams at the end of their courses that can fulfill this requirement if passed with an A or A-; students receiving a B+ or B on the exam, must have the exam sent to the program office for evaluation by a program representative. Students may also arrange exams through the program office.

Students who need a foreign language for their fieldwork are also encouraged to begin study in that language as early as possible. Language fluency is required by some funding programs. Depending on the language it may also be used to satisfy the foreign language translation requirement.

## **The First Examination**

The First Examination is a general qualifying examination in the student's subfield (that is, cultural anthropology, physical anthropology, archaeology, or linguistic anthropology). The student may elect to take a First Examination that combines two or more subfields/sub-disciplines. As a rule, the First Examination will be offered once a year.

The examination will comprise two parts: (a) a written examination given in 3-hour sessions on two different days, and (b) an evaluative interview consisting of an oral examination covering the same areas as the written examination and, where appropriate, an evaluation of the student's general progress in the program. The result of the First Examination may be a straight pass, a pass subject to the fulfillment of conditions set by the examining committee, or fail. In the event of a fail, the committee will recommend to the EO whether or not the student should be allowed to retake the exam; the exam may be retaken once, upon recommendation by the committee and approval of the EO.

It is expected that the students will take the First Examination at the beginning of, or during, their second year in the Program, following the completion of 18-24 credits. Students without a background in their subfield of anthropology may, upon consultation with advisors and the EO, request an extension until the third year, but no later than the semester following the one in which the student is registered for his or her 36th credit. Extensions beyond the third year are not normally given. Students in cultural anthropology must have completed the cultural core courses and theory courses or their equivalent, before taking the First Examination. The exam in cultural and physical anthropology is given once a year, at the beginning of the Fall semester. In the other subfields, it is scheduled at the discretion of the subfield faculty.

The First Examination in cultural anthropology is based on the reading lists for the two core courses and the two theory courses, as well as other topical courses students may have taken prior to the exam. The examination is prepared by the four faculty members of the Curriculum and Examinations Committee for Cultural Anthropology, assisted by student members of the committee, with input from the instructors of the relevant courses.

The First Examination in Physical Anthropology is based in large part on the three core courses: 1) Genetics and Human Variation; 2) Behavioral Biology, Ecology and Conservation; and 3) Evolutionary Morphology. Each core course would represent two of the six questions, which would also draw upon the advanced courses given in the two terms preceding the First Exam.

Students in Archaeology and Linguistic Anthropology should consult their subfield coordinator for details about the first examination

Students preparing for the First Exam are encouraged to obtain copies of prior examinations from the program office or subfield coordinator to assist them in studying. The questions and emphases will, of course, vary from one examination to another, but students will be informed in advance if there are to be major changes in format.

Students entering the program with an MA in anthropology will, normally, take the First Examination. In special circumstances, they may petition the EO for an evaluative interview by the subfield's Curriculum and Examination Committee. In such cases, the committee will determine whether or not the student may be exempted from the First Examination and will make recommendations on specific courses or other requirements that may be appropriate for the individual student.

### **En-route M.A.**

Upon completion of 45 credits and passing of the First Exam, a student may apply for the en-route M.A., which is awarded by one of the participating CUNY colleges. To qualify for the degree, the student must present a substantial paper written in an 800-level course, in lieu of the masters' thesis.

### **The Second Examination**

The Second Examination is an oral examination on two areas of specialization within the sub-discipline and a defense of a research proposal. Normally it takes place upon completion of coursework, and it should take place no later than one calendar year following completion of 60 credits. The two parts of the examination are typically taken at the same time, with the examination on the research proposal immediately following the *successful* completion of the specialties exam. If the student fails the first part of the exam, the exam is terminated. In special circumstances the two parts may be taken separately, in which case the specialties exam must always be taken first, and the examination on the proposal should come within three months of successful completion of the specialties exam.

To assist students in preparing for the Second Examination, a committee will be appointed, consisting of the advisor and three other persons competent in the areas of specialization to be presented at the examination. The committee will be proposed by the student in consultation with the advisor as soon as possible following the First Examination, and presented to the EO for approval. Three of the members must be on the Anthropology doctoral faculty; if appropriate the fourth member may be from another doctoral program at the Graduate Center, or from an anthropology department at one of the other CUNY campuses. A fifth committee member from any of these categories, or possibly from another institution may be added if the student, advisor and EO agree that the supplementary expertise would be beneficial, or if the EO considers such a person necessary to represent general program interests.

The student will select two areas of specialization (this varies by subfield, see below). The general guideline for the scope of a specialty is that it be an area or topic that would be appropriate for a graduate course. The student will be expected to draw up selective bibliographies for each of these two specialties under supervision of the advisory committee. While the bibliographies are to be presented to the committee at least two weeks prior to the date of the examination, it is recommended that the student is in regular, ongoing consultation with the committee throughout the process of developing bibliographies.

## 1) Specialties for the Second Exam

The areas of specialization appropriate for the Second Examination are specified for each of the subfields.

### Cultural Anthropology

Students will choose one ethnographic area (usually but not necessarily a geographic area) and one topical or problem area. The guideline is whether a graduate level course would normally be offered in the area or topic. The topical specialty must include a section on methodology.

### Archaeology

Two areas, one geographic and one topical, are required. The scope of the area should be approximately equivalent to the coverage of a graduate level course.

- a. The geographical area of specialization should be defined in terms of traditional "culture areas", such as Europe, Middle East, North America, etc. The examination would focus on the student's particular interests but would include related issues as well. For example, the area could be stated as: North America with an emphasis on hunting and gathering adaptations (for which aspects of North American ethnography would obviously also be relevant).
- b. The following are examples of acceptable topics of specialization: cultural ecology; settlement patterns; locational analysis; hunters and gatherers; rise of civilization; ethnoarchaeology; historical archaeology; dating techniques; stylistic analysis.

