

# ANTHROPOLOGY GRADUATE STUDENT GUIDEBOOK

(October 2009)

## I. INTRODUCTION

This document provides information about the Graduate Program in Anthropology at The University of Iowa. It specifies requirements and policies related to graduate study in this department.

### A. Graduate Training in Anthropology

The Department of Anthropology offers programs leading to the degrees of Master of Arts and Doctor of Philosophy in Anthropology. In addition to their required course work for the Ph.D., students may complete a concentration in feminist anthropology or paleoanthropology.

The remaining sections of the Guide specify the requirements of the department for advanced degrees, course work, examinations, etc., affecting all graduate students enrolled in the Department of Anthropology at The University of Iowa.

### B. Graduate Student Regulations

In addition to the information contained in this document, students should also be familiar with the information found in the Graduate College website, under [Policies and Deadlines](#). Note that the Department of Anthropology has established higher minimum requirements in certain areas than those specified by the Graduate College. Important deadlines for Anthropology are to be found on the Anthropology website, under [Graduate Programs](#).

### C. Financial Aid

The Department offers financial assistance for five years, usually in the form of teaching and research assistantships, to the great majority of graduate students who remain in good standing. Students making satisfactory and timely progress through the graduate program are considered to be in good standing. Priority for financial aid will be reduced after two years in the Master's portion of the graduate program, after two years in the doctoral portion of the graduate program, or after one year of postdoctoral fieldwork/research enrollment. The amount and types of aid depend on departmental needs. The Department will award financial aid to most entering graduate students every year.

Notification in writing of a provisional financial award will be given to the student in the semester prior to the academic year or summer session for which the award has been

granted. Each award is contingent upon maintaining satisfactory progress in the program. Financial aid is normally given only to full-time students.

Special note on secondary training: Graduate students may choose to complement a Ph.D. in Anthropology with a secondary degree or graduate certificate in a complementary field. Students are not eligible for financial aid from the Anthropology Department during semesters in which their coursework is primarily devoted to training outside of anthropology. However, if a student's doctoral committee has approved his/her plans for secondary training, then time devoted to such training will not reduce the student's years of eligibility for Departmental financial aid. For example, a student who receives Departmental financial aid for two years (while completing the Master's portion) and a third year (while beginning the doctoral portion) arranges with their doctoral committee to take one year to complete a Master's in Public Health (M.P.H.). This student would not be eligible for Departmental financial aid during the year of M.P.H. study, but would remain eligible for a fourth year of Departmental support when they return to their doctoral study in Anthropology. This student's subsequent eligibility would continue in the same patterns and with the same provisions that apply to all Anthropology graduate students. Students who are interested in secondary training should work closely with their doctoral committee chair and members to plan their course of study, and to ensure that they receive the approval necessary to maintain their eligibility for Departmental financial aid. This approval needs to be documented in writing by the student's doctoral committee chair.

## **II. GENERAL REGULATIONS**

### **A. Admission**

Students applying for admission to the graduate program in anthropology will be considered regardless of the field of their previous training. Students without previous training in anthropology will be expected to perform additional work as necessary to achieve the levels of competence expected for the degree desired.

Students are normally admitted under the assumption that they intend to pursue the Ph.D. degree. For students entering without an M.A. degree in anthropology, the first two years are devoted to fulfilling the requirements of the M.A. degree. After those requirements are completed, the student's committee will make a recommendation to the faculty about continuation in the Ph.D. program. Because all students except those who request otherwise will have been admitted to the Ph.D. program already, continuation is assumed if no recommendation to the contrary is made and passed by a majority of the faculty.

Students with an M.A. degree in anthropology from institutions other than The University of Iowa may proceed directly into a Ph.D. program organized around their special research interests. If they are lacking any of the requirements of the graduate program in anthropology at Iowa, they will be informed of those requirements in their letter of

admission. The University of Iowa regulations concerning the acceptance of credit hours from other institutions will be followed.

Applicants to the graduate program are required to submit the following documentation:

**To the Department:**

1. Your official academic records/transcripts
2. A brief statement of interest or intent regarding why graduate study in our program is desired
3. Three (3) Letters of Recommendation
4. A writing sample (preferably a research paper)
5. A copy of your master's thesis (if applying to the Ph.D. program directly)
6. An Application for Graduate Awards

**To Admissions:**

1. A second set of your official academic records/transcripts
2. Your official GRE General Test scores from the Educational Testing Service (the University's institutional code is 6681)
3. International students must send their official TOEFL scores from Educational Testing Service (the University's institutional code is 6681). Once recommended for admission, international students must send a Financial Statement.

Applicants should have at least a 3.0 or B grade point average. Applicants with lower grade point averages may be admitted with approval of the Graduate College on conditional status if other criteria show them to have the potential for graduate work. If admitted on conditional status, the applicant will receive a letter stating what courses must be taken and what grades achieved in order to remove the conditional status. Graduate College regulations require that to continue in the program the student must meet the conditions set forth in the letter of admission by the end of the second semester of enrollment.

An application for "change in graduate status" from conditional to regular may be initiated by the student, faculty advisor, or DEO. However, such applications must always be signed by the DEO before the form is distributed. The "change in status" form will be sent to the Office of Admissions after approval by the DEO.

The Departmental Admissions Committee makes final decisions on admission. For students who have been admitted, have completed their M.A. work at The University of Iowa, and are ready to continue with Ph.D. work in the Department, the final decision for continuation rests with the faculty.

An applicant with an M.A. degree in another discipline must seek admission as a first-year graduate student. He or she may be permitted to proceed to the Ph.D. without

completing the paper or thesis requirements for the M.A. (see section III.B.3), but all other coursework requirements must be met. The student's committee will recommend to the faculty whether or not the student should be required to write an M.A. paper or thesis.

Admission is normally based in part on the ability of the faculty to direct work on the student's research interests. If a student's research interests change after admission to the program or the research interests and composition of the faculty change, every effort will be made to accommodate the student's research interests within the department and through inter-institutional programs such as the Committee on Institutional Cooperation (CIC).

## **B. Number of Degrees at The University of Iowa**

The Department of Anthropology ordinarily encourages students who have received the B.A. or B.S. degree in Anthropology from The University of Iowa to continue their studies at another institution. If, however, they enroll in the graduate program in Anthropology at The University of Iowa, there is no restriction in the number of degrees that may be earned.

## **C. Advisory and Review System**

To ensure that graduate students progress toward their degree goals in an effective manner, the Department of Anthropology has established the following advisory procedures.

Students admitted into the Graduate Program will be assigned a First Year Advisor. Ordinarily the Director of Graduate Studies will initially serve as the First Year Advisor. In addition to helping the student select courses and advising on all other academic matters, the First Year Advisor is responsible for the compilation of information on each advisee in connection with the Annual Review of Graduate Students. Any necessary petitions will be developed in collaboration with the First Year Advisor.

Before the end of the second semester of graduate study for entering students who do not hold the M.A. degree, the student should have selected a committee chair in the appropriate sub-field whose interests complement those of the student. In consultation with the committee chair, the student will then form the remaining graduate committee.

### **1. Composition of Graduate Student Committees**

Committees are of two types, M.A. and Ph.D.

