

**MA STUDENT
HANDBOOK
2016-2017**

Department of Anthropology
The University of Texas
at San Antonio

NOTE: Information contained herein may be date sensitive. It is the student's responsibility to ensure that the material is current and applicable to her/his program of study. The information should be considered a supplement to the appropriate Graduate Catalog and deadlines and information found on The Graduate School's website: <http://graduateschool.utsa.edu/>

For questions, please contact the MA Graduate Advisor of Record (GAR), Dr. Jamon Halvaksz, (210) 458-5872, (jamon.halvaksz@utsa.edu)

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I. DEPARTMENT OF ANTHROPOLOGY

Anthropology pursues an understanding of the cultural determinants of human behavior. This is accomplished through comparative analysis of past and present social systems; cross-cultural assessment of bio-cultural interactions; and, systematic comparison with nonhuman primate social and ecological adaptations. Anthropology is inherently multicultural in approach and global in scale. As a result, the discipline is typically conceptualized as consisting of four concentrations: cultural anthropology, archaeology, biological (physical) anthropology, and linguistic anthropology. UTSA's undergraduate anthropology program offers students a thorough grounding in each of these concentrations. The graduate program provides more specialized, professional-level preparation: our Master's students receive advanced sub-disciplinary training, while our Ph.D. students focus upon anthropology's historically rich and theoretically varied engagement with environmental issues.

Anthropology at UTSA emphasizes a four-field approach to Master's level training in anthropology. Theoretical and applied emphases include political and cultural ecology; landscape perspectives; agrarian economy and ecology; the archaeology of complex societies; indigenous and environmental politics; primate and evolutionary ecology; medical anthropology; perspectives on sociocultural change; myth, ritual and language; and conservation policy and practice. Geographical research areas include: American Southwest, Texas, Northwest Mexico, Maya Lowlands, and Andean South America (archaeology); Southeast Asia, East Africa, and Neotropics (biological anthropology); and Alaska and the Circumpolar North, United States, Mexico, US-Mexico borderlands, Caribbean, Central America, Lowland South America, and Island Pacific (cultural anthropology).

The Master of Arts degree in Anthropology at UTSA was formally authorized in 1980 by the UT System Coordinating Board. However, graduate-level courses in archaeology had been offered since the opening of the University in 1973. The 1980 authorization created Master's program specializations in both archaeology and ethnohistory. A specialization in cultural anthropology was added in the Fall of 1993. For more information visit the departmental homepage at: <http://colfa.utsa.edu/ant/>

II. ORGANIZATION AND ADMINISTRATION OF THE MASTER'S PROGRAM

The **MA Graduate Program Committee (MA GPC)** administers the Master's program in the Department of Anthropology within the College of Liberal and Fine Arts. The committee is constituted according to department, college, and university (Graduate Council) bylaws:

A Graduate Program Committee will be established for each graduate degree program. The Committee shall consist of all Members who conduct research pertaining to the disciplinary area and/or who teach in the program. The Graduate Program Committee may elect Special Members of the Graduate Faculty to participate. Each Graduate Program Committee shall elect its own Chairperson for a term defined by the bylaws of the appropriate academic unit. A Graduate Program Committee may choose to form an executive committee to facilitate its operations.

The MA GPC recommends admission of students into the program and oversees the implementation of degree requirements. This committee formulates academic policy, guidelines, and curricula.

The Department Chair appoints the **Graduate Advisor of Record for the MA program (MA GAR)** for a three-year term in accordance with department, college, and university (Graduate Council) bylaws. The MA GAR will handle most day-to-day operations of the program, advise all Master's students, maintain records, and represent the Department in most matters relating to Master's students. The monitoring of a student's progress through the program will also be the responsibility of the MA GAR, along with the chair of the student's comprehensive exam and thesis committees and the MA GPC. Questions about degree requirements and academic policies will be directed to the GAR, but final authority for the MA Program rests with the Office of the Dean of the Graduate School.

III. ANTHROPOLOGY FACULTY AND STAFF

A. Administrative Faculty and Staff

Chair: Dr. Jason Yaeger (jason.yaeger@utsa.edu)

Administrative Assistants: Ms. Carolyn Cochran (carolyn.cochran@utsa.edu) and Ms. Michelle Garcia (michelle.garcia@uta.edu)

MA Graduate Advisor of Record (MA GAR): Dr. Jamon Halvaksz (jamon.halvaksz@utsa.edu)

PhD Graduate Advisor of Record (PhD GAR): Dr. Thad Q. Bartlett (thad.bartlett@utsa.edu)

Graduate Council Representative: Dr. Michael Cepek (michael.cepek@utsa.edu)

B. Graduate Faculty

Sonia Alconini (PhD U Pittsburgh 2002; Assoc Prof); Archaeology of complex societies, states and empires, ethnohistory, settlement patterns, household archaeology, GIS applications to archaeology; Bolivia, Andes, South America; sonia.alconini@utsa.edu

Thad Q Bartlett (PhD Washington U 1999; Assoc Prof); Biological anthropology, primate behavior and ecology, human origins; Thailand; thad.bartlett@utsa.edu

M Kathryn Brown (PhD Southern Methodist U 2003; Assoc Prof); Archaeology, complex societies, warfare and conflict and ancient societies, ritual and religion; Mesoamerica, Texas; kathryn.brown@utsa.edu

Michael L Cepek (PhD U Chicago 2006; Assoc Prof); Sociocultural anthropology, indigenous and environmental politics, theories of practice/value/identity, science and conservation, oil industry, activism; Amazonia, Ecuador; michael.cepek@utsa.edu

Carolyn L Ehardt (PhD U Texas-Austin 1980; Prof); Biological anthropology, primate behavior/ecology/conservation, epidemiology and ecology of topical diseases; Africa, Neotropics; carolyn.ehardt@utsa.edu

Laura P Eichelberger (PhD U Arizona 2011; MPH Johns Hopkins 2012; Asst Prof); Sociocultural and medical anthropology, water and energy insecurity, climate change, infectious disease, cancer, structural vulnerability, political ecology, indigenous peoples; Arctic; laura.eichelberger@utsa.edu

K Jill Fleuriet (PhD Stanford U 2003; Assoc Prof); Medical anthropology, production of health inequalities in the United States, immigration, gender and health; US-Mexico borderlands; jill.fleuriet@utsa.edu

Patrick M Gallagher (PhD Stanford 2015; Asst Prof); Sociocultural anthropology, environmental anthropology, political ecology, environmental knowledge production, anthropology of science; Mesoamerica, the Caribbean, Belize; patrick.gallagher@utsa.edu

Daniel J Gelo (PhD Rutgers U 1986; Prof; Stumberg Distinguished Univ Chair; Dean, College of

Liberal and Fine Arts); Symbolic anthropology, religion, social organization, language and culture, ethnomusicology, folklore, history of anthropology, visual anthropology; North America; daniel.gelo@utsa.edu

Jamon Alex Halvaksz (PhD U Minnesota 2005; Assoc Prof); Environmental anthropology, politics of nature, mining and conservation areas, indigenous epistemologies and the sciences, agriculture; Papua New Guinea, Pacific; jamon.halvaksz@utsa.edu

Robert J Hard (PhD U New Mexico 1986; Prof); Archaeology, early agriculture, hunter-gatherers, method and theory, stable isotope ecology, ethnoarchaeology, cultural ecology; Northern Mexico, American SW, Texas; robert.hard@utsa.edu

Laura J Levi (PhD U Arizona 1993; Assoc Prof); Archaeology, landscape production, household organization, agrarian economy, culture theory, complex societies; Mesoamerica, US SW; laura.levi@utsa.edu