### Physical Anthropology

Students (in consultation with the advisor) will choose one area corresponding to one of the three core courses noted above; and a second area corresponding to an advanced graduate course based broadly upon the planned research topic (e.g., evolution of the primate brain, the species problem in primate systematics, hormonal influences on primate behavior, genetics of human disease). For each area, the student will prepare a bibliography of 50-100 items corresponding to what would be assigned readings for such a course. The items will be annotated briefly and organized by topic, as for a course.

### Linguistic Anthropology

Two areas of specialization, one topical and one geographical, are required. The topical specializations include but are not restricted to the following:

sociolinguistics, descriptive linguistics, historical linguistics, multilingualism, ethnoscience/cognitive anthropology, ethnography of communication, pidgin/creole languages, narrative/discourse in its ethnographic context, folklore, etc.



Area or area-like specializations would have the scope of the following:

North America, Africa, Arctic, Oceania, New Guinea, etc., or similar adaptations within different geographical areas, such as urbanism.

Areal cultural expertise, in addition to the areal linguistic expertise, is considered important, but should not be required to approach the proficiency expected of a student in the cultural subfield.

## 2) Preparation for the Second Exam

The student's intention to take the examination should be discussed with the advisor and committee about a semester's worth of time in advance of the actual date. Working with this committee, the student begins to prepare two bibliographies of comprehensive scope and depth. The bibliographies may initially include items that the student has not yet read, although it is expected that the items will be read by the time of the exam. Committee members may wish to see more than one draft before a final version is submitted.

With regard to the cultural anthropology subfield, both the area and topic bibliographies should present a balance of theoretical and ethnographic coverage. The topical bibliography should include broad cross-cultural coverage, including the issues that have emerged in the literature through cross-cultural comparison. The area bibliography should include contributions from other disciplines where appropriate to the task of synthesizing historical developments, regional diversity, the "larger picture" and so on. Items on the two bibliographies should not overlap. It may be useful to think of the bibliographies as essential reading lists in preparation to teach graduate-level courses. As such they should cover basic issues in a somewhat standardized way, but at the same time reflect the interests and organizing concepts of the individual student.

Students in cultural anthropology are also required to present a short (2-3 pages) introductory statement for each of the bibliographies, setting forth the rationale for selection and organization of the literature within the topic and area. These statements should be developed in consultation with the committee early in the period of preparation for the exam. The advisory committee will also guide the student in preparation of the research proposal (see below).

Students in Archaeology, Physical and Linguistic Anthropology should consult with their respective subfield coordinator for additional advice on preparing for the second exam.

## 3) The Second Examination Committee

The Second Examination committee will be chaired by a committee member who is not the student's faculty advisor, as decided by the committee. The chair is responsible for running the exam and reporting its results to the program office. The EO may participate in the Second Examination ex-officio, without vote, unless he/she is a member of the student's exam committee.

All members of the examining committee must be given final printed copies of the bibliographies incorporating committee member suggestions at least two weeks in advance of the specialties exam.

#### 4) The Specialties Examination

The specialties part is a two-hour exam, one hour for each specialty. The two specialties will be treated independently in the evaluation. On each, the examining committee may vote a pass, a pass with distinction, a pass pending fulfillment of certain conditions, or a fail. In the event of failure of either or both parts, the committee will also recommend to the EO whether or not the examination may be retaken. The examination may be retaken only upon recommendation of the examining committee and approval of the EO.

#### 5) The Research Proposal and Proposal Exam

The student must prepare and defend a research proposal setting forth the proposed dissertation research. The proposal is expected to meet standards for review of literature, research design, etc. equivalent to a fundable grant proposal. It should also represent a realistic plan for dissertation research. The proposal must be defended before the Second Examination Committee. All members of the committee must be given final printed copies of the proposal at least two weeks before the date of the proposal exam, although they should be consulted for advice on earlier drafts and should agree that the revised proposal is ready to be defended prior to the exam (see the section on “Dissertation Research and Writing Support” below for more information on the proposal)

The result of the proposal examination may be: to accept the proposal as is, to require changes and resubmission to the committee without re-examination, to require changes with a re-examination, or to reject the proposal (with recommendation as to whether or not the student will be allowed to work on a new proposal).

If the student has passed the proposal examination and subsequently finds it necessary to change the dissertation topic, the examination does not need to be repeated. In such cases, however, a new plan for the dissertation, equivalent to a research proposal or a first chapter and dissertation outline, must be reviewed and accepted by the dissertation committee.

### **Admission to Doctoral Candidacy**

Upon successful completion of both parts of the Second Examination, and fulfillment of all other requirements listed above, the student is formally advanced to doctoral candidacy. Advancement to candidacy entitles the student to request the M. Phil. degree awarded by the Graduate School. The program will submit documentation to the Graduate Center on the student’s behalf, but students are advised to check to ensure that all requirements have been met and that all grades and requirements are documented on their transcript. A copy of the transcript can be viewed on the GC website at: [http://www.gc.cuny.edu/student\\_web/index.htm](http://www.gc.cuny.edu/student_web/index.htm). A letter verifying that the student has been advanced to candidacy will be mailed to the student’s permanent address.

At this time, the student should discuss the composition of the dissertation committee with the advisor and the EO. The student may choose to constitute a dissertation committee different from the committee for the Second Exam.

### **Human Subjects Research Approval**

The Graduate Center has an ethical and legal commitment to protect human subjects in research. All such research, whether for the dissertation or for other purposes, must be reviewed and approved by the Committee on the Protection of Human Subjects prior to its initiation. This includes interviews, observations, questionnaires, use of previously collected data with identifiers, and any other methods by which data are obtained from human subjects. Student researchers who are conducting research with human subjects must complete the CITI human subjects training, as must their advisors.