A faculty member must be a member of the graduate faculty (a UI tenure-track faculty member with a Ph.D.) in order to serve as chair or as a member of a graduate student committee. Departmental faculty members who are not members of the graduate faculty may serve as ex officio members of a committee with approval of the Graduate College Dean; however, each committee must have the

required minimum number of official members (see the following sections).

Membership on a student's committee is by mutual agreement of the student and faculty member. A memo attesting to this agreement is signed by the student and each committee member and placed in the student's file. The chair of the committee acts as the student's faculty advisor, approving semester programs of study, changes in registration and such other matters as require consultation and the signature of a faculty advisor. The graduate student committee as a whole acts in matters related to forming a plan of study leading to a degree, overseeing the student's progress toward attaining that degree, and making recommendations to the departmental faculty regarding the student's future graduate career. It is the responsibility of the student's advisor to place a written record of all decisions reached at these committee meetings in the student's permanent file in the department office. Such written records must be initialed by the student and all committee members.

The committee chair, with input of committee members, is responsible to the departmental faculty, and must report regularly once a semester on the student's progress in the preceding semester toward the student's immediate goal. The committee's review is augmented by the input of faculty who serve as Course Supervisors when graduate students serve as TAs or course instructors. Committees that do not function effectively may be dissolved by the Departmental Executive Officer (DEO).

The committee will have different responsibilities as the student proceeds through different levels of the program. It is to be expected that the membership and/or the composition of the committee will change in relation to the student's needs. To ensure an effective transition, the M.A. committee will be dissolved upon completion of the M.A. When this point is reached it will be the student's responsibility to initiate the formation of a new committee with a membership appropriate to the student's interests.

Changes in committee membership may be initiated by either a faculty member or by the student. The person initiating the change informs the other party and then provides a memo detailing the changes and signed by everyone affected by the changes. The memo is placed in the student's file. The DEO may also write the memo detailing changes, in lieu of the student or committee member themselves.

## **2. M.A. Committee**

The student forms the M.A. committee no later than the fifth week of the third semester of registration. This committee guides the student in setting up a program leading to the M.A. degree, in preparing the paper or thesis proposal if that is part of the M.A. program, and in writing the paper or thesis. (For an explanation of the paper and thesis options, see section III.B.3.)

The M.A. committee is composed of three members of the Anthropology graduate

faculty, one of whom serves as the committee chair and student faculty advisor. One of these three faculty members may be an adjunct faculty member in the Department of Anthropology. This adjunct faculty member cannot serve as a sole chair; an Anthropology graduate faculty member is required to serve as co-chair in this case. For an adjunct faculty member to serve on a M.A. committee, a request for approval must be initiated by the committee chair, endorsed by the Director of Graduate Studies, and submitted to the Graduate College Dean.

Students may elect an additional member from within or outside the department. This committee operates until the student has achieved the degree objective or the student's program is terminated by the department.

### **3. Ph.D. Committee**

The doctoral comprehensive examination and the dissertation final examination are conducted by committees of no fewer than five members. At least three of these five members must be Anthropology UI tenure-track faculty, one of whom serves as the committee chair and student faculty advisor. At least four faculty members must be members of the UI tenure-track faculty. A committee chair may request permission (endorsed by the Director of Graduate Studies) from the Graduate College Dean to include a recognized scholar of professorial rank from another academic institution. The dissertation final examination committee must include one member with a Ph.D. in a discipline other than Anthropology.

This committee advises the student in forming a program of study leading to the Ph.D. It is the committee's responsibility to schedule, conduct, and participate in the evaluation of the comprehensive examination required for awarding the Ph.D. The committee advises the student in preparing a research prospectus and in arranging for the defense of the prospectus before the faculty. It also guides the student in conducting research for and writing the Ph.D. dissertation.

The Graduate College requires that the doctoral comprehensive examination committee and the dissertation final examination committee must participate in a convened meeting to deliberate these matters.

### **E. Probation**

If, in the judgment of the faculty, a student's work is unsatisfactory, departmental probation may be advised. In such a case the student is informed in writing by the DEO of the probationary status, the reasons for such probation, and the specific steps that must be taken and the time allowed to return to good standing. Failure to meet probation requirements in the time allowed will result in dismissal from the graduate program in anthropology. Students should be aware that, as stated in the Manual of Rules and Regulations of the Graduate College, when a doctoral student's GPA falls "below" a 3.0 the individual is automatically placed on academic probation by the College. The Graduate College places students working toward the Master's degree on academic

probation when the GPA falls below 2.75. An “Incomplete” automatically changes to an “F” if the grade “I” is not changed to a letter-grade by the end of the semester following the one in which an “I” was given.

## **F. Leave of Absence**

Students in good standing who must withdraw from academic work temporarily must seek departmental approval for a leave of absence. A student contemplating such a leave should consult with their advisor and committee as well as with the Director of Graduate Studies. A student requesting a leave must prepare a written request and have it endorsed by the faculty advisor and committee (a copy of which is to be placed in the student’s file). The student’s request and the committee’s endorsement must then be brought to the departmental faculty (by the advisor) for approval. The faculty’s decision will then be communicated to the student by the advisor.

If the leave of absence is for one academic year or less the student will likely be readmitted to the program at the level achieved before leaving. Should more than one academic year elapse before the student returns to the program, the Admissions Committee and the student’s advisor and committee will review the record and recommend the level at which the program may be resumed.

Students on a leave of absence must keep in contact with the Director of Graduate Studies and their advisor and committee during their leave. When applying for readmission to the program, the student will inform the Director of Graduate Studies and his/her advisor and committee in writing of intention to return. Such written notice should be sent no later than three months before the beginning of the semester/session in which the student intends to resume graduate studies. If the student on leave wishes financial aid, it is the student’s responsibility to respond in a timely fashion to the call sent by the DGS for TA/RA Funding, which usually occurs early in the spring semester. Two weeks is given between this call and the deadline for a response.

The Manual of Rules and Regulations of the Graduate College mandates the following:

"If a student's enrollment is interrupted for any reason so that s/he is not enrolled for three consecutive academic sessions (including the spring, summer, and fall sessions but excluding the winter session) the student must apply for readmission. The readmission application form must be used. The Graduate College will not require new letters of recommendation, a new Personal Statement section, a written explanation of the reasons for the absence, or a plan for degree completion. However, departments and programs may choose to require any or all of the foregoing." (Graduate College Manual, 2009. Part I, Section 1, I.)

<http://www.grad.uiowa.edu/sites/default/files/Manual%20of%20Rules%20and%20Regulations%202009%208-31-09%20update.pdf>

## **G. Petitions and Appeals**

### **1. Petitions**

A petition is a written request to the departmental faculty for approval of a course of action which either fulfills or departs from the regulations set forth in this Guide. For example, a student may petition for permission to substitute previous academic work in fulfillment of departmental requirements.

To submit a petition, the student should consult his/her committee chair who will help prepare a written request for consideration, together with additional documentation that the committee deems necessary. The committee chair (or, in the case of newly admitted students, the First Year Advisor) has the responsibility to inform the DEO that a petition has been submitted. The DEO will place the matter on the agenda of the next faculty meeting. The faculty will vote on the petition, and the decision reached will be reported to the student and by the student's committee chair. A written summary of the disposition of the petition will be placed in the student's file by the committee chair.