Michael P Muehlenbein (PhD Yale U 2004; MsPH Tulane U 2000; Prof); Evolutionary endocrinology and ecological immunology, behavioral endocrinology, primate parasitology, emerging infectious diseases, conservation medicine, non-invasive methods; Africa, Asia, and Caribbean; michael.muehlenbein@utsa.edu

Luca Pozzi (PhD New York U 2013; Asst Prof); Biological anthropology, primate biodiversity, evolution and conservation, systematic biology and phylogenetics, population genetics, biogeography; Africa and Madagascar; luca.pozzi@utsa.edu

Jason Yaeger (PhD U Pennsylvania 2000; Prof; Department Chair); Archaeology, complex societies, identity, households and communities, landscapes, theory and method, ethnohistory; Mesoamerica, Andes; jason.yaeger@utsa.edu

B. Senior Lecturer

Deborah Wagner (MA U Texas-San Antonio 2008; Lecturer) Cultural anthropology, cross-cultural study of ritual, place and space; deborah.wagner@utsa.edu

C. Researchers Affiliated with Other Departments and Institutions

Anne Hardgrove (PhD U Michigan 1999; Assoc Prof, History) Modern South Asia, Asian-American studies, migration and globalization, comparative colonialism, gender studies, cartography, visual practices, public history; anne.hardgrove@utsa.edu

P Shawn Marceaux (PhD U Texas-Austin 2011; Director, Center for Archaeological Research); Archaeology and ethnohistory of Texas, ceramic analysis, GIS, colonial North America, Iron Age Portugal; North America, Texas, Europe; paul.marceaux@utsa.edu

Raymond P. Mauldin (PhD U New Mexico 1995; Assoc Dir, Crt for Archaeological Res) Ethnoarchaeology, quantitative analysis, hunter-gatherers, early agricultural transition; American Southwest; raymond.mauldin@utsa.edu

Corey Sparks (PhD Penn State U 2007; Assoc Prof, Demography) Child health, spatial analysis, social inequality, statistical methods, historical demography, US, Scotland, Latin America; Corey.Sparks@utsa.edu

Armando L. Trujillo (PhD U Texas-Austin 1993; Assoc Prof, Div Bicultural-Bilingual Std) Anthropology of education, anthropology of development, ethnicity, bilingualism, biculturalism; US Southwest, Mexico; armando.trujillo@utsa.edu

Alan S. Vince (PhD U New Mexico 2004; Dir, University Health Professions Office) Medical anthropology, cross-cultural medicine, healthcare ethics, ethnography of communication, interpretive anthropology; US Southwest; alan.vince@utsa.edu

IV. MA AT A GLANCE

1) You are admitted and assigned an advisor.

Admission: You are admitted either unconditionally, conditionally, or on academic probation with conditions. See this packet and the Graduate Catalog for what each classification means to an individual graduate program of study.

Advisor: Your advisor upon admission is the faculty member who has agreed to serve as your academic advisor. This may not be the person you ultimately end up having as your thesis advisor. The academic advisor helps the student plan their program of study (see 2 below). Your thesis advisor will help you develop your committees for the thesis proposal and the thesis (this should ideally be the same set of people), and guide the student in their thesis proposal preparation and thesis. *Meet regularly and often with your advisor. Office hours are best.*

2) You complete your “program of study,” which includes coursework, comprehensive exams, and, most often, a thesis.

Coursework: All students take 3 theory courses, 1 methods course, and 5 elective courses. Of the electives, only 6 hours, *total*, may be internships and independent studies. If you were admitted with conditions, you may have to take other coursework, as well. As you take courses, you develop professional relationships with faculty that may be on your thesis proposal and thesis committees. *Start thinking about committee composition and thesis topics (see below) NOW.*

After you successfully meet your conditions, you MUST meet with the GAR with documented evidence so that the *Removal of Conditions* form is submitted. If you do not submit the form and have the conditions removed, you cannot graduate.

Comprehensive Exams: After you finish 21 hours of coursework, including the required theory and methods courses (or at the end of the semester in which you finish 21 hours and the required theory and methods courses), you are eligible to take your comprehensive exams. See Procedural Statement for Comprehensive Exams in this packet for detailed information on the process.

Thesis: After you pass your comprehensive exams, you will enroll in thesis hours (unless you are doing Option II. See Master’s Degree Regulations in this packet or the Graduate Catalog for more information). See the Procedural Statement for the Thesis in this packet for detailed information on the process.

You have six years to finish your degree. Should more time be necessary, students must petition the faculty in order to receive an extension. See the Graduate Catalog and/or the MA GAR for more details.

Annual Review of Students. Every spring semester, you will conduct a self-assessment of your progress through the program. You will discuss the assessment and your progress with your advisor. Then, the faculty as a whole will meet to discuss your progress through the program and notify you of their assessment. (see Policy Statement on Annual Review of Students included in this packet for detailed information.)

3) You graduate! Once you have successfully completed all program requirements (and any admission conditions) in a timely fashion and are in good academic standing, you are ready to graduate. Be sure to apply for graduation by the deadline in the semester in which you expect to graduate. If you do not graduate, e.g. you do not finish your thesis, you must re-apply for graduation the next semester.

V. ADMISSION TO THE PROGRAM

ADMISSION CLASSIFICATIONS (From 2013 – 2015 Graduate Catalog)

Classifications of graduate admission require approval by the Dean of the Graduate School, the administrative officer responsible for graduate education. The criteria for the various classifications of admission to UTSA are set forth below.

Graduate Degree-Seeking Students

A graduate degree-seeking student is one admitted to a graduate degree program. Admission as a graduate degree-seeking student may be unconditional, conditional, or conditional on academic probation.

Unconditional Admission

In order to be eligible for unconditional admission as a graduate degree-seeking student, an applicant normally must:

1. Hold a baccalaureate degree from a regionally accredited college or university in the United States or have proof of equivalent training at a foreign institution.
2. Have a grade point average of at least 3.0 (on a 4.0 scale) in the last 60 semester credit hours or foreign institution equivalent of coursework taken.
3. Have completed at least 18 semester credit hours (12 of which must be at the upper-division level) or foreign institution equivalent coursework in the area or areas in which the graduate degree is sought or in related areas as determined by the Graduate Program Committee for the proposed major.
4. Be in good standing at the last institution attended.
5. Be recommended for admission by the Graduate Program Committee in the proposed major. The committee may examine a student on his or her previous preparation before a recommendation is made for the student to be admitted to the program.
6. Have approval of the Dean of the Graduate School.

Admission is based on the last 60 hours or equivalent training at a foreign institution attempted in all undergraduate, graduate and postgraduate coursework. Students must list on the application for graduate admission all community colleges, colleges and universities attended and request an official transcript from each institution attended be sent to the Graduate School. Official transcripts from the institution conferring the last degree must be on file at the Graduate School prior to enrollment. UTSA graduates only need to order transcripts from any institutions not listed on the UTSA transcript. The Graduate School will obtain the UTSA transcript from the Office of the Registrar.