The Registrar sends all students advanced to Level III (candidacy) a “Dissertation Proposal Clearance: Human Participants” form. Students are required to submit the completed form to the Office of Research and Sponsored Programs after their committee approves the dissertation topic and methodology and before research begins. If human participants are not involved, students submit the completed “Dissertation Proposal Clearance: Human Participants” form, with the dissertation project abstract and methodology, to the Graduate Center’s Office of Research and Sponsored Programs, Room 8309, 365 Fifth Avenue, New York, New York 10016. If human participants are involved, the student must also complete an “Institutional Review Board (IRB) Application for Approval To Use Human Subjects in Research,” available at <http://web.gc.cuny.edu/orup/> and from the Office of Research and Sponsored Programs, and submit it to their home campus Institutional Review Board (IRB).

See <https://web.gc.cuny.edu/orup> for complete details about the IRB process.

### **The Dissertation**

#### 1) The Dissertation Committee.

The dissertation committee consists of three "inside" members drawn from CUNY doctoral faculty, including the student's advisor, who acts as the dissertation supervisor, plus an external reader. External readers may not be on the faculty of the City University, but must be recognized specialists in their field with experience training doctoral students.

The composition of the dissertation committee, and changes in it, are determined by agreement of the student, the supervisor, and the EO. The supervisor must be a member of the doctoral faculty in anthropology; the other "inside" readers are members of the CUNY doctoral faculty, and at least one of them must be on the anthropology faculty. If it is desirable to have a specialist on the committee who is not on the doctoral faculty or is not a CUNY faculty member, the committee may be enlarged. The committee may also be enlarged to include more members of the CUNY anthropology doctoral faculty if the dissertation topic requires wider input. Under rare

circumstances the EO may approve special supervisory arrangements or committee compositions if they retain programmatic and disciplinary integrity and do not abrogate GC bylaws.

## 2) Role of the Supervisor

The dissertation supervisor is responsible for maintaining contact with all members of the committee and for keeping informed of the progress of the dissertation at all times. The supervisor is responsible for convening the committee, for communicating with the outside reader on behalf of the committee, for ensuring that the changes requested by all members of the committee are made, and for communicating to the EO the results of the Draft and Defense Meetings.

When the student and supervisor consider that the dissertation is complete, the supervisor will usually call a Draft Meeting of the committee (see below). However, if the supervisor obtains strongly positive responses from *all* the inside committee members, a Defense Meeting may be called directly and the Draft Meeting may be omitted. The proposal to waive the draft meeting must come from a member of the committee, not the student. A Draft Meeting may not be “converted” to a Defense Meeting during the session. A Defense Meeting is required as per the EO Handbook and the Graduate Center Bulletin. This does not commit the inside committee members to accept the dissertation at the Defense Meeting, but only permits such acceptance if the committee agrees. All Defense Meetings must be formally convened through the Office of the Provost, which requires 30 days advance notice (see below).

## 3) Draft Meeting (prior to the Defense)

After all inside members of the committee have read a complete last draft of the dissertation (including all sections and bibliography), and agreed that a Draft Meeting is advisable prior to a Defense Meeting (see above), the supervisor will convene a formal Draft Meeting. The supervisor will inform the APO of the date of the Draft Meeting at least two weeks in advance.

With the candidate present, the committee will discuss the status of the dissertation and reach agreement on recommendations for revision. The committee should also discuss the selection of an outside reader, if one has not yet been named, and should agree upon the revisions to be made before the dissertation is sent to the outside reader. The dissertation supervisor should report in writing to the EO the results of the meeting. The dissertation may require significant revisions at this point, so that sufficient time must be allowed before a planned Defense Meeting.

The outside reader's presence at this meeting is optional, as is his or her involvement in the early drafts of the manuscript. Depending on the reader's relationship to the student or advisor, he or she might prefer to evaluate the dissertation and /or contribute suggestions while it is in progress. Except in such circumstances, however, the complete dissertation should be sent to the outside reader only after all inside members have agreed that the complete dissertation is ready for external review. This formal approval may be granted before or after the defense. Upon notification in writing that formal approval has been granted, the program (*not the student*) sends the complete dissertation to the outside reader.

#### 4) The External Reader

In November 1983, the Executive Committee of the program reaffirmed the program policy of requiring an outside reader on all dissertations. The reasons cited include the value of outsider readers for improving the quality of dissertations and providing the candidate with an opportunity to be known to specialists in his/her field outside of CUNY. The outside reader should be selected as soon as possible after the student begins writing the dissertation. The committee for the proposal exam should make recommendations as to appropriate persons to serve as the outside reader. After the student, supervisor, and EO have agreed upon a choice, the EO writes a formal letter requesting the individual to serve and informing him/her of the program's dissertation procedures. After agreement is obtained, the supervisor should consult with him/her and determine the extent to which he/she wishes to be involved in the progress of the dissertation as described in the preceding paragraph.

Unless the external reader requests otherwise, the complete dissertation is sent to him/her only after a revised final draft has been approved by the inside members of the committee. The outside reader indicates his/her judgment in the form of a letter to the EO, stating whether the dissertation is acceptable as is, acceptable subject to minor changes to be overseen by the supervisor, or in need of major changes and resubmission to the reader.