### **2. Appeals**

An appeal is a written request from the student asking the faculty to reconsider or review a decision that affects the student's status in the graduate program. The student prepares a written appeal together with such documentation as is deemed necessary. The appeal should be submitted to the DEO who will circulate it to the faculty and appoint a committee to investigate the merits of the appeal. This report should contain a recommendation for disposition of the case, to be voted on by the departmental faculty.

A student who intends to submit an appeal should consult first with the committee chair, and when necessary, with the DEO. The student should also be acquainted with the procedures involved in appealing to extra-departmental authority outlined in the Manual of Rules and Regulations of the Graduate College. The student who feels it is necessary to seek redress from a decision is strongly urged to exhaust departmental procedures before turning to extradepartmental collegiate or university procedures.

## **H. Independent Study**

No more than 9 hours of Independent Study courses may be applied toward the M.A. degree requirements in Anthropology for those students who write a Master's paper. No more than 6 hours of Independent Study courses may be applied toward the M.A. degree requirements in Anthropology for those students who write a Master's thesis. Beyond the M.A. degree, no more than 9 additional hours of Independent Study courses may count toward the Ph.D. degree.

## **I. Archaeology Field Courses**

Excessive reliance on archaeology field method courses to fulfill class hour requirements is discouraged.

## **J. Non-Anthropology Courses**

No more than 9 hours of non-anthropology courses may be applied toward the M.A. degree requirements in anthropology.

A total of 18 hours of non-anthropology courses may count toward the 72 hours required for the Ph.D. The 18 hours include the 9 hours permitted at the M.A. level and are not in addition to them.

Students who under special circumstances find it necessary to exceed the 18 hours may petition to have the additional hours accepted.

## **K. Grading**

It is the policy of the department that only grades of B- (2.67) or better are considered passing for courses taken to satisfy either specific graduate requirements or general credit hour requirements. All grading for independent study, thesis, dissertation and research credits will be done on a satisfactory (S) or unsatisfactory (U) basis rather than by the standard letter grades.

## **L. Committee Meetings**

It is the responsibility of the student to call committee meetings when necessary and to meet deadlines described in this Guide.

## **M. Courses Taught by Graduate Students**

No anthropology graduate student may enroll for graduate credit in any anthropology course at The University of Iowa taught by another Anthropology graduate student.

## **N. Submission of M.A. Thesis or Ph.D. Dissertation**

In submitting an M.A. Thesis or a Ph.D. Dissertation to the student's committee, the procedure to be followed needs to be agreed upon by the committee. Some committees may decide to have chapters first submitted and approved by the committee chair before being sent to other members of the committee, while others may wish to have the full committee receive chapters at the same time. Whichever procedure is followed, it should be clearly communicated to the student and the entire committee.

Once revisions have been made to the satisfaction of the committee a clean copy must be placed in the department office for circulation to the faculty at least one week prior to the defense.

### **III. THE MASTERS DEGREE IN ANTHROPOLOGY**

#### **A. Program of Study**

Students normally are admitted directly to the Ph.D. program. For students without an M.A. in anthropology, the first two years of the Ph.D. program are devoted to fulfilling the requirements of the M.A. After those requirements are completed, the student's committee recommends to the faculty whether the student should continue to work toward the Ph.D.

The M.A. in Anthropology requires 30 to 36 s.h., depending on the student's previous anthropological training. No more than 9 s.h. earned in courses outside Anthropology may be applied toward the M.A. in Anthropology.

#### **1. M.A. in Anthropology**

##### **a. Required Core Seminars (9 s.h.)**

Students must complete core seminars in at least three of the four subfields for a total of 9 semester hours. The four core seminars are:

113:240 Seminar: Sociocultural Anthropology

113:268 Seminar: Archaeological Theory and Method

113:271 Seminar: Linguistic Anthropology

213:285 Seminar: Biological Anthropology

In addition, all students are required to take 113:210 Anthropological Data Analysis or another course in statistics within the first three years of graduate study. Students are encouraged to take this course in their Master's Program, i.e., during the first two years of graduate study.

##### **b. Elective Courses (21 s.h. minimum)**

In consultation with their advisor and committee members, students select additional course work to complete the remaining semester hours required for the M.A. degree in Anthropology. Elective hours may include courses in other

disciplines, directed study, and up to 6 s.h. of thesis credit (for students who choose the thesis option).

## **B. General Requirements**

### **1. Hours Required**

The number of credit hours for the M.A. may vary from 30-36 semester hours depending upon the student's previous anthropological training. A student with no prior experience in anthropology probably will be required to complete 36 hours. Those with some training in anthropology will likely fall somewhere in between. The decision on the minimum number of hours required for the Master's degree for each individual will be made by the student's advisory committee.

### **2. Program of Study**

The program of study for the first-year graduate student in anthropology at The University of Iowa entering with a B.A. degree is based upon the extent of previous exposure to anthropology courses. Those enrolled in the Program in Feminist Anthropology will be expected to have a broad undergraduate background in anthropology (although not necessarily a major in the field), and also an undergraduate background in feminist studies. Those students who lack exposure to one or more of anthropology's four major subfields (sociocultural anthropology, linguistics, archaeology, biological anthropology) at the undergraduate level will be asked to enroll in coursework to gain background in these subfields.

### **3. M.A. Paper or Thesis**

During the second year of enrollment in the M.A. program, students are expected to write a paper, of journal length and publishable quality, which will be reviewed and approved by the student's committee. While writing the M.A. paper, students should enroll in 113:383—"Independent Study: Anthropology;" the course 113:385—"Thesis" is reserved only for those writing the M.A. thesis.

When the committee accepts the paper and all the M.A. course and hour requirements are completed, the student will be granted an M.A. The M.A. paper will serve as the final exam for the M.A. degree, and will also be presented in a public forum, such as an academic conference or the department colloquium, before graduation. A meeting of the committee and student may be scheduled to symbolically mark the closure of the candidate's degree. The submission of the M.A. paper to journals for publication is encouraged. Students may choose, as an alternative to the M.A. paper, to write a formal M.A. thesis. Graduate College guidelines for theses must be followed. Students are required to deposit a final copy of their M.A. thesis or paper to the Anthropology Department.

#### 4. **Option to Petition**

Any requirement of the M.A. program may be appealed by petition.

### **C. Evaluation Procedures and Mechanisms**

During the second semester of the first year, the student's advisor reviews and makes a preliminary evaluation of the student's progress and ability based on course work taken during the first two semesters. The advisor then summarizes this information for the faculty who use it to make a final decision on the recommended future course of study for the student within the graduate program.

#### 1. **First Year Evaluations**

a. The student may be dismissed from the program at the end of the first year.

Performance resulting in this recommendation consists of a grade of C+ or lower in two or more courses during the first year or other evidence of demonstrably unsatisfactory graduate performance.

b. The student may progress toward an M.A. degree.

The basic but not exclusive criterion for this recommendation is a grade point average of at least 3.0 over all courses taken. If this recommendation is made the student may choose to pursue a non-thesis M.A. (write the M.A. paper) or an M.A. degree with thesis.