Conditional Admission

An applicant who has insufficient preparation in his or her intended graduate degree program, or who lacks certain supporting documentation required for unconditional admission, may be admitted conditionally to the graduate degree program upon recommendation of the Graduate Program Committee in the proposed major and approval by the Dean of the Graduate School. Conditions placed on admission may include:

1. Holding a baccalaureate degree from a regionally accredited college or university in the United States or have proof of equivalent training at a foreign institution.
2. Submission of test scores or other indicators of preparation for graduate study that are unavoidably lacking at the time of admission.
3. Completion of additional coursework or other study to remove deficiencies, with such makeup work to be in addition to the regular degree requirements; any undergraduate courses in addition to coursework to remove deficiencies must not exceed 18 hours and must be completed with a grade point average of "B" (3.0 on a 4.0 scale) or better.
4. Completion of a given number of semester credit hours and the achievement of a minimum grade point average, in no case lower than that required for a student to remain in the University as a graduate degree-seeking or special graduate student, if the student's grade point average is less than that specified for unconditional admission. (See section on Academic Standing in Chapter 2, General Academic Regulations.)

Any conditions placed on the student's admission are included in the notification of admission. If conditions placed on admission are not met within the time specified by the Graduate Program Committee as stated in the admission notice, the

Dean will direct the Registrar to withdraw the student from the University. The student may petition for reinstatement under the provisions listed in this catalog. (See Graduate Reinstatement in Chapter 2, General Academic Regulations.)

Conditional Admission on Academic Probation

An applicant who fails to meet the requirements for unconditional admission and is admitted on a conditional basis may be admitted on academic probation, upon recommendation of the appropriate Graduate Program Committee and approval by the Dean of the Graduate School. Such admission requires that coursework taken during the first semester be completed with a grade point average of “B” (3.0 on a 4.0 scale) or better. Failure to earn this average may result in academic dismissal.

Denial of Admission as a Graduate Degree-Seeking Student

If an applicant is not eligible for either unconditional admission or conditional admission, the applicant is denied admission as a graduate degree-seeking student. In such cases, the appropriate Graduate Program Committee may recommend the applicant’s admission or denial of admission as a special graduate student.

VI. MASTER’S DEGREE REGULATIONS

This follows the 2015 – 2017 Catalog. If you were admitted under a different catalog, be sure to follow that catalog.

University-wide Requirements

In order to receive a master’s degree from UTSA, the following minimum requirements must be met:

1. The student must be admitted as a graduate degree-seeking -student for the degree sought.
2. The student must remove all conditions of admission, if any were assigned at the time of admission.
3. Subject to the six-year time limitation, the student must -satisfactorily complete all coursework as specified in his or her discipline’s program of study, and, if Option I is selected, must satisfactorily complete the thesis as outlined in the Options for Master’s Degrees section of this chapter.
4. The student must formally apply for the degree in the Office of the Registrar no later than the deadline for the semester in which he or she intends to graduate (for deadlines, see the online registration calendar).
5. The student must satisfactorily complete the comprehensive examination, except as provided by the M.B.A. degree and Master of Accountancy.
6. The student must meet the grade point average requirement of 3.0 or higher (on a 4.0 scale) in all work counted as part of the degree program.
7. No courses in which grades of less than “C” (below 2.0 on a 4.0 scale) were earned may be applied to a graduate degree, nor may courses for which the grade of “CR” was earned by examination be applied to minimum degree requirements. Credit for selected internships and practica in which a grade of “CR” was earned may be applied to minimum degree requirements upon approval of the Graduate Program Committee.
8. To graduate, all graduate students must have an overall grade point average of at least a 3.0 (on a 4.0 scale).
9. The majority of graduate coursework for a master’s program must be completed at UTSA.

Detailed descriptions of each of the above requirements are included in this catalog.

Comprehensive Examination

A candidate for a thesis or nonthesis master’s degree must, in addition to other requirements, pass (according to department standards) the comprehensive examination, which may be oral, written, or both. Students must be registered during any semester or term in which they are taking required examinations. If registered for no other courses, students must be enrolled in 6961, Comprehensive Examination.

Comprehensive examinations are given only to those students who have complied with the following requirements:

1. Completion of all conditions of admission, if any were assigned at the time of admission.
2. Completion of all special admission requirements for the degree program, if any.
3. Be in good academic standing.
4. Have an acceptable program of study in the discipline in which the degree is sought.

5. If a thesis is to be written, selection of supervising professor and thesis committee and acceptance of thesis topic.
6. Enrollment in 6961, Comprehensive Examination, in the semester the comprehensive examination is taken, if registered for no other courses that semester.

Supervising Committee

Each comprehensive examination is developed, administered, and scored under the guidance of a supervising committee with two or more members, one of whom is designated as chair. The chair must be a member of the Graduate Faculty in the major area of study.

In general, all committee members must be members of the Graduate Faculty in the major area of study. Occasionally, scholars who hold nontenured or tenure-track faculty appointments at the University, such as research professors or adjunct faculty members, or off-campus scholars, are appointed because their expertise would be valuable to the student. The composition of the committee is subject to approval by the Dean of the Graduate School.

The supervising committee is responsible for the quality, depth, and balance of the comprehensive examination.

Options for Master's Degrees

Two options are available for most master's degree programs. Refer to specific program requirements in Chapter 6, *Graduate Program Requirements and Course Descriptions*, to determine whether a program offers both options.

Thesis Option (Option I)

The candidate for a master's degree under Option I must complete the required number of semester credit hours in coursework approved by the appropriate Graduate Program Committee, including 6 semester credit hours for a thesis. The thesis is subject to approval by the student's program advisor, Thesis Committee, graduate advisor, and the Dean of the Graduate School.

No more than 6 semester credit hours of thesis can be applied toward a master's degree.

Students receiving advice and assistance from a faculty member in the preparation of a thesis must enroll in the appropriate thesis course (if necessary, for multiple semesters) until final submission is approved by the Dean of the Graduate School.

Requirements for Thesis. The following steps for completing a thesis as part of a master's degree are the responsibility of each degree candidate selecting Option I:

1. Secure the approval of the supervising professor, who is also Chair of the Thesis Committee. The Thesis Committee consists of the Thesis Chair and two additional members of the Graduate Faculty appointed by the College Dean. The student is expected to work closely with the Thesis Chair in selecting the thesis topic and in completing other details of their study.
2. Submit a preliminary draft for approval by the Thesis Chair no later than 45 calendar days before final examinations of the semester in which the degree is to be awarded. The first draft should demonstrate the student's understanding of the preparation guidelines; it is understood the text is still being modified.
3. Secure approval of the draft by the Thesis Committee. This step is intended to ensure that the thesis meets the required standards for content, expression, format, spelling, and accuracy. Candidates are responsible for meeting the standards of those reading and approving the thesis.
4. Submit the final copy of the thesis to the supervising professor and Thesis Committee no later than 20 calendar days before final examinations of the semester in which the degree is to be awarded. This copy of the thesis must be the original and, if acceptable, must be signed by the Thesis Chair and members of the Thesis Committee.

[NOTE: Student and Thesis Chair must complete the Certification of Completion of Thesis Requirements for Master's Degree Form available from the graduate school:

http://graduateschool.utsa.edu/images/uploads/Certification_of_Completion_of_Thesis_Requirements_For_Masters_Degree.pdf]

5. The format of the thesis must follow University regulations. The detailed requirements of thesis formatting guidelines and deadlines are available on the Graduate School's Web site at <http://graduateschool.utsa.edu>. The original copy must conform to the most current format prescribed in the Guide for the Preparation of a Master's Thesis at the time of submission to the Graduate School.
6. Submit two original, unbound copies of the approved thesis to the Graduate School by the published deadline. The two unbound copies are for the library. Arrangements and expenses for personal binding of copies are the

responsibility of the student. Copyright is optional and may be arranged by the student and will be at their expense. Students are responsible for uploading their complete thesis to UMI for publishing with the option of ordering personal copies for binding.