#### 5) Defense Meeting

The Defense Meeting is to be held after the candidate has completed a final version, i.e. at the time he/she would be ready to ask the readers for their signatures. The outside reader will be invited to the meeting but his/her presence is not required. A portion of the defense may be public and the student may invite people other than the committee to attend. A student considering this option should discuss the pros and cons with his/her advisor prior to setting the defense date. If the student elects a public defense, he/she is still required to meet privately with the dissertation committee members either before or after the public component. At the termination of the meeting the members of the committee will sign the Final Examination (Defense) Report form, indicating: (1) pass without revisions; (2) pass with minor revisions, which will be overseen by the dissertation supervisor; or (3) major revisions, requiring resubmission of part or all of the dissertation to the full committee. If more than one member of the committee requests major revisions, another meeting will be required.

The Defense should be scheduled sufficiently prior to the expected date of deposit (ca. April 30, September 20, or January 31) to permit all revisions to be made in time. *Since these dates may vary from year to year students should confirm them.* The student should convey information regarding the day and time of the Defense Meeting to the APO who will inform the Provost's Office one month prior to the Defense Meeting. All Defense Meetings must be convened through the Office of the Provost (see Graduate Center Bulletin).

#### 6) Approval of the Dissertation

For the dissertation to be approved there can be no more than one dissenting vote.

## **Evaluation of Student Progress**

There are several points in the student's career at which there are committee evaluations of work to date. These committees may make recommendations (including termination from the program) and/or set deadlines, which will be communicated to the student and the principal advisor in writing, and then are implemented by the EO.

### 1) The First Exam

The subfield Curriculum and Examination Committee grades the written portion of the exam, after which the student is interviewed by the committee. The interview normally combines an oral examination (covering material on the written exam) and a general discussion of the student's progress to date and plans for the second level of work.

### 2) Periodic Review of Student Records

The Admissions and Awards Committees meet periodically to review the records of all students in their respective subfields. The cultural/linguistic anthropology committee may invite wider faculty involvement as needed. Where the committees identify concerns over student progress, the student will be notified in writing about the requirements that must be met, deadlines for meeting them, and any additional recommendations made by the committee.

### 3) The Second Exam (must be completed before 10 semesters in the program; not counting leaves of absence)

The student's exam committee evaluates the student's performance on the areas of specialization and the research proposal.

### 4) The Dissertation Committee

This committee, chaired by the dissertation supervisor, is responsible for advisement on all stages of the dissertation, for evaluation of first and final drafts and for recommendations of extensions of time where necessary. It is the supervisor's special responsibility to monitor the student's progress with regard to time limits.

### 5) The Executive Committee

The faculty members of the Executive Committee have ultimate responsibility for review of student progress. According to program policy, deadlines for fulfilling requirements should be communicated to the student in writing. In the event that a student fails to meet such a deadline, continuation in the program will require approval of the Executive Committee. The faculty members of the Executive Committee also review and recommend on unusual requests for extensions of time to complete dissertations, and they review appeals from students who have been terminated from the program.

## **Special Regulations**

### 1) Graduate Center Regulations

Students should familiarize themselves with the regulations and appeals procedures of the Graduate School as described in the current GSUC Bulletin and Student Handbook.

Students must be making satisfactory progress toward the degree in order to maintain status at the Graduate Center and to be eligible for any student financial assistance. A student is deemed not to be making satisfactory progress by the Graduate Center if he or she has a grade point average below 3.00, has accumulated more than two open grades (“INC,” “INP,” “NGR,” “ABS,” and “ABP”), has completed 45 credits without having passed the First Examination, has completed 10 semesters without having passed the Second Examination, has received two “NRP” grades in succession, or has exceeded 8 years of registration without graduating. The Graduate Center reviews each student’s record every semester. If formal standards have not been met, a student may register (and receive financial aid, if otherwise eligible) only upon petition of the student’s EO to the Vice President for Student Affairs. Any questions about these or other regulations and their application to the specific policies of the Anthropology program should be addressed to the EO.

### 2) Leaves of Absence

Students who wish to take a leave of absence for academic, financial, or personal reasons should address their request to the EO, who recommends the request to the Registrar. Normally, a leave of up to two semesters will be granted, but requests for further leaves require special justification. Except in unusual circumstances, leaves will not be allowed beyond a total of two years' time.

Deadlines for completion of courses and deadlines set by committees overseeing the student's academic work are not automatically extended as a result of leaves of absence. The student should discuss particular problems with the EO, who may extend certain deadlines and/or set certain conditions to be met in order to resume student status at the termination of the leave. According to Graduate School regulations, during the period of a leave, the student is not entitled to any services of the institution, including examinations and extensive faculty advisement. However, the Anthropology program encourages students on leave to maintain contact with the program and to consult informally with their advisors.

### 3) Time Limits for Completion of the Degree

The program adheres to the previously described Graduate School regulations that set a limit of eight years from matriculation to awarding of the Ph.D. (seven years for students entering with an M.A. and receiving 30 credits of advanced standing). Time spent on leaves of absence is not included. Extensions of time beyond the limit must be recommended by the EO and approved by the Vice President for Student Affairs. Extensions, particularly any beyond the first, are not routinely granted and must be justified by evidence of substantial progress toward completion of the dissertation.

The Executive Committee of the Anthropology program has adopted specific procedures in regard to recommending extensions and demonstrating progress. If a student reaches sixteen enrolled semesters (not counting leaves of absence) without graduating, he/she is required to draw up a contract for work to be completed during each subsequent semester of enrollment. The contract must be approved by the advisor and conveyed to the EO. The contracted work must be completed and approved by the advisor at least one week prior to the deadline for the next semester's registration. If the student reaches 22 enrolled semesters without graduating, he/she is given one year to complete the dissertation. Students are not allowed to register beyond the 24th semester. If the student subsequently produces a dissertation deemed acceptable by his/her committee, he/she may apply for readmission to the program in order to defend and deposit the dissertation.