#### 2. **Faculty Expectations**

The faculty assumes that the great majority of candidates admitted to the graduate program will perform well. It is the faculty's expectation that only a very few students will fail to measure up to the department's standards once they have been admitted. When this occurs, however, the faculty will not hesitate to recommend that the student be dismissed from the Program.

#### 3. **Second Year**

##### **a. Committees**

If the faculty recommends that the student may progress toward the M.A. degree, the student must make sure to form an M.A. committee by the 5th week of the student's third semester, at the latest.

##### **b. Non-Thesis M.A. (M.A. Paper)**

A non-thesis M.A. requires the completion of the M.A. paper, which should be of journal length and publishable quality. The topic should be determined in

consultation between the student and the M.A. committee. The paper will serve as the final examination (see section III.C.3.f) and will also be presented in a public forum.

### **c. Thesis M.A.**

A thesis M.A. requires the completion of the thesis. An oral defense of the thesis must be scheduled. It is not possible to enroll for more than 8 hours of thesis credit, and only 6 hours of thesis credit count toward the hour requirements of the M.A. in Anthropology.

### **d. Responsibilities**

The student is responsible for becoming informed on all Graduate College deadlines and degree requirements. Appropriate materials are available from the Office of the Dean of the Graduate College in Gilmore Hall, and the Graduate College Manual.

### **e. Deadlines**

It is expected that full-time students will complete the M.A. paper or thesis by the end of the fourth semester. If the degree requirements have not been completed by the end of the sixth semester of full time registration the student will be put on probation during the annual review. No full time student may continue in the graduate program if the M.A. degree requirements are not completed by the end of the seventh semester of full time registration. Adherence to the timetable is important in funding considerations.

### **f. M.A. Final Examination**

The M.A. Final Examination, a Graduate College requirement, will be scheduled by the faculty advisor in consultation with the student and the committee during the semester in which the student expects to complete the M.A. degree requirements.

Non-thesis M.A. degree candidates will take an examination consisting of two parts: the M.A. paper, which will be evaluated by the committee; and the public presentation of the paper at an academic conference or the departmental colloquium. The paper should be deposited with the department. If the student intends to continue in the Ph.D. program, the paper should be available to faculty one week before the faculty meeting at which the committee recommends continuation in the Ph.D. program.

Candidates for an M.A. degree with thesis must schedule an oral defense of their thesis. The thesis should be made available to faculty in the department office one week prior to the defense.

If the examining committee so recommends, a candidate who fails the examination may choose to be re-examined, but not sooner than the next regularly scheduled examination period in the following term (semester or summer session).

### **g. Evaluation**

After the requirements for the degree are completed, including the final examination, the student's committee makes a recommendation to the faculty on the future course of study for the student within the Graduate Program in Anthropology. The recommendation will assume one of the following forms, and will be conveyed in writing, with a copy of the document placed in the student's file:

- The student may progress toward a Ph.D. degree. If this recommendation is made, the student should form the Ph.D. committee.
  
- The student may be dismissed from the program after completing the M.A. The basic criterion for this evaluation is that the M.A. paper or thesis, in the judgment of the committee as a whole, does not show the potential for Ph.D. work.

## **IV. THE PH.D. PROGRAM IN ANTHROPOLOGY**

### **A. Objectives**

The Ph.D. program represents a balance between general competence in three of the four subfields of anthropology obtained at the M.A. level and professional specialization and competence for independent research and teaching one of the four subfields.

To ensure focus on the student's research interests, the program includes an integrated process of preparing reading lists, research proposals for submission to granting agencies, a dissertation prospectus, and two essays (see section IV.B.7.c). Successful completion of the comprehensive examination (the two position essays) and the dissertation prospectus will be reported to the Graduate College, and the student will then be advanced to candidacy for the Ph.D. All doctoral candidates are required to conduct original anthropological research, write a dissertation, and defend it to complete the Ph.D.

### **B. Requirements**

#### **1. Hours**

A minimum of 72 hours beyond the B.A. This is a Graduate College requirement.

## 2. **Required Courses**

Students must take at least one theory course beyond the course they took to fulfill the M.A. requirements in the subfield in which they are specializing. This course may in practice be taken at the M.A. level, before actually advancing to the Ph.D. It should be chosen from one of the following lists:

### **Sociocultural Anthropology**

113:215 Seminar: Ecological Anthropology

113:240 Seminar: Sociocultural Anthropology

113:241 Seminar: Economic Anthropology

113:244 Seminar: Semiotics

113:250 Seminar: Ritual and Performance

113:251 Seminar: Resistance in Theory and Practice

Most graduate seminars offered in the Concentration in Feminist Anthropology (see below) can also be used to fulfill this requirement.

### **Linguistic Anthropology**

113:123 Language and Nationalism

113:244 Seminar: Semiotics

113:271 Seminar: Linguistic Anthropology

113:273 Seminar: Language and Gender

### **Archaeology**

113:164 Comparative Prehistory

113:174 Seminar: Taphonomy

113:178 Hunter-Gatherer Ethnoarchaeology

113:258 Seminar: Zooarchaeology

113:268 Seminar: Archaeological Theory and Method

113:269 Politics of the Archaeological Past

**Biological Anthropology**

113:165 Human Variation

113:170 Primate Evolutionary Biology

113:188 Primate Behavior and Ecology

113:285 Seminar: Biological Anthropology

113:288 Seminar: Paleoanthropology

213:150 Primate Comparative Morphology

213:151 Anthropological Genetics

213:152 Primate Conservation Biology

213:169 Human Evolutionary Anatomy

213:187 Human Evolution

**3. Feminist Anthropology Concentration**

The feminist anthropology concentration offers broad training in a growing specialization area that enhances and draws from other theoretical approaches in anthropology. Graduate students in anthropology and other disciplines may explore particular aspects of the field by taking feminist anthropology courses.

Course work in the concentration emphasizes feminist perspectives, theories, methods, and analytic techniques in anthropology. It improves students' academic job prospects in anthropology and other fields, especially women's studies and gender studies. It also helps students to prepare for careers in applied or public anthropology.

Feminist anthropology students take 15 s.h. of course work in the concentration in addition to their regular core requirements. The 15 s.h. should be divided between graduate seminars and elective courses as noted below.

Concentration courses may also fulfill requirements for graduate electives in anthropology.

Feminist anthropology was offered as a track in the Master of Arts in academic year 2006-07 and earlier. Students who took courses as part of the M.A. track may count them toward the Ph.D. concentration.

The following list of approved courses is subject to change; contact the Department of Anthropology for updates. Students may petition to count other courses in anthropology or other disciplines toward the concentration, if the courses or the students' work in them includes significant relevant content. Petitions are reviewed by the feminist anthropology faculty.

### **Graduate Seminars**

Students complete at least two of these (minimum of 6 s.h.) and may count additional graduate seminar courses as elective credit.

113:220 Seminar: Feminist Anthropology 3 s.h.

113:221 Seminar: Feminist Ethnography 3 s.h.

113:222 Seminar: Reading Transnational Feminist Theory 3 s.h.