7. Copies of theses and dissertations are available to the general public through the UTSA Library.
8. Acceptance of the thesis requires final approval from the Dean of the Graduate School.

Thesis for Linguistics Students

Theses are normally written in English. Petitions to write in another language pertinent to the research must be submitted to the Graduate Program Committee when the student enrolls in a thesis course. See Graduate Advisor before registering for thesis hours. Petition must be approved by the Graduate Program Committee, academic Dean and Dean of the Graduate School.

Nonthesis Option (Option II)

For a master's degree under Option II, a student can meet requirements without writing a thesis. Instead, the student is required to complete a program of coursework, as indicated by specific program requirements in Chapter 6, *Graduate Program Requirements and Course Descriptions*, approved by the Graduate Program Committee.

Thesis credits may not be applied to the program of coursework for a master's degree under Option II.

At the beginning of the student's master's degree program, they should, in consultation with their program advisor, select the option most suitable to their needs. Should a student elect to change options, they should consult with the program advisor.

Limitation on Repeating Courses for Credit

Many independent study, thesis, special problems, special topics, directed research, seminar, dissertation, and other similar courses may be repeated for credit; however, limitations exist on the number of semester credit hours that may be applied toward a degree. Refer to the individual course descriptions for specific details on these limitations and consult the appropriate graduate advisor.

Catalog of Graduation

Graduate students have six years from the semester of original registration as degree-seeking to complete a graduate degree program under the catalog in effect at the time of initial registration at UTSA, provided they are continuously enrolled at UTSA. If a student drops out for one or more long semester (Spring or Fall), they have the option of reenrolling under a subsequent catalog. These students will have six years to complete degree requirements under the new catalog. In the event that certain required courses are discontinued, substitutions may be authorized or required by the appropriate Graduate Program Committee.

Additional Master's Degrees

A student who holds a master's or higher degree may pursue an additional master's degree at UTSA only under the following conditions:

1. The additional master's degree opens up an additional area, field, or concentration.
2. The proposed second master's degree is approved by the appropriate Graduate Program Committee, academic Dean and the Dean of the Graduate School.

It should be further understood that:

1. The same courses cannot be applied toward two different degrees.
2. Credit applied to a previous degree at another institution which duplicates a portion of the program required under the second degree being sought at UTSA does not reduce the number of semester credit hours required for that second degree. (The only exception is the M.F.A. degree. See *Courses Counted for Another Degree under Course Types and Acceptability in the Transfer of Credit* section of this chapter.) Courses already taken would not be required. Rather, additional coursework would be substituted for previously completed courses.

VII. TRANSFER OF CREDIT

(From 2013 – 2015 Graduate Catalog)

Limitations

Quantity

Students are expected to complete the majority of all coursework at UTSA. Transfer credit of usually not more than 6 semester credit hours may be allowed for graduate coursework completed at another regionally accredited institution or with proof of equivalent accreditation from a foreign institution. Exceptions require approval of the appropriate Graduate Program Committee, academic College, and the Graduate School, and must meet conditions for transfer of credit. Work counted toward a degree at another institution cannot be transferred.

Conditions for transfer of credit:

1. Students must complete the form “Transfer of Graduate Credit towards Master’s Degree.”
2. Student must be in a current master’s degree program.
3. Student must be in good academic standing.
4. The courses must have been completed with a grade of “B” (3.0) or better.
5. Coursework must be from an accredited university and have not been used in another degree program.
6. An official transcript from the institution where the coursework was completed must be submitted.
7. All coursework must have been completed no more than six years before the degree was awarded.
8. Coursework is subject to approval of the appropriate Graduate Program Committee and academic College in which the program is administered.
9. Courses must be defined as graduate-level work at the institution where the credit was earned.
10. International transcripts must be evaluated by a UTSA approved foreign credential evaluation service agency.

Time Limitation

All requirements for a master’s degree must be completed within one six-year period. Work over six years old may be reinstated only with the permission of the Dean of the Graduate School, upon recommendation of the Graduate Program Committee.

Evaluation of Courses

The student’s Graduate Advisor of Record and the College evaluate transcripts and designate which graduate courses are acceptable under the above provisions for transfer toward a master’s degree at UTSA. Whether or not a course is transferable as graduate coursework is determined by the course number assigned by the institution awarding the credit. To be transferable to UTSA, courses must be defined as graduate courses at the institution where credit was earned. Courses that are defined as undergraduate upper-division by their course numbers, but that can be applied to a graduate degree at the institution awarding the credit, are not accepted for transfer toward a master’s degree at UTSA. All work submitted for transfer credit must have been completed with grades of “A” or “B” (3.0) and must have been completed no more than six years before the degree was awarded. Competency based coursework or credit only courses will not be accepted.

Transfers within The University of Texas System

It is the policy of The University of Texas System that all academic institutions within the System may accept graduate credit from each other, and the regular requirements for residency are adjusted accordingly. The applicability of specific courses from other University of Texas institutions to a student’s graduate degree program at UTSA, however, must be approved by the appropriate Graduate Program Committee.

Course Types and Acceptability

Accepted on a Limited Basis

UTSA Undergraduate Courses. With the approval of the appropriate Graduate Program Committee, the Department Chair, and the Dean of the college in which the student expects to earn his or her degree, a candidate for the master’s degree may apply a maximum of 6 semester credit hours of unduplicated credit for undergraduate upper-division (junior-

or senior-level) courses completed at UTSA with the grades of “A” or “B” to a master’s degree; no course below the upper-division level or with other grades may be applied to the degree. Undergraduate courses accepted for graduate-level credit are not applied toward core or required courses.

Not Accepted

Audited Courses. No UTSA credit is granted for courses that are audited; no official record is made of enrollment in classes on an audit basis.

Correspondence and Extension Courses. Courses completed by correspondence or extension may not be applied to a graduate degree program.

Courses Counted for Another Degree. No courses counted toward another degree may be applied to a graduate degree, either directly or by substitution. The only exception is that candidates holding a Master of Arts degree in Art from another institution seeking admission to the Master of Fine Arts degree program may have up to 24 semester credit hours applied toward the M.F.A. degree exclusive of the thesis and/or degree project, upon recommendation of the department Graduate Program Committee and approval of the Dean of the Graduate School.

Credit by Examination. Credit by examination at UTSA is intended to enable undergraduate students to receive credit for courses leading to a bachelor’s degree in which they may already have achieved the objectives. Credit cannot be earned by CEEB examination or by UT Challenge Examination for any courses used to meet minimum requirements for a graduate degree or graduate teacher certification program.

VIII. ANNUAL REVIEW OF STUDENTS

Policy Statement on Annual Faculty Review of Graduate Student Progress

Department of Anthropology

- effective January 2008 -

The M.A. and Ph.D. GARs will notify students of the upcoming annual review of student progress. In January and February of each year, graduate students will contact their advisor and schedule an appointment to discuss their accomplishments and future progress in meeting their program requirements. Students must come to these meetings with their completed End of Year Evaluation Form (M.A. or Ph.D. version, as appropriate) and an anticipated timeline for completion of program requirements (course work, exams, etc.). Faculty advisors will review a student’s assessment and complete their own evaluation.

The Graduate Program Committee in Anthropology will meet in March or April of each year with the express purpose of reviewing graduate student progress. During this annual review, progress reports will be delivered by students’ faculty advisors. Progress reports will consist of student self-assessments and advisor evaluations. Where necessary, the Master’s and Ph.D. GARs will provide additional supporting documentation.