Exceptions to this policy, other than those due to excusable circumstances such as serious illness, must be approved by the Executive Committee. The student should ask the dissertation supervisor to present an appeal to the Executive Committee. The student should provide the Committee with a copy of the dissertation-in-progress and a timetable for its completion, and the supervisor should consult with each member of the dissertation committee to obtain their recommendations. The supervisor presents the case to the Executive Committee.

#### 4) Withdrawal and Termination from the Program

Students who are considering withdrawing from the program for any reason should discuss their situation with their advisors and the EO. Formal notification of the student's intention to withdraw should be made by letter to the EO. Depending upon how far along the student was at the time of withdrawal, requests for reinstatement will be reviewed either by the Admissions and Awards Committee or the Executive Committee.

Students may be terminated from the program for unsatisfactory progress, including (but not limited to) scholastic performance below the Graduate School standards for retention, failure to meet deadlines for program requirements, and failing a First or Second Exam without approval for a retake; they may also be terminated for nonacademic reasons, such as breaches of ethical conduct. In the case of exam failure, the decision is made by the four members of the First or Second Exam Committee. The Admissions and Awards committees can also recommend termination following a periodic review of student progress. In the latter case, as well as other kinds of cases, the student's advisor and/or the EO will initially discuss the matter with the student, recommending (if warranted) that he or she withdraw from the program. If the student disagrees, the EO will name an ad hoc committee to consider the case; it will make a recommendation to the EO either to terminate the student or to drop the case. The committee will consist of four faculty members: two from the student's subfield and one each from two other subfields, none of whom can be members of the Executive Committee (the body that would hear the student's appeal). This ad hoc committee is emphatically not designed for use in cases involving litigation and will automatically be dissolved if a student brings legal representation to a meeting. Once a decision to terminate has been made, the EO will notify the student in writing and will give him/her the opportunity to withdraw before the termination becomes effective. Students may appeal the decision to terminate by submitting a written statement to the Executive



Committee. For further information on appeals procedures, consult the GSUC Student Handbook.

## 5. Deadlines

Deadlines for a student to change level/status effective for any particular semester are posted on the Graduate Center's Academic Calendar. These are the Graduate Center's deadlines to receive required documentation from the program office. Students and faculty should submit any required documentation or grades necessary for these changes to the program office at least a week in advance of the deadline so that the office can make its report by the deadline.

## 6. Scheduling Exams, Draft Meetings, and Defense Meetings

2nd exam, 1st draft meetings, and dissertation defenses normally cannot be scheduled when classes are not in session because faculty are released from their teaching and service obligations under the union contract. Exceptions can only be made under extraordinary circumstances, with the approval of all of the committee members, and only by a request from the student's advisor to the EO. Student requests sent directly to the Anthropology Office cannot be considered.

## **FINANCES AND JOBS**

Students in the program have an outstanding record of getting financial aid, research funding and jobs. Nevertheless, doctoral students in anthropology generally face a situation of scarcity in all these areas and competition is keen. In addition to meeting academic requirements at a high level, students will need to be resourceful, to learn skills of grant writing and career planning, and to keep informed of developments in the profession. It is the responsibility of the faculty and the administration to provide the best training they can to help students develop into good anthropologists and compete successfully for funds and jobs. This may involve recommending work/study beyond the minimum program requirements and students should be prepared to take on these extra recommendations. Students also need to be clear and realistic about their own goals in studying anthropology and willing to assume the risks. Students are urged to discuss their particular situation and concerns with their faculty advisors and the EO whenever the need arises.

### **Financial Aid**

For the latest information about financial aid and student fellowships see the Office of Financial Aid's website at: [http://www.gc.cuny.edu/admin\\_offices/finaid/index.htm](http://www.gc.cuny.edu/admin_offices/finaid/index.htm) and the Office of the Provost's website at: [http://web.gc.cuny.edu/provost/doctoral\\_students/fellowships\\_awards/fellowships\\_awards.htm](http://web.gc.cuny.edu/provost/doctoral_students/fellowships_awards/fellowships_awards.htm).

There are several categories of financial aid for graduate study, and students should familiarize themselves with their eligibility for different kinds of awards and the procedures for applying for them.

## 1) Graduate School Fellowships and Assistantships

The Anthropology Program is allocated a certain number of awards each year, to be granted competitively on the basis of both merit and need. Some carry partial tuition waivers; others do not. Most have service obligations, mainly assignments as research assistants to members of the faculty or as undergraduate instructors at the CUNY campuses. Some awards require U.S. citizenship and/or a high level of need, or carry other restrictions. For more information about the various awards available see the Office of Financial Aid website at: [http://www.gc.cuny.edu/admin\\_offices/finaid/index.htm](http://www.gc.cuny.edu/admin_offices/finaid/index.htm)

The awards allocated to the program are assigned by recommendation of the Admissions and Awards Committees. The committees meet early in the Spring semester to review the records of all students who have applied for aid. Increasingly, the funds allocated to the program are designated by the Graduate Center as multi-year fellowships for in-coming students, and there is limited flexibility in the (re)allocation of funds to students at higher levels. The committee's recommendations are submitted to the Office of the Provost and/or the Office of Financial Aid which ascertain students' eligibility for different awards and then work closely with the EO to ensure that the limited funds available to the program are stretched as far as possible.

The first set of fellowship offers, to applicants for Fall admission, are made in late March, but the process of awarding financial aid can continue throughout the year. Additional funds sometimes become available when awards are declined or interrupted or when the Provost's office makes special allocations. Students needing information on their status with regard to possible awards should contact the EO.