113:223 Feminist Medical Anthropology 3 s.h.

113:273 Seminar: Language and Gender 3 s.h.

113:290 Seminar: Feminist Perspectives on Biology and Culture 3 s.h.

### **Electives**

Students must earn a minimum of 9 s.h. in electives and may count extra credit earned in graduate seminars toward the elective requirement.

113:101 Disability and the Ethics of Care 3 s.h.

113:102 Ethnography and Auto/Biography 3 s.h.

113:105 Mothers and Motherhood 3 s.h.

113:107 Gendering India 4 s.h.

113:133 Anthropology of Women's Health 3 s.h.

113:140 Politics of Reproduction 3 s.h.

113:141 History of Feminist Anthropology 3 s.h.

113:154 Anthropology of Sexual Minorities 3 s.h.

113:180 Women Writing Culture 3 s.h.

113:182 Women, Health, and Healing 3 s.h.

#### **4. Paleoanthropology Concentration**

The paleoanthropology concentration offers broad training that combines archaeology and biological anthropology, two traditional subfields of anthropology important in understanding the biocultural factors that have been critical in human evolution. The concentration combines course work in both biological and archaeological anthropology, complementing the specialized training that students from either subfield receive in their own specialization. Paleoanthropology courses emphasize integration of biological and cultural factors in the evolution of hominid species up to and including modern humans. They encompass primate and human evolutionary anatomy, technology and subsistence in Paleolithic archaeology, and modern human hunter-gatherers.

Paleoanthropology students take 15 s.h. of course work in the concentration in addition to their regular core requirements. The 15 s.h. should be divided between graduate seminars and elective courses as noted below.

Students may choose core seminars to fulfill requirements for both the M.A. general course work and the paleoanthropology concentration.

The following list of approved courses is subject to change; contact the [Department of Anthropology](#) for updates. Students may petition to count other courses in anthropology or other disciplines toward the concentration, if the courses or the students' work in them includes significant relevant content. Petitions are reviewed by the paleoanthropology faculty.

#### **Graduate Seminars**

##### **All of these (9 s.h.):**

113:268 Seminar: Archaeological Theory and Method 3 s.h.

213:285 Seminar: Biological Anthropology 3 s.h.

213:288 Seminar: Paleoanthropology 3 s.h.

#### **Electives**

At least two of these (6 s.h. minimum):

113:178 Hunter/Gatherer Ethnoarchaeology 3 s.h.

113:179 Pleistocene Peopling of the Americas	3 s.h.
113:258 Seminar: Zooarchaeology	3 s.h.
213:151 Anthropological Genetics	3 s.h.
213:169 Human Evolutionary Anatomy	3 s.h.
213:170 Primate Evolutionary Biology	3 s.h.
213:187 Human Evolution	3 s.h.
213:190 Human Osteology	3 s.h.

#### 5. **Foreign Language**

All doctoral candidates must demonstrate reading and/or speaking knowledge of one foreign language. The manner in which this requirement is to be fulfilled will be determined by the members of the student's committee. Students must meet this requirement before beginning dissertation research.

#### 6. **Relevant Courses**

Students are advised to take all lecture courses and seminars relevant to the areas they will cover in their essays (the comprehensive examination—see section IV.B.7.c).

#### 7. **Non-Anthropology courses**

A total of 18 hours of non-anthropology courses may count toward the minimum of 72 hours required for the Ph.D. The 18 hours include the 9 hours at the M.A. level and are not in addition to them.

#### 8. **Independent Study Courses**

Beyond the M.A. degree, no more than 9 additional hours of Independent Study courses may count toward the Ph.D. degree. One suggested use of an Independent Study course is, after the completion of the M.A., to prepare an **Annotated Bibliography** of works relevant to the future research program. The annotated bibliography is not a formal requirement, and does not require committee or faculty review; rather, it is a working document for the student's use in the succeeding phases of the Ph.D. program.

#### 9. **The Comprehensive Process**

The process of working toward a Ph.D. consists of several phases after the

completion of M.A. work. Students should work closely with their committees at all stages. The comprehensive examination consists of two parts: a. research prospectus defense, and b. comprehensive essays. The order of the two parts will be at the discretion of the student's chair and committee, to meet variable educational needs of the student. One of these is done normally in the first semester of the second year post-MA, and the other is done in the second semester of that year. The comprehensive process will not be complete until both parts have been successfully passed, regardless of the order in which they are completed. Note: Students who have outstanding incompletes (I) in their courses will not be able to move on to the comprehensive process until these are completed.

**a. Prospectus Defense**

During the 3<sup>rd</sup> (or 4<sup>th</sup>) semester post-MA, the student prepares a formal dissertation prospectus (not to exceed 30 pages), and defends it before the student's Ph.D. committee by the end of the 14<sup>th</sup> week of the semester. The defense is also open to other students and faculty who may wish to attend. A copy of the student's dissertation prospectus should be made available in the department office one week prior to the defense.

**b. Comprehensive Essays**

During the 4<sup>th</sup> (or 3<sup>rd</sup>) semester post-MA, the student will prepare two comprehensive essays: one in the geographical area of specialization and the other in the primary topical area of specialization. In some fields, e.g. biological anthropology, a geographical area may not be relevant, and the student will focus on two topical areas. Each paper will address a question posed by the committee in consultation with the student.

The papers should combine factual knowledge and comprehension with analysis, evaluation and synthesis. In other words, they should: demonstrate control of a body of information (knowledge and comprehension), critique a major problem or debate (application and analysis), develop a position on an issue and provide an explanation or theoretical justification for the position (evaluation and synthesis).

**Length:** In general, each paper should consist of no more than 30 double-spaced typewritten pages (approximately 250 words/page). The minimum length will be determined by each committee in consultation with the student. Certain questions might be better treated by two or three smaller essays rather than one large one; in such cases the total length should not exceed 35 pages for either of the two areas.

**Administration of Exam:** Comprehensive essay questions are formulated by the committee and submitted by the Committee Chair to the

Anthropology Department office staff at least one week prior to the start date of the first exam. This communication provides the exact wording for each essay question, a schedule specifying distribution and due dates, as well as a list of evaluators for each question, and whether or not the internal Anthropology evaluation form (see below) will be used by individual committee members. It is the committee chair's responsibility to make sure that office staff has the most current contact information for off-campus committee members.

Getting Essay Questions: The Anthropology Department office staff will provide each essay question to the student in the department office on the distribution day which is no later than the end of the second week of the semester for the first question, and the end of the eighth week for the second question. The student may pick up the question and instructions during departmental office hours the day the exam begins. Instructions provide the specific date and time by which the student must turn in the completed essay to the Anthropology Department office staff.

Turning in Exam Essays: The student will provide Anthropology Department office staff with one hard copy of the completed essay as well as an electronic document by email no later than the end of the eighth week for the first essay question, and the end of the fourteenth week for the second question. Students may not discuss the exam with members of their committee during the exam period. Due dates are firm and extensions are not possible except in case of severe personal illness or family emergency. After receiving a completed essay from the student in both hard copy and electronic versions, the Anthropology Department office staff will forward an electronic copy of the completed essay to committee members per direction from the Committee Chair. Upon request, evaluators may request a hard copy of the essay.