Results of the Committee review will be disseminated to the students by the M.A. and Ph.D. GARs, and will include any conditions set by the Committee on the student’s progress. A student whose progress is deemed unsatisfactory by the Committee may be placed on academic probation and, together with their advisor, must devise a plan of remediation within a month of notification of unsatisfactory progress. The remediation plan must include a detailed timeline, and should be turned in to the appropriate GAR (M.A. or Ph.D.).

If a student does not fully comply with their remediation plan within the stipulated timeframe, or if the student’s subsequent year evaluation results in a second Committee decision of unsatisfactory progress, the student may be dismissed from the program by unanimous vote of the Graduate Program Committee. After sitting out one long semester, a student may submit a written, fully documented appeal for re-instatement to the Graduate School (see “Petition for Reinstatement” in the Graduate Catalog). The appeal will be reviewed and voted on by Anthropology’s Graduate Program Committee. Only one appeal is permitted; majority vote of the Committee is required to approve the student’s appeal.

IX. SELECTED ACADEMIC REGULATIONS

(From 2015 – 2017 Graduate Catalog)

A student's academic standing, whether the student is a doctoral student, a graduate degree-seeking student, a special graduate student, or a non-degree-seeking graduate student, is defined as good standing, academic probation, or academic dismissal.

Good Standing

Good standing is the absence of any contingency that would result in the student's being on academic probation or academic dismissal.

Academic Probation

Academic probation describes the standing of a student at the graduate level who is in one of the following categories:

1. A student who fails to achieve a grade point average in any term at UTSA of 3.0 or higher, irrespective of level of courses taken.
2. A student who received a grade of "D+," "D," or "D-" in any course in a term and a grade point average of 3.0 or higher.
3. A student who does not meet all requirements for unconditional or regular admission and who, by special action, is admitted on academic probation.
4. A student who has been reinstated following academic dismissal.
5. To graduate, all graduate students must have an overall grade point average of at least a 3.0 (on a 4.0 scale).

Academic probation is cleared only when none of the above criteria apply and when the student achieves an overall grade point average of 3.0 as a graduate student at UTSA. Students on academic probation are encouraged to discuss their status with their academic advisors.

Academic Dismissal

Academic dismissal occurs:

1. When a student at the graduate level earns a grade point average of less than 2.0 in any term.
2. When a student at the graduate level earns a grade of "F" in any course.
3. When a student at the graduate level is admitted on probation with conditions and fails to meet a condition.
4. When a student at the graduate level who is on academic probation during a term would again be placed on academic probation under the provisions of academic probation set forth above. If, however, the student's UTSA grade point average for the term is at least 3.0, he or she will continue on academic probation.
5. When a student at the graduate level is unable to pass an oral or written exam (such as the Comprehensive Examination or Qualifying Examination) required for the degree after the maximum of two attempts. Some programs may have more stringent requirements.
6. When a student at the graduate level fails to make satisfactory progress toward the degree, as defined by University regulations and the regulations of the graduate program in which the student is enrolled.

Graduate Reinstatement

A student who has been dismissed academically may petition for reinstatement after one long semester (Fall or Spring) has elapsed from the date of dismissal. Under exceptional circumstances, a petition may be considered earlier. Students are required to complete a reinstatement packet along with a letter containing all explanations, recommendations, or doctors' statements in support of the student's request for reinstatement and submit them to the Dean of the Graduate School on or before June 15 for Fall Semesters, October 15 for Spring Semesters, or March 15 for Summer Semesters.

The Graduate School prepares the petition for reinstatement and submits it to the Department's Graduate Program Committee. The Graduate Program Committee will review the petitioner's letter and academic record and make a recommendation concerning reinstatement to the Dean of the Graduate School. If the Petition for Reinstatement is disapproved, the student may not file another petition until the following semester. A student who has been dismissed may not graduate without first being reinstated. .

X. COMPREHENSIVE EXAMS

MA Thesis Proposal Procedural Statement <effective May 2013>

The MA Thesis Proposal is a formal written document that provides both the student and their committee members with a concise description of the proposed research, anthropological questions addressed, a statement that describes the significance of the study, and a detailed synthesis of the anthropological literature related to their proposed study.

Administrative Paperwork Requirements

1. At the beginning of the proposal semester (no later than four weeks into the semester), the student will complete the upper portion of the Comprehensive Exam Request/Approval form, available in the department office or from the MA GAR. Each committee member must sign by her/his name. Once completed, the student will turn in the form for department and college approval and signatures. The MA GAR will keep the approved form until the student's thesis proposal is approved.
2. Once the thesis proposal is approved, the student will contact the MA GAR to get the Comprehensive Exam Request/Approval form. The student will complete the bottom portion of the form, which will include signatures of all committee members. Once the student has completed the bottom portion of the form, the student will return the completed form to the MA GAR for department and college approval and storage in the student's file.
3. The student's advisor will send the GAR a memo detailing the results of the committee's assessment of the proposal. The memo should include each member's grade for the proposal.

Enrollment Requirements

The student must be enrolled in the semester s/he successfully completes the proposal. If the student is not enrolled in coursework, s/he should be enrolled in ANT 6961: Comprehensive Examination (1 hr).

Deadlines

There are two required submission deadlines for the MA Thesis Proposal: an initial draft submission and a final draft submission. The initial draft must be submitted at least four weeks prior to the final draft. Actual dates vary by semester:

Fall

Initial draft: November 1

Final draft: December 1

Spring

Initial draft: April 1

Final draft: May 1

The Comprehensive Examination/Proposal Committee

A. The committee is responsible for working with the student while she/he is writing the MA Proposal draft. Additionally, the committee is responsible for rating the student's performance on the proposal. To ensure continuity in expectations and mentoring, it is recommended that the constitution of a student's comprehensive examination and Master's thesis committees be the same.

B. Members of the committee will be selected by the student in consultation with her/his advisor.

C. The committee will consist of no fewer than 3 individuals. All committee members must hold terminal graduate degrees in their respective disciplines. The majority of committee members, including the chair, must hold Ph.D.'s in anthropology. Additional members may be drawn from anthropology or related disciplines. The majority of committee members, including the chair, must be full-time teaching faculty in the anthropology program at UTSA. All committee members must be approved as members of UTSA's graduate faculty (for more information see <http://graduateschool.utsa.edu.php5-21.dfw1-1.websitetestlink.com/faculty-staff/special-and-adjoint-members-of-the-graduate-faculty/>)

D. The committee should be constituted prior to beginning the proposal draft, as each committee member should provide feedback during the writing process.

Committee Involvement

It is expected that the student will work closely with all committee members in the development of the thesis proposal. It is the student's responsibility to schedule meetings with committee members and to ensure all committee members are involved in the development of the thesis proposal. The student should begin conversations with his/her advisor no later than one semester before the proposal semester, in order to review expectations for the proposal writing and content and also to draft a timeline for writing, review by committee members, revisions, additional committee member review, and final revisions.

MA Proposal Requirements

The MA thesis proposal must be submitted to their committee at least four weeks prior to the final thesis proposal due date (May 1st for Spring semester or December 1st for Fall semester).

Length. The thesis proposal should be approximately 15-30 double spaced pages, excluding references and figures.

Content. The MA thesis proposal will provide a formal description of the proposed study. It will be typically in the format of a grant proposal. It should include a problem statement, review of pertinent literature, statement of objectives, discussion of methods, statement of significance, and an optional proposed budget. In addition, the proposal should include a timeline for completion of the thesis. Additional or specific form and content of the MA thesis proposal will be negotiated with the student's advisor in coordination with the MA Thesis Committee.

Evaluation of the Proposal

A. All committee members will evaluate the proposal and report their evaluation to the committee chair as expeditiously as possible.