## 2) Tuition Grants, Work-Study, and Loans

Several forms of assistance are allocated directly by the Office of Financial Aid on the basis of non-merit criteria, such as demonstrated need, U.S. citizenship, and/or New York State residency. These include Tuition Assistance Program (TAP) awards, low-interest loans, and Work-Study. Students interested in loans or federal work-study must file the Free Application for Federal Student Aid (FAFSA) at <http://www.fafsa.ed.gov/>, and have the results sent to the Graduate Center Office of Financial Aid for their use in allocating these awards. Residents of New York State apply for TAP by completing a TAP online application when they are completing the FAFSA.

Eligibility for all forms of financial aid requires satisfactory academic standing. The Financial Aid Office may hold up an award or refuse to approve a loan if there are excessive incompletes or other questions about the student's status or progress. The student should discuss such problems with the EO, who will evaluate the student's situation and negotiate with the Financial Aid Office.

Limited funds are made available to the Graduate School each year for College Work-Study awards. Students are assigned to work either in the program or elsewhere in the building, and they are paid at an hourly rate. Students who are interested in these awards, and who qualify on the basis of citizenship and need, should submit the FAFSA application described above. They

should also inform the EO that they have applied, so that the program can request students for assignments related to anthropology.

Tuition waivers are commonly granted to students with adjunct teaching appointments, and some other salaried positions, at CUNY campuses. These funds are available only during the student's first ten semesters of enrollment. Eligible students with these appointments should inform the APO who must make the request to the Office of Financial Aid at the beginning of the semester.

New York State residents are eligible for specific tuition assistance programs and also benefit from lower tuition rates. Out-of-state residents are advised to establish state residency as soon as possible. Similarly, students who are defined as dependents of their parents should consider ways of acquiring "emancipated" status, which usually increases their eligibility for need-based awards.

### 3) Other Sources of Aid

Students with outstanding credentials are encouraged to apply for fellowships offered by outside agencies such as the NSF, the American Association of University Women (AAUW), and others. Information is available on the bulletin boards in the Brockway Room and on-line, as well as in the Office of Research and Sponsored Programs and the Financial Aid Office of the Graduate Center. While most such awards apply to the dissertation stage, some may be used for graduate study at any level. While awards such as the NSF Graduate Fellowships are highly competitive, students in the program have been successful in the past. Students should consult their faculty advisors or the EO for advice on applying for specific awards. They should allow ample time for feedback on application materials before submitting them or asking for letters of recommendation. Students have also collected successful proposals in a binder in the Brockway Room.

Opportunities for students to work as research assistants are sometimes available under grants held by members of the faculty, who may either select their own research assistants or may consult the EO for information on qualified students. Faculty in other programs and the various research institutes of the Graduate Center also contact the program on occasion about research jobs for which anthropology students may be eligible. Students are advised to keep the EO informed of their interest in such employment and any special skills that might be relevant.

### **Teaching Jobs for Students**

The program considers the experience of teaching undergraduates a valuable part of doctoral education as well as a source of income (provided that the time spent in teaching is not so excessive as to interfere with the student's progress towards the degree). Students at CUNY have exceptionally rich opportunities to obtain teaching experience, since most of the CUNY senior colleges and many of the community colleges include doctoral students in anthropology on their teaching staffs. It is the policy of the City University that the colleges are required to employ CUNY doctoral students for all part-time teaching positions, unless there are none available with

the necessary qualifications. As a rule, doctoral students teaching in the CUNY colleges do not work as "teaching assistants" but have full responsibility for their courses.

Some institutional fellowships (Graduate Center Fellowships, for example) require teaching at other CUNY campuses. Students receiving these fellowships are required to undertake teacher training approved by their subfield before they begin teaching.

Many part-time teaching appointments are Adjunct Lectureships, which are paid on a per-course basis. The appointments are made by the college department; generally the chairperson consults the EO for information about available doctoral students. Students who wish to be considered for part-time teaching jobs should give the EO a resume, with a statement of their availability and the courses they are prepared to teach. If students are interested in particular departments, whether at CUNY or other institutions, they should also contact the department chairperson directly or indicate their interest to faculty members of the department who know them.

Students with teaching assignments should immediately notify the EO and the department chair at the college where they are expected to teach if they anticipate any conflict that might interfere with their teaching assignment. At the time of application for teaching assignments, students should fully disclose any funding opportunities or other obligations which might prevent them from teaching their assigned courses. In general students should not apply for, or accept, future teaching assignments that they are not confident they can fulfill.

### **Dissertation Research and Writing Support**

The research proposal that is required as part of the Second Examination is the basis of most applications for support of dissertation research, and it is in the student's interest to take seriously the expectation that the Second Exam proposal meet the standards of a "fundable" grant proposal. Information on grants and other awards for dissertation support is available on program bulletin boards, in the Office of Research and Sponsored Programs (which distributes a monthly listing of upcoming deadlines as well as maintaining files and reference materials on sources of support), on-line at government and foundation websites, and in professional publications such as *Anthropology News* of the American Anthropological Association (AAA).

It is important to begin the process of applying for grants as early as possible, since effective applications take a great deal of time and work and there is usually a lag of six to nine months between the application deadline and announcement of the awards. Faculty advisors should be consulted early, and time allowed for feedback on multiple drafts of the proposal—two months is usually the *minimum*, and three to six months is commonly needed. Students in cultural anthropology and anthropological linguistics are advised to take the Seminar in Proposal Writing in the spring semester preceding submission of their proposal to meet fall deadlines. Past successful grant proposals are also available in a binder in the Brockway Room. Proposals must be approved by the Second Exam Committee before being submitted to major grant competitions. This approval may be secured individually from committee members and conveyed to the advisor and EO, or confirmed at a preliminary meeting of the committee to discuss the proposal. Students in physical anthropology are generally required to pass their

Second Exam before submitting their proposal to funding agencies. Archaeology students are encouraged to work closely with their advisor and subfield coordinator to explore grant opportunities as soon as they are admitted to the program. No proposal should be submitted for funding without the formal approval of the advisor.