Reading and Evaluation:

The results of a doctoral student's comprehensive examination should be reported, by the Committee Chair, to the Graduate College within 14 days after the exam's completion. (See the GC Manual of Rules & Regulations, XII.K.) Evaluators should, therefore, communicate their evaluation and comments to the Committee Chair in time to allow for the 14-day deadline to be met.

**Remedies for less than satisfactory work:** In evaluating each essay, if the committee determines that the work is less than satisfactory, it will then decide upon the nature of the additional work that is required for satisfactory completion. This may involve oral discussion, a formal re-writing of the essay, or some other option.

Successful completion of this process advances the student to candidacy for the Ph.D.

If this process has not been completed by the end of the fifth year of graduate registration (i.e. the third year in the Ph.D. program), the student will be placed on probation.

These two parts, the prospectus defense and the examination essays, together constitute what the Graduate School defines as the “doctoral comprehensive examination.” The entire process must be completed before the student can advance to post-comprehensive ABD status. If the student does the prospectus in the first semester and the essays in the second semester, paperwork will be filed at the beginning of the second semester, specifying the expected completion date of the examination at the end of the 14<sup>th</sup> week of the semester, which will meet the Graduate School requirements. If the student does the essay portion of the comprehensive process in the first semester, the deadlines will be the same. The essays will be due at the end of the 14<sup>th</sup> week of the first semester; the paperwork for completion of the comprehensive process will be filed at the beginning of the second semester, and the prospectus defense must be completed by the end of the 14<sup>th</sup> week of the semester. When both portions have been completed, prospectus and essays, the forms with committee signatures will be filed with the Graduate School. If they have been successfully completed, the student will advance to post-comprehensive ABD status, and will begin work on their dissertation research.

## **10. Dissertation**

All doctoral candidates are required to conduct original anthropological research. Students typically conduct dissertation research after defending the research prospectus and writing the essays (ie. passing the comprehensive examination). Dissertations are usually based on ethnographic fieldwork, archaeological excavations, or laboratory analysis. Some are based on archival collections or other source materials. All Ph.D. students should thoroughly familiarize themselves with the professional ethical guidelines for conducting research in their particular subfields, ie. the "Principles of Professional Responsibility of the AAA" and the "Four Statements for Archaeology" of the SAA. These are available online and in the departmental office.

Students are responsible for obtaining all necessary research permissions and Human Subjects Reviews.

Early in the process of writing the dissertation, the chair of the student’s committee, after receiving a detailed and acceptable outline of the thesis, will arrange for the candidate and his/her entire committee to meet. At that time, committee members will discuss their priorities and expectations for the dissertation and make clear whether they prefer to receive in-progress drafts or to wait to review a complete dissertation draft. No defense should occur until all committee members have indicated their satisfaction with a complete draft and have agreed that only minor revisions need to be undertaken prior to the

final deposit.

The Graduate College has established a rule requiring completion of the dissertation within a five-year period after admission to candidacy. The faculty of the department will not ordinarily recommend any extensions of this five-year period unless a student is able to demonstrate satisfactory progress throughout.

Students in the Ph.D. program who do not carry a full-time load will be treated individually.

**11. Outline of Progress through Graduate Program (Hypothetical, Best-Case Scenario)**

The following is a hypothetical outline of a student's progress through the graduate program, and is meant to convey a best-case scenario. In practice, it is quite likely that the time required, especially during the comprehensive process, research, and write-up phases, will be somewhat longer than shown below.

Year	Semester/ term		Coursework	s.h.	Other activities and operations	Desired outcome
1	1	Fall	1 <sup>st</sup> core seminar.	3		
			2 <sup>nd</sup> core seminar or elective.	3		
	Elective.	3				
			Teaching pro-seminar.	1		
	2	Spring	2 <sup>nd</sup> core seminar or elective.	3	Form committee.	
			3 <sup>rd</sup> core seminar.	3		
			Elective or data analysis.	3		
	Summer				Language study or preliminary research.	
2	3	Fall	Elective.	3		
			Elective or data analysis.	3		
	Elective or independent study.	3				
	4	Spring	Elective.	3	Present M.A. paper.	M.A. degree.
			Elective or independent study.	3		
			Independent study.	3		
	Summer				Language study or preliminary research.	
3	5	Fall	Required theory course.	3	Re-form committee.	
			Elective or data analysis.	3		
			Elective.	3	Start compiling annotated bibliography.	
	6	Spring	(Note: from this point forward,	3	Write draft of research	

			and in consultation with their advisors, students should select courses that are oriented toward the comprehensive process and dissertation research.)	3 3	proposal.	
	Summer				Refine research proposal.	
4	7	Fall	(See note above.)	3 3 3	Write and defend research prospectus (*). Submit grants to funding agencies (**)	
	8	Spring	(See note above.)	3 3 3	Write comprehensive essays (*). Demonstrate foreign language competence.	ABD status.
	Summer				Field, site, or archival/lab/museum research.	
5	9	Fall		2	Field, site, or archival/lab/museum research.	
	10	Spring		2	Field, site, or archival/lab/museum research.	
	Summer				Dissertation write-up.	
6	11	Fall		2	Dissertation write-up.	
	12	Spring		2	Complete and defend dissertation.	Ph.D. degree.
	Summer					

\* The order of writing/defending the prospectus and writing comprehensive essays can be reversed.

\*\* All external grants must be routed through the Division of Sponsored Programs.

## **V. STUDENT COMPLAINTS**

The Department of Anthropology is guided by the College of Liberal Arts policy on student complaints concerning faculty actions:

THE UNIVERSITY OF IOWA  
COLLEGE OF LIBERAL ARTS

Office of Academic Programs  
116 Schaeffer Hall

(319) 335-2633

### **STUDENT COMPLAINTS CONCERNING FACULTY ACTIONS**

The procedures described below apply to complaints concerning any member of the teaching staff in the College of Liberal Arts. Complaints may concern grading grievances, inequities in assignments, inappropriate course materials, inappropriate faculty conduct, or incompetence in oral communication. For complaints involving the assignment of grades, it is College policy that grades cannot be changed without the permission of the department concerned. Students with complaints are responsible for following these procedures:

1. Ordinarily, an attempt to resolve the matter with the instructor should be made first.
2. If the complaint is not resolved, go to the course supervisor (if the instructor is a teaching assistant), to the departmental executive officer, or, in some departments, to the person designated to hear complaints to discuss the matter further.
3. If the matter remains unresolved, submit a written complaint to the Associate Dean for Academic Programs, Office of Academic Programs, 116 Schaeffer Hall. (Graduate students should submit complaints to the Graduate College, 202 Gilmore Hall.)

The Associate Dean will attempt to resolve the complaint and, if necessary, may convene a special committee to recommend appropriate action. In any event, the Associate Dean will respond in writing regarding the disposition of the complaint.

If the complaint cannot be resolved through these procedures, a student may file a formal complaint under the procedures established for alleged violations of the statement on "Professional Ethics and Academic Responsibility" (see sections 20.266 and 20.290) in the University Operations Manual. Copies of the University Operations Manual are available in all departmental offices and in the Office of Academic Programs, 116 Schaeffer Hall.