B. Students may receive a pass, pass with revisions, or fail on the proposal. The majority decision must be a pass (or pass with revisions) in order for the proposal to be approved. If the student receives a majority decision of a pass with revisions, a revised proposal must be submitted within four weeks to the chair of the committee for final approval.

C. The committee chair is responsible for communicating the results of the evaluation to the student within a month of the submission of the formal proposal document. The chair also will report the outcome to the GAR and to all committee members.

D. Students will progress to the Master's thesis stage after their proposal is approved. Students may enroll in MA thesis hours after approval of the proposal.

If the Proposal is Not Approved

If the MA thesis proposal is not approved, the student will be placed on academic probation. The student has one semester, with the deadlines noted above, to revise the MA thesis proposal and receive approval by the committee. If the student does not receive approval within that semester, the student will be dismissed from the program.

XI. MASTER'S THESIS

Procedural Statement
The Master's Thesis in Anthropology
University of Texas at San Antonio
-effective 15 December 1999, updated October 2000-

I. General Anthropology Program and University Requirements

- A. Students who have elected the Anthropology Graduate Program's thesis option will find the general requirements for this option detailed in UTSA's graduate catalog.
- B. Students who plan to write a Master's thesis in anthropology must meet the University-wide requirements specified in the graduate catalog.

II. Course Requirements and Time Elapsed in the Anthropology Master's Program

- A. Students should enroll in Master's thesis hours only after successful completion of both the comprehensive examination and all course work required for the degree.
- B. Before registering for thesis hours students also should ensure that they have met all the conditions of their admission to the Anthropology Graduate Program.
- C. Students should be enrolled in thesis hours within six (6) months of passing the comprehensive exam. If more than six (6) months have elapsed, students must petition the graduate faculty in anthropology for approval to write a thesis.
- D. Only six (6) hours of thesis work can be applied to the Master's degree in Anthropology.

II. Filing the "Intent to Write A Master's Thesis" Form

- A. A student who plans to write a Master's thesis in the Anthropology Program must submit an "Intent to Write a Thesis" form following successful completion of the comprehensive exam. The form may be obtained from the Graduate Advisor of Record (GAR), and must be signed and dated by all members of the thesis committee.
- B. The student must return the completed form to the GAR before enrolling in thesis hours.

III. The Master's Thesis Committee

- A. All students must form a Master's thesis committee. To ensure continuity in expectations and mentoring, there should be significant overlap in the constitution of a student's Master's thesis and comprehensive examination committees. The Master's thesis committee is charged with directing the student during the course of thesis research and is responsible for providing the student with feedback on drafts of the thesis document.
- B. The Master's thesis committee will consist of no fewer than three (3) individuals. All committee members must hold terminal graduate degrees in their respective disciplines. The majority of committee members, including the chair, must hold Ph.D.'s in anthropology and must be full-time teaching faculty in the anthropology program at UTSA. Additional members may be drawn from anthropology or related disciplines. All committee members must be approved as members of UTSA's graduate faculty.

IV. Writing the Thesis

A. Before beginning to write the thesis, students should obtain a copy of the College of Liberal and Fine Arts' Thesis Guidelines, distributed by the Associate Dean of Graduate Studies.

B. The student is encouraged to establish a writing schedule in consultation with their committee chair. Both the chair and the student are responsible for ensuring that drafts of individual thesis chapters are circulated to committee members in a timely fashion. This will provide the committee ample opportunity to assess the progress of the document and to offer any necessary feedback.

C. Distribution of a penultimate thesis draft to the committee should be made in accordance with the submission deadlines published annually in the University's Administrative Calendar.

V. Evaluation of the Thesis

A. The Master's thesis develops and presents research of a theoretical and empirical nature on a disciplinary problem deemed appropriate by the student's committee. The thesis should demonstrate the student's ability to comprehend and synthesize relevant anthropological literature, and should showcase the student's critical and analytical skills.

B. Students should anticipate that writing the thesis will be a process of continual revision. Students are required to provide all committee members with sufficient time to evaluate thesis drafts, and committee members, in turn, must report their evaluations to the student and the committee chair as expeditiously as possible.

C. The committee should convene as often as necessary to determine how best to advise the student. This is especially important in cases where committee members disagree about the quality of a student's performance, or if committee members agree that portions of the thesis require substantial improvements.

VI. Submission of the Thesis to the Dean's Office, College of Liberal and Fine Arts

A. The approval of the thesis by all committee members is required before a student may submit the final thesis draft to the Associate Dean of Graduate Studies, College of Liberal and Fine Arts.

B. The Graduate School will provide students with editorial comments on formatting issues, and return the thesis to the student should corrections be necessary.

VII. Submission of the Thesis to the College of Graduate Studies

A. Once the thesis has been accepted by the College of Liberal and Fine Arts, the student must obtain all necessary signatures on the Thesis Approval Pages provided by the College.

B. The Student and Thesis Chair must complete the Certification of Completion of Thesis Requirements for Master's Degree Form available from the graduate school:

http://graduateschool.utsa.edu/images/uploads/Certification_of_Completion_of_Thesis_Requirements_For_Masters_Degree.pdf

B. The appropriate number of ***correctly formatted***, final thesis drafts (complete with signed Approval Pages) must then be delivered to the College of Graduate Studies in accordance with the submission deadlines published annually in the University's Administrative Calendar.

XII. GRADUATION

(from the 2015 – 2017 Graduate Catalog)

Graduation Dates

Degrees are awarded at the end of each Fall, Spring, and Summer semester. All degree requirements must be completed on or before the end of the term. Commencement ceremonies are held in December and May at the end of the Fall and Spring semesters. With the exception of doctoral students, students who graduate at the end of the Summer Semester may participate in either the May or the December Commencement ceremony. Doctoral students may participate in the December Commencement ceremony.

Doctoral students may participate in commencement ceremonies only after completing all requirements for graduation, including the successful defense of the dissertation and subsequent acknowledgement by the Graduate School of all required documentation. Specifically, a doctoral student intending to graduate in the Summer Term and who has not completed the successful defense of the dissertation and filed the appropriate documentation with the Graduate School may not participate in the Spring Commencement ceremony. Summer Term graduates are welcome to participate in the December Commencement ceremony following their Summer Term graduation.

Information regarding Graduation and Commencement is available at <http://utsa.edu/registrar/graduation.cfm>.

Applying for the Degree

It is the student's responsibility to officially apply for his or her degree by submitting an Application for Graduation online through *ASAP*. Students must read and follow instructions carefully to ensure the application is accurate and successfully submitted. When the application has been accepted, students receive a confirmation number. Students having problems submitting the application should contact Graduation Coordination at graduationcoordination@utsa.edu.

While enrolled at UTSA, students who attend other colleges or universities are required to submit official academic transcripts to Graduate Admissions from every college or university attended at the end of the semester during which coursework was undertaken, even if courses have been withdrawn. This includes concurrent enrollment while attending UTSA. Failure to do so may result in the rejection of the graduation application, cancellation of enrollment, permanent dismissal from UTSA, or other appropriate disciplinary action.

The following are deadlines for submitting an application for graduation. Dates are for the semester in which the student expects to graduate:

- September 15 for the Fall Semester
- February 15 for the Spring Semester
- June 15 for the Summer Semester
 - Summer candidates wishing to participate in the May -ceremony must apply by February 15.

Students who apply for the degree in a given semester but do not fulfill all requirements must file a new Application for Graduation online through *ASAP* on or before the appropriate deadline for the next semester in which they intend to graduate.