All students are encouraged to take advantage of travel opportunities to visit their potential research site prior to completion of their proposal and to enhance their level of specialization through appropriate coursework, tutorials and language training, also in advance of completing the proposal process. The program normally reserves fellowship funds for such reconnaissance, awarded on the basis of proposals solicited and reviewed in the spring semester. The Doctoral Students Research Grant Program competition, which occurs in the fall semester, also offers up to \$1500 that can be used for pre-dissertation or dissertation research. In addition, the research and travel fund financed by the Doctoral Students Council provides limited funds for travel or other expenses related to dissertation research; applications can be obtained from the Office of Student Affairs: [http://www.gc.cuny.edu/admin\\_offices/student\\_affairs.htm](http://www.gc.cuny.edu/admin_offices/student_affairs.htm).

The Graduate Center also has several dissertation year fellowships available. These are intended to fund students in the last year of their dissertation (in most cases, for anthropologists, for the final year of writing). The application for these is generally due in February and the application can be found at: <http://web.gc.cuny.edu/provost/index.htm>.

CUNY Writing Fellowships will continue through 2011. These fellowships require about 15 hours of work per week at one of the other CUNY campuses. Writing fellows work in the Writing Across the Curriculum program; specific duties vary by campus. The application and more information can be found at:

[http://web.gc.cuny.edu/provost/doctoral\\_students/fellowships\\_awards/writing\\_fellowships.htm](http://web.gc.cuny.edu/provost/doctoral_students/fellowships_awards/writing_fellowships.htm).

Instructional Technology Fellowships are also available for Level III students and can help support dissertation writing. Technology Fellows work with the Macaulay Honors College and information on applying is disseminated by the Honors College.

### **Finding a Full-Time Job**

The process of looking for full-time employment or other kinds of post-doctoral support should begin well in advance of the expected date of completing the degree, but students at all stages should inform themselves about the job outlook in their field and the alternatives to academic employment. Prospective graduates should plan a job-hunting strategy in consultation with their faculty advisors. They should seek help, if needed, in preparing a cv/resume and make a point of informing anyone who may be helpful of their availability and interests.

Professionalization workshops (no-credit) are offered in the fall semester to provide advice on applying for jobs. A copy of the cv/resume can be given to the EO, along with a statement describing special qualifications or needs, geographical limitations, and any other information that may be useful. It is also important to keep faculty advisors informed of contacts that have been made or actual job prospects, so that recommendations can be given most effectively. Notices of current openings that have been received by the program are posted on a designated bulletin board in the Brockway Room and distributed electronically to students.

Candidates seeking academic jobs should attend the AAA meetings if possible and should make use of the placement service of the Association. Students planning to present papers at this or other meetings are encouraged to participate in trial-run "panels" with faculty and other students as sounding boards. Check with faculty advisors on strategies for the meetings, and distribute your resume to them. The AAA meetings, and the major meetings of the subdiscipline societies, are still the main academic marketplaces, and they afford opportunities not only for job candidates to be interviewed but also for faculty to learn of openings and make appropriate recommendations.

Some anthropology graduates will be interested in nonacademic employment and the program encourages this interest. Networks of anthropologists working outside of academia are being created, both in the New York area and in the profession nationwide, and job hunters should seek help in identifying people to contact. Courses, programs and workshops within the CUNY system may help students prepare for nonacademic career paths.

Information on postdoctoral support, both for additional training and for individual research, may be found in the same locations as other grant information.

## **STUDENT LIFE**

### **Usable GC Space, Management, and Other Resources**

To reserve spaces for meetings at the Graduate Center (including the Thesis Room in the Brockway), contact the APO through whom all formal room reservations are made. Space for meetings (2 large "lounges" and a conference room) is also available on the 5<sup>th</sup> floor and can be reserved through the DSC ([http://www.cunydisc.org/index.php/Student\\_Lounges\\_and\\_Reservations](http://www.cunydisc.org/index.php/Student_Lounges_and_Reservations)).

The Dissertation Writing Room (Rm 6102) contains three desks, bookshelves, filing cabinets, and three PC computers and printers. The APO holds a lottery each Spring to determine interest in use of the space and ways to share it for the following academic year.

A limited number of lockers for student use are also available in the Brockway Room. Students are responsible for fairly (re)allocating and sharing these spaces. Each student is assigned a mail folder in the Brockway Room.

Further, students and faculty have voluntarily submitted successful grant proposals and second exam bibliographies to serve as examples, collected in hard-copy form in binders located above file cabinets in the Brockway Room.

### **Listservs and E-mail Lists**

Program office personnel manage the program listservs, which allow faculty, staff and students to relate program business, events and announcements. Students' GC email accounts are

automatically added to the listservs. If students prefer to use another email address they should alert the program office.

Students are encouraged to join the GC Anthropology Program Student Email List. It is a place to ask questions and discuss topics in Anthropology with each other. To subscribe to the anthropology student email list, either click on this link and fill out the form (<http://gc.listserv.cuny.edu/scripts/gc/wa-gc.exe?SUBED1=anthro-student-l&A=1>) or send an email to [LISTSERV@GC.LISTSERV.CUNY.EDU](mailto:LISTSERV@GC.LISTSERV.CUNY.EDU) with only this command in the body: SUB ANTHRO-STUDENT-L. You'll get a confirmation email with detailed instructions for sending messages, setting preferences, unsubscribing, etc., and then you will be subscribed.