If your complaint involves sexual harassment, you need to follow these procedures. The University policy on sexual harassment and consensual relationships in the instructional context can be found in "Policies and Regulations Affection Students" (available at the Campus Information Center, Iowa Memorial Union, in the Office of Affirmative Action, 202 Jessup Hall [telephone 335-0705] and in September as a supplement to The Daily Iowan).

The Office of the University Ombudsperson (C108 Seashore Hall, telephone 335-3608) responds to problems and disputes brought forward by all members of the University community--students, staff, and faculty--that appear irresolvable through existing channels. Before consulting the ombudsperson, ordinarily an attempt should be made to resolve problems by following the procedures described above.

Questions about any of the procedures described above can be answered by program assistants in the Office of Academic Programs, 116 Schaeffer Hall (telephone 335-2633).

## **VI. THE UNIVERSITY OF IOWA GRADUATE COLLEGE POLICIES ON GRADUATE STUDENT ACADEMIC MISCONDUCT**

Plagiarism or cheating may result in grade reduction and/or other serious penalties. Consult the Graduate College regulations on plagiarism and academic misconduct (GC Manual of Rules & Regulation, IV.F.)

### **You are plagiarizing or cheating if you:**

- present someone else's words or ideas as your own, in writing or in speaking
- present ideas without citing the source;
- paraphrase without crediting the source;
- use direct quotes with no quotation marks;
- use direct quotes without footnotes or other textual citation of the source;
- present work in a group project that is not your own or the work of the group;
- submit the same paper for credit in more than one course without discussing this option with the instructors involved;
- submit a paper or assignment for which you have received so much help that it is no longer your own work;

- do not do an equal part of the work on a group project;
- copy someone else's exam, graded homework, or laboratory work;
- refer to a text, class notes, laboratory, or other materials during an exam without being authorized to do so;
- purposefully allow another student to copy your work or to submit work you have written as his/her own; or
- collaborate with others on a take-home exam, or spend more time than that specified by the instructor on a take-home exam.

If you are unsure about the proper use of sources, the extent to which collaboration on an assignment is permissible, or exam or assignment directions, talk to your instructor.

**Disciplinary Action by the Instructor:** An instructor who suspects you of plagiarism or cheating must inform you as soon as possible. Instructors who detect cheating or plagiarism may, in consultation with the departmental executive officer (DEO) decide to reduce the grade on an assignment or in the course, even to assign an F. The DEO sends a written report of the case to the Associate Dean for Academic Affairs of the Graduate College; a copy is sent to the student.

**Disciplinary Action by the Dean:** The Associate Dean for Academic Affairs of the Graduate College or the Committee on Student Academic Conduct may uphold, as the offense may warrant, the following or other penalties: placement on disciplinary probation until graduation, suspension from the College for a semester or longer, or recommendation of expulsion from the University by the president.

**Appeals:** If, however, the student feels there has been unfairness or some procedural irregularity concerning dismissal, the student may pursue a grievance according to the Academic Grievance Procedure (AGP) established by the Graduate College. The AGP is available in the Graduate College. The student should consult with the Graduate College prior to initiating an academic grievance.

**Record of Disciplinary Action:** Reports of student academic misconduct reside only in the Office of Academic Programs and are destroyed when the student graduates, or after five years if the student has left the University or has not graduated. Notation of disciplinary action does not appear on a student's permanent record.

**Further Information:** Questions about the procedures described above can be answered by the Associate Dean or Associate Director of Academic Affairs of the Graduate College, 6 Gilmore Hall (telephone 335-2144).

## **VII. POLICY ON RIGHTS AND RESPONSIBILITIES OF RAs**

1. The Department will make explicit the maximum total number of hours per semester of work expected of RAs. This maximum will be calculated according to the number of weeks in the semester (not including breaks and finals week) and the expectation that quarter-time RAs work on the average of ten hours per week=150 hours per semester.
  2. The scheduling of work over the semester will be set by the faculty member at the beginning of the semester. RAs are not expected to conduct work that is not directly related to scholarship and/or instruction (i.e. run non-academic errands).
  3. RAs will not be required to work (a) before the semester begins; (b) during holidays and breaks; (c) during finals week; and (d) after the semester ends. If the faculty member and the RA mutually agree, work may be done during these time periods.
- Duties of an RA will be related only to the faculty member's research needs.
  - RAs will keep logs of the number of hours they work per week at different tasks.
  - The Department chair will resolve disputes between RAs and faculty members concerning rights and responsibilities. If the RA is working for the chair, the Director of Graduate Studies will resolve any such disputes.

## **VIII. POLICY ON RIGHTS AND RESPONSIBILITIES OF TAs AND INSTRUCTORS**

1. Instructors should make clear at the outset the division of labor in a course. Particular care should be taken to ensure an equitable division of work between half-time and quarter-time TAs.
2. TAs and the instructor should meet before the beginning of classes. A complete syllabus should be available at this meeting. The syllabus should show weekly lecture topics and readings and give the dates in which exams are given and assignments are due. The following topics should be covered at this initial meeting:
  - a. The scheduling of exams and assignments over the semester.
  - b. The division of labor in grading.
  - c. Guidelines for make-up exams and quizzes.
  - d. Guidelines for accepting late assignments.
  - e. Dates when the instructor will be out of town and information about what will be done in class on these dates.

- There should be regular meetings throughout the semester with all TAs and the instructor. At these meetings:
  - a. The instructor should indicate what materials should be covered in discussion sections.
  - b. The TAs should coordinate the activities in discussion sections.
  - c. Administrative and disciplinary matters should be discussed.
- TAs are not obligated to lecture. Instructors may invite TAs to give lectures. TAs have the right to decline such invitations for whatever reasons.
- If material approved by the instructor and used in section leads to a student complaint, the TA should communicate this to the instructor.
- Instructors should make all audiovisual needs clear and give timely notice when particular films or videos will be shown.
- TAs are responsible for setting up microphones and running audiovisual equipment. Instructors should make all audiovisual needs clear and give timely notice when particular films or videos will be shown.
- The instructor has the primary responsibility for making up examinations. TAs may or may not be involved in their construction.
- Grading procedures should be as follows:
  - a. TAs should not be solely responsible for grading. Instructors should at a minimum provide criteria for the grading of questions.
  - b. To reduce the grading load, some "objective," easily graded questions should be included in examinations.
  - c. Exams should be returned in a timely manner.
  - d. Ultimately, the instructor is responsible for resolving conflicts or disputes regarding grades.
  - e. At the end of the semester, the instructor is responsible for keeping the grade book.
- All duties assigned to TAs must be related to the requirements of the course to which they are assigned.
- The teaching team should attempt to resolve any internal conflicts informally. If this proves to be impossible:

- a. The instructor is responsible for resolving conflicts between TAs.
- b. The Department chair is responsible for resolving conflicts between TAs and instructors.