A student who completes all degree requirements but fails to apply for the degree may obtain a Letter of Degree Awarded from Graduation Coordination after the close of the semester in which all degree requirements are met.

Students who receive services from the University, including faculty supervision, during the semester in which they have applied to graduate must be enrolled for that semester.

XIII. DEPARTMENT FUNDING OPPORTUNITIES FOR MA STUDENTS

There are three kinds of funding for graduate students: graduate scholarships, hourly appointments, and the AGSA Travel Award. Details are below.

Graduate Scholarships

1. Friends of Anthropology Endowed Scholarship in Honor of Anne Fox and Don Lewis

Eligibility Criteria: Master students in good standing in the Department of Anthropology at the University of Texas at San Antonio (cumulative graduate GPA of at least 3.0).

Awards Amount: Variable.

Funding Period: Award monies will be disbursed in the Fall.

Award Criteria: Recipients will be determined on the basis of cumulative GPA, essay quality, and overall eligibility.

Applications: Application packets are due in the Spring semester (April). Applications may be obtained in the Anthropology Department Office (HSS 4.03.38). The application includes an essay in which students must discuss what they hope to gain from their graduate education in anthropology.

For More Information: See MA GAR.

2. The Richard E. W. Adams Endowed Scholarship

Eligibility Criteria: Master students in good standing, specializing in the subdiscipline of archaeology, and currently enrolled in the Department of Anthropology at the University of Texas at San Antonio.

Recipients are required to be enrolled full-time during the semester in which the award is disbursed (minimum of 9 semester credit hours).

Awards Amount: Variable.

Funding Period: Award monies will be disbursed in the Fall.

Award Criteria: Scholarship recipients will be determined on the basis of cumulative GPA and essay quality.

Application: Application packets are due in the Spring semester (April). Application forms may be obtained in the Anthropology Department Office (HSS 4.03.38). The application includes an essay in which students must discuss their research goals in archaeology.

For More Information: See MA GAR.

3. Graduate Thesis Scholarships in Anthropology

Eligibility Criteria: Master and Ph.D. students in good standing in the Department of Anthropology at the University of Texas at San Antonio (cumulative graduate GPA of at least 3.0). Students must be enrolled in the current semester, and should have completed at least 12 semester credit hours of graduate course work.

Awards Amount: Variable.

Funding Period: Monies will be distributed at the end of the Spring semester.

Award Criteria: Recipients will be determined on the basis of essay quality and demonstrated success in the Master's Program (GPA, level of research activity, work completed towards degree).

Application: Application packets are due in the Spring semester (April). Application forms may be obtained in the Anthropology Department Office (HSS 4.03.38). Among other things, the application requests that students briefly describe their thesis research and indicate how scholarship monies will further thesis research and/or write-up.

For More Information: See MA GAR.

4. Doña Agripina de Urdaneta Endowed Scholarship in Anthropology

Eligibility Criteria: Full-time undergraduates (minimum 12 credit hours) majoring in anthropology who have completed at least 60 credit hours of course work. Applicants must be registered for 12 credit hours during the Spring and Fall semesters. Anthropology graduate students accepted into the program are also eligible. Applicants must be registered for at least six semester credit hours during the Spring and Fall semesters. Recipients must be UTSA students in good standing (minimum cumulative GPA of 3.0), and must be able to demonstrate financial need as determined by the University's Office of Financial Aid.

Preference will be given to anthropology students who: (1) represent the first generation in their family to attend a college or university, (2) have a focus on cultural anthropology, and/or (3) are residents of South Texas, including Bexar County.

Awards Amount: Variable.

Funding Period: Award monies will be disbursed in the Fall Semester.

Application: Application forms may be obtained in the Anthropology Department Office (HSS 4.03.38). The application includes an essay in which students must indicate their intention to attend UTSA's graduate anthropology program and discuss their reasons for pursuing an advanced degree in anthropology.

Application Due Date: late January.

Award Criteria: Scholarship recipients will be determined on the basis of their written statement and overall eligibility.

For More Information: See MA GAR.

5. Meritorious Achievement Award

Eligibility Criteria: Master and Ph.D. students in good standing in the Department of Anthropology at the University of Texas at San Antonio (cumulative graduate GPA of at least 3.0). Students must be enrolled in the current semester for a minimum of 3 hours.

Award Amount: \$1,000

Funding Period: Monies will be distributed for the following academic year.

Award Criteria: Recipients will be determined on the basis of essay quality and demonstrated success in the Master's Program (GPA, level of research activity, work completed towards degree).

Application: Application packets are due in the Spring semester (April). Application forms may be obtained in the Anthropology Department Office (HSS 4.03.38).

For More Information: See MA GAR.

Hourly Appointments

1. Research Assistantships

Description of responsibilities: Responsibilities associated with the assistantship position include basic research skills and the ability to work with anthropology faculty on their current research and/or teaching projects. Some basic computer skills (e.g., facility with word processing, the internet, and library electronic data bases) are preferred. Each assistantship is a ten-hour per week appointment.

Qualifications: Eligible candidates must be graduate students in good standing in UTSA's Anthropology M.A. or Ph.D. Program. In addition, candidates must have a minimum GPA of 3.0 in graduate course work, or if entering the UTSA's Anthropology Master or Ph.D. program, a 3.0 GPA in the last 60 hours of undergraduate or graduate course work. Applicants who are awarded assistantships must be enrolled in a minimum of six (6) credit hours of approved course work for every semester that they hold the position.

Salary: All hourly pay rates at graduate student level are \$15.00 per hour.

Application: See Common Hourly Appointment Application. Applications are due in April. If funds are available in the fall semester, applications are due in November.

For more information: See MA GAR

2. Teaching Assistantships

Description of responsibilities: Each Teaching Assistant will be assigned to an undergraduate Anthropology course. Responsibilities associated with this position include:

- Attending course lectures
- Staying current with the course readings
- Grading assignments, entering grades and proctoring tests
- Holding weekly office hours
- Successful applicants who have not yet done so will be required to attend a mandatory teaching assistant orientation organized by the Teaching and Learning Center.

Assistantships carry a maximum workload of 20 hours per week for 16 weeks.

Qualifications: Eligible candidates must be graduate students in the Anthropology MA program and must have minimum GPA of 3.0 in graduate coursework. If planning to enter the MA program at the time of appointment, candidates must have a 3.0 GPA in the last 60 hours of undergraduate or graduate course work. Applicants must be enrolled in a minimum of 6 credit hours for every semester that they hold the position.

Salary: All hourly pay rates at graduate student level are \$15.00 per hour.

Application: See Common Hourly Appointment Application. Applications are due in April. If funds are available in the fall semester, applications are due in November.

For more information: See MA GAR

3. Reader-Grader

Description of responsibilities: Each Teaching Assistant will be assigned to an undergraduate Anthropology course. Responsibilities associated with this position include:

- Attending course lectures
- Staying current with the course readings
- Grading assignments, entering grades and proctoring tests
- Holding weekly office hours
- Successful applicants who have not yet done so will be required to attend a mandatory teaching assistant orientation organized by the Teaching and Learning Center.

Assistantships carry a maximum workload of 10 hours per week for 16 weeks.

Qualifications: Eligible candidates must be graduate students in the Anthropology MA program and must have minimum GPA of 3.0 in graduate coursework. If planning to enter the MA program at the time of appointment, candidates must have a 3.0 GPA in the last 60 hours of undergraduate or graduate course work. Applicants must be enrolled in a minimum of 6 credit hours for every semester that they hold the position.

Salary: All hourly pay rates at graduate student level are \$15.00 per hour.