### **Health Insurance and Services**

The Graduate Center offers insurance information for both part- and full-time students and for postdoctoral research fellows at the Graduate Center. Participation in any plan is entirely voluntary but is strongly recommended.

The Office of Student Affairs compiled a helpful “Student Health Insurance and Selected Resources” ([http://www.gc.cuny.edu/current\\_students/StudentHealth/index.htm](http://www.gc.cuny.edu/current_students/StudentHealth/index.htm)) guide for evaluating your health insurance and service options. For questions about this guide, contact the Associate Director of Student Affairs (212-817-7411).

Doctoral students at the Graduate Center meeting certain criteria became eligible for health insurance coverage through the Student Employee Health Insurance Program (SEPH) component of the New York State Health Insurance Program (NYSHIP). For more information about this coverage, visit the website ([http://web.gc.cuny.edu/provost/doctoral\\_students/health.html](http://web.gc.cuny.edu/provost/doctoral_students/health.html)) or contact the Associate Director of Graduate Assistant Programs (212-817-7284) in the Office of the Associate Provost and Dean for the Humanities and Social Sciences.

Regardless of insurance coverage, all matriculated and enrolled students have access to the two main services offered by the Graduate Center Wellness Center (Rm 6422; 212-817-7020; <http://web.gc.cuny.edu/wellness/index.htm>):

*Student Health Services* is an on-site health center that offers a variety of services, including episodic treatment for physical ailments; health screenings; gynecological exams, male health exams, and other physical exams; birth control information; laboratory services (with a laboratory fee required); and confidential HIV testing and counseling. Virtually all services except for laboratory fees and some immunizations and vaccinations are free. Student Health Services also provides referrals to private doctors and clinics and conducts workshops (e.g., CPR, stress management, breast care) and the annual health fair. Outside laboratory fees are not free but may be partially covered by health insurance or by subsidies from the student government (the DSC). Any Graduate Center student, insured or not, is welcome to make an appointment at the Wellness Center.

*The Psychological Counseling and Adult Development Center* offers short-term counseling, psychotherapy, and consultation and referral services. Services are free of charge and are offered on a confidential non-emergency basis, by appointment. In addition to availability during times of acute emotional distress, the counseling center is a resource for individuals seeking to mobilize creative strengths, acquire self-understanding, and explore alternative courses of action. Services and activities of the center include dissertation completion counseling, crisis intervention, counseling and referral for alcohol and drug problems, HIV counseling; stress management and relaxation counseling; and seminars and workshops that focus on the challenges of graduate student life, dissertation completion, and on issues of personal transition and growth.

### **Health and Fitness**

Unlike traditional campuses, the GC does not have a fitness center on site, but there are alternatives. If you'd like to become a member at a gym, GC students can join Baruch's Athletic Recreation Complex (ARC) where annual membership for enrolled students is \$100 for Sept 1 – Aug 31 each year. The ARC is a large, first-class fitness center complete with cardio machines, weights, swimming pool, and numerous courts (racquetball, basketball, tennis, etc), and sauna. In order to take advantage of this offer, obtain a letter certifying enrollment from the Registrar to present to the ARC Facilities Director. Membership will require completion of paperwork at Baruch along with payment of \$100 for the year. For more information: (646-312-5061; <http://athletics.baruch.cuny.edu/>).

GC students are able to participate in wellness classes at other CUNY campuses at a discounted rate (<http://web.cuny.edu/academics/academic-programs/con-ed.html>).

### **Sexual Harassment**

**If you have been sexually assaulted and need immediate assistance, call the National Sexual Assault Hotline at 1-800-656-HOPE.**

It is the policy of the City University of New York to promote a cooperative work and academic environment in which there exists mutual respect for all University students, faculty, and staff. Harassment of employees or students based upon sex is inconsistent with this objective and contrary to the University's non-discrimination policy. Sexual harassment is illegal under Federal, State, and City laws, and will not be tolerated within the University.

Sexual harassment of students, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX. The U.S. Department of Education's Office for Civil Rights defines sexual harassment as unwelcome conduct of a sexual nature that can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature, such as sexual assault or acts of sexual violence. Harassing conduct creates a "hostile environment" when sufficiently severe or pervasive to limit a student's ability to participate in educational activities.



If you are the victim of a sexual assault, sexual harassment, domestic violence, intimate partner violence, dating violence, or stalking you should immediately contact one of the Graduate Center officials listed below who will investigate the allegation and take prompt and effective steps to end the harassment or violence:

- Campus Title IX Coordinator/Compliance and Diversity Officer: Edith Rivera, Room 7301 (212-817-7410)
- Campus Director of Public Safety: John Flaherty, Room 9117 (212-817-7761)
- Vice President for Student Affairs: Matthew Schoengood, Room 7301 (212-817-7400)

An individual who speaks to a Graduate Center or CUNY employee about sexual harassment, gender-based harassment or sexual violence should be aware that employees fall into three categories: (1) “confidential” employees, such as counselors, who have an obligation to maintain a complainant’s confidentiality regarding the incident(s); (2) “responsible” employees, such as Directors, Executive Officers, Deputy Executive Officers, subfield coordinators, and many other administrators, who are required to report the incident(s) to the Title IX Coordinator; and (3) other employees, who are strongly encouraged but not required to report the incident(s). A complete list of “responsible employees” and further details about policies, procedures and student rights concerning sexual harassment are available at:

<http://www1.cuny.edu/sites/title-ix/campus-websites/cuny-policies/campus/the-graduate-center/>

For additional resources on campus sexual harassment generally, consult the American Association of University Women’s report *Drawing the Line: Sexual Harassment on Campus*, available online, free of charge at: <http://www.aauw.org/files/2013/02/drawing-the-line-sexual-harassment-on-campus.pdf>.