Application: See Common Hourly Appointment Application. Applications are due in April. If funds are available in the fall semester, applications are due in November.

For more information: See MA GAR

AGSA Travel Award

Eligibility and Requirements:

- Applicants must be an Anthropology graduate student in good standing at UTSA.
- Applicants must be registered for at least one credit hour for the semester in which the applicant is applying for funds to travel to a conference. For example, if you will be traveling in November, you must be registered for the Fall semester.
- Applicants must be presenting a paper, poster, or other appropriate research at an anthropological conference with documented acceptance from conference organizers (email confirmation or page from conference program are acceptable). If applicant has not received conference acceptance by the AGSA Conference Travel Grant application deadline, the award review committee may agree to award funds provisionally until applicant provides confirmation. Should the applicant fail to provide documented acceptance from conference organizers within a reasonable period of time from award date, the award review committee reserves the right to withdraw the provisional offer of funding.
- It is strongly recommended that you practice your presentation prior to attending your conference at an AGSA mini-symposium or presentation workshop, arranged through the AGSA workshop coordinator.

- As a condition of accepting the award, awardees will be required to serve on the travel conference review committee the following semester, or no later than one year after receiving the award. At the discretion of the AGSA conference travel grant review committee, the required service may be postponed or exempted under special circumstances. Please notify the committee of any special circumstances that would prevent your ability to serve in future upon receipt of your award.
- Upon acceptance of award, each awardee must submit a brief statement of support from their faculty advisor in the Department of Anthropology to verify that the applicant is an anthropology graduate student in good standing, and that participating in the conference is beneficial to the applicant's professional development.

Guidelines:

- Individual awards will usually not exceed \$200, dependent upon available funds, and will be split equally among awardees. Applicants will be notified of funding decisions within three weeks of application deadline.
- Applicants may apply for funding retroactively after conference participation; however, conference dates and application deadline **MUST** be within the same semester.
- The AGSA conference travel grant review committee will consist of a minimum of two student reviewers and the AGSA faculty advisor, with rotating student membership each semester the awards are offered. The number of student reviewers will be contingent upon the amount of applications received. Final funding decisions will be made through a majority vote of the AGSA conference travel grant review committee.
- Students are not permitted to submit applications to the AGSA conference travel grant during the semester that they are serving as committee reviewers.
- The AGSA conference travel grant review committee will make every effort to expedite distribution of funds to awardees prior to conference participation when possible; therefore, it is imperative that awardees notify the committee of their award acceptance, and provide the required supporting documentation in a timely manner.
-

For More Information: See <https://agsaatutsa.org/travel-grants/>

XIV. GRADUATE STUDENT ORGANIZATIONS

Lambda Alpha National Anthropology Honor Society

The Department of Anthropology at UTSA is home to the Gamma Chapter of Lambda Alpha. Lambda Alpha is an undergraduate and graduate honor society for anthropology students. For information regarding Lambda Alpha and Anthropological Society events, lectures, socials and other activities, email: lambda_alpha@hotmail.com.

The Anthropological Society at UTSA

This organization is dedicated to furthering the academic and professional goals of Anthropology majors in both the undergraduate and graduate programs at the University of Texas in San Antonio. This is accomplished by providing field trips, socials, lectures, and film series throughout the academic semesters, which offer the opportunity for anthropology students to network with colleagues, professors, and experts in the fields of their interest. The anthropology society also works closely with Lambda Alpha (the Anthropology Honors Society) in many of these activities. This gives the opportunity for undergraduates to seek out mentors from the graduate programs to help guide them in the fields of their interest and hopefully towards graduate studies and possible fields of thesis research. Finally the email list of the anthropology society is updated with job notices for those students who are seeking employment or internships within or related to the field of anthropology. Whether your interest is in the study of Mayan cosmology, studying the linguistic lineage of the Commanche language, researching the mating habits of gibbons, or studying folk-healing in San Antonio, the anthropology society provides an opportunity to learn about a vast range of fields within anthropology that goes far past the classroom and into the real world.

Website: http://colfa.utsa.edu/ant/Lambda_Alpha/ANTHROPOLOGY_SOCIETY.html:

*** The Anthropology Graduate Student Association (AGSA)***

The Anthropology Graduate Student Association (AGSA) is comprised of graduate students interested in all fields of anthropology. It is the goal of the AGSA to strengthen the student community and foster a collegial, intellectual environment in the Department of Anthropology here at the University of Texas at San Antonio (UTSA). This is accomplished through the organization of faculty/grad student mixers, social outings, academic workshops, and conference sponsorship. Membership into the AGSA is open to all anthropology graduate students and all events and workshops are open to all UTSA students, staff, and faculty. Please e-mail us at info@agsaatutsa.org if you have any questions. **Website:** agsaatutsa.org. **Advisor:** Dr. Jamon Halvaksz

Additional Resources for Anthropology Graduate Students

Center for Archaeological Research

The Center for Archaeological Research (CAR), a research facility within the College of Liberal and Fine Arts and the Department of Anthropology at The University of Texas at San Antonio, was established in September 1974. As an organized research unit, its main objectives are: (1) to conduct archaeological research primarily in Texas; (2) to carry out archaeological surveys and excavations for federal, state, and local agencies as required by legislation and executive order; (3) to provide public and private sector assistance and advice regarding cultural resource management; (4) to sponsor regional, state, national, and international programs and conferences; (5) to provide student training in archaeology through field and laboratory work, and publication; (6) to provide archaeological information to the general public about cultural preservation. For more information call (210) 458-4378 or email car@utsa.edu

Legacy Outreach

Legacy: Hands on the Past is CAR's educational outreach program, providing information about archaeology and historic preservation to San Antonio students, teachers, and the general public. Legacy provides tours at the CAR facility and presents talks at local schools and community events. CAR also exchanges correspondence with students across the nation regarding archaeology and advises U.S. Customs officials regarding illegally imported artifacts. The UTSA Summer Field School utilizes CAR facilities and equipment. Recently, the Field School was held at the historic San Antonio Mission Concepción. For more information, call (210) 458-4462 or contact Lynn Yakubic at lynn.yakubic@utsa.edu.

Institute of Texan Cultures

UTSA's Institute of Texan Cultures is San Antonio's cultural experience museum, dedicated to enhancing the understanding of cultural history and its influence upon the people of Texas. The museum develops exhibits, programs, and special events that encourage acceptance and appreciation of our differences as well as our common humanity. The museum strives to provide a forum for diversity and a showcase for the dynamics of cultural history.

Course Syllabi

All course syllabi for current and previous semesters can be accessed online at:
<http://bluebook.utsa.edu>

Department Listserv

Our department has a listserv where we announce visiting speakers, job and funding opportunities, and other department-related events and information. Please send a request to join the listserv at:
anthrograd@lists.sis.utsa.edu

XVI. FORMS, FORMS, FORMS

<u>FORM</u>	<u>CONTACT PERSON</u>	<u>LOCATION</u>
Comprehensive Exam Request	Jamon Halvaksz/GAR	MH 4.03.24
Intent to Write Thesis	online PDF	Department Website
Independent Study	Carolyn Cochran	Department Office
Petition to Waive University Requirements (6-yr rule)	Jamon Halvaksz/GAR	MH 4.03.24
Thesis Guidelines and Req's	online	The Graduate School
Removal of Conditions	Jamon Halvaksz/GAR	MH 4.03.24
Application to Graduate	online	The Graduate School
Certificate of Completion	online	The Graduate School
Program of Study	Jamon Halvaksz/GAR	MH 4.03.24