## **IX. ANTHROPOLOGY DEPARTMENT TEACHING ASSISTANT TIERS**

Teaching Assistants are assigned to one of three tiers according to the following guidelines:

### **Tier I: Teaching Assistant.**

All TAs are required to:

- a. enroll in the department's Teaching Pro-Seminar (113:235)
- b. attend course coordination meetings
- c. meet regularly with TA mentors
- d. distribute and collect course evaluations

Tier I TAs will receive the minimum salary (level I)

### **Tier II: Teaching Assistant/Peer Mentor**

Peer Mentors must have completed the training described above for Tier I, and must have served as a TA for at least one year in the program (or the equivalent TA experience in Anthropology at another institution or in another department at The University of Iowa). They agree to assist other TAs with their teaching by permitting observation of their own classes, observing and/or filming other TAs on request, consulting about lesson preparation, and attending and providing advice during the Teaching Pro-Seminar. Peer Mentors are selected by the Director of Graduate Study in consultation with the department's Curriculum Committee, the TA Evaluation Committee and faculty course supervisors. Appointment to this status is not automatic. Tier II TAs receive level II salary.

### **Tier III: Issues and 060s Course Teaching Assistant**

Issues and 060s Course Instructors have:

- a. completed the training described above for Tiers I and II,
- b. served at least two years as a TA in the department (or have completed equivalent training at another institution)
- c. served a year as a peer mentor
- d. completed comprehensive exams and demonstrated excellence in at least one theoretical area of expertise (although there may be instances in which students taking their comprehensive exams will be instructors of 113:050 and 113:060 courses),

- e. demonstrated ability to design a syllabus, lectures, course plan for a focused course on a specific issue in contemporary anthropology
- f. submitted a course syllabus and course plan for a proposed Issues Course to be evaluated by the Curriculum Committee and the Director of Graduate Studies in a competitive selection process

Issues Course TAs work under the supervision of an assigned faculty member. Appointment to this status is not automatic; Tier III TAs are selected in a competitive process (see f). Tier III TAs receive level III salary.

At the end of each semester, all TAs receive their ACE forms (course evaluations) for review, and if they wish, they can respond in writing to specific issues brought up in these evaluations. All TAs must then submit their ACE forms to the TA Evaluation Committee (along with their responses, if they have written one). The ACE forms will be reviewed by the TA Evaluation Committee, who will prepare a summary for each TA and submit this summary for the Department's file. Once the TA Evaluation Committee has completed their review, the ACE forms are returned to the TA for their records.

In addition to course evaluations, all TAs are observed once by the instructor or faculty advisor in the classroom during their second year of serving as a TA in Anthropology. Additional observations/classroom visits are up to the discretion of the TA and the faculty instructor/advisor.

## **X. POLICY ON HUMAN SUBJECTS RESEARCH**

All non-federally funded research projects involving human subjects must receive prior approval from the Human Subjects Office before research is conducted.

## **XI. THE UNIVERSITY OF IOWA ACADEMIC GRIEVANCE PROCEDURES FOR GRADUATE STUDENTS**

(Effective January 1, 2002, revision of March 13, 2007)

<http://www.grad.uiowa.edu/academic-policies/academic-grievance-procedure>

Graduate students are associated in various ways with both the University of Iowa and the Iowa City communities, and therefore may share characteristics and responsibilities of many other groups.

Within the University, graduate students are first and foremost students, but many will, at some time in their graduate career, be employed as Teaching Assistants (TAs) or Research Assistants (RAs). A TA or RA works under the supervision of a faculty member and may be assigned duties such as teaching classes, supervising laboratories or studios, advising and counseling undergraduate students, grading course work, obtaining

and analyzing data, etc.

Other graduate students find employment in a surprisingly large array of university programs and offices (not always related to their academic programs or goals) or in the community.

Still other graduate students may not be employed nor have responsibilities aside from those required by their department and degree program.

As members of the University of Iowa community, the University of Iowa Code of Student Life, published each year as an insert to The Daily Iowan, governs personal behavior of students (including graduate students). The Manual of Rules and Regulations of the Graduate College contains general rules and procedures governing graduate education. Each graduate program has more detailed Departmental or Program Guidelines which specify how that degree program operates within general Graduate College policies, and what graduate students can expect during their graduate career. There may also be College Academic Policies/Handbooks with information concerning the role of graduate students, particularly the instructional roles they may play.

The University has a collegial system of governance. This implies a shared interest among faculty, staff, and students (the University community), which is manifested in common interests and ways of debating issues and of internally resolving differences. The collegial system attempts to resolve issues at the lowest possible level and in a manner most consistent with the shared interests of all members of the community. Open and free communication is a hallmark of this system, which is meant to prevent issues from evolving into conflict or dispute. However, conflicts and disputes may develop, and students are encouraged to seek advice as soon as they occur. The collegial system of resolving difficulties and conflicts includes a set of informal steps: discourse between the involved individuals, followed, if necessary, by consideration by the department(s), the college(s), and finally an appropriate administrative officer. A complainant also may elect to proceed by one of several formal procedures, generally by filing a written grievance alleging a specific violation, misinterpretation, or improper application of specific rules, regulations, or procedures.

Although most students proceed without difficulty through their graduate degree program, others may experience difficulties with another student, faculty member, staff member, or supervisor; or with departmental rules or procedures. Because graduate students may serve in several possible roles, several different University rules and regulations, each with its own set of procedures for resolving complaints or grievances, may at times apply. It is important to note that those various formal procedures may have different time frames within which they must be filed.

The University of Iowa Operations Manual contains University rules, regulations, policies, and procedures, along with references to some of the procedures established by the Board of Regents which govern all of the Regents' institutions. Procedures for handling violations of the Operations Manual rules are codified under Section II, Ch. 29.

Some of these rules are directly applicable to graduate students: For example, Section III, Ch. 30 contains the Student Employee Grievance Procedure governing non-academic employment of students (including graduate students); Section III, Ch. 15 governs Professional Ethics and Academic Responsibility of Faculty. (This section applies to graduate students both as students and as teachers. Conflicts between graduate students and faculty under this section are administered by the Office of the Provost.) Section III, Ch. 12.4 includes the Graduate Assistant Dismissal Procedure. In addition, the Office of Equal Opportunity & Diversity maintains procedures for handling complaints and grievances related to sexual harassment and discrimination. The Graduate College maintains the Graduate Academic Grievance Procedure (AGP) for resolving complaints and grievances relating to general academic issues.

For a graduate student, the particular grievance procedure to employ for a complaint will depend upon the area involved (student life, academic difficulties, employment, etc.). Generally, graduate students first explore how to pursue a grievance with their advisor or with an appropriate departmental administrator (department head or graduate coordinator). However, if students are uncomfortable or dissatisfied using this route, the Associate Dean for Academic Affairs of the Graduate College will counsel them on the options available. In addition, the Counseling Service, the Office of the Ombudsperson, and the Office of Equal Opportunity & Diversity will counsel graduate students on a confidential basis and will assist them in selecting an appropriate grievance procedure. The Graduate College administers the Academic Grievance Procedure (AGP) for pursuing resolution of complaints and grievances for most academic aspects of a graduate student's program. This includes issues related to the program of study and research, scholarship, or artistic production, which comprise the core of graduate degree programs. The objective of the AGP is to achieve a fair and equitable resolution of complaints or grievances at the earliest possible time and at the lowest possible level. A graduate student who elects to pursue a complaint or grievance through the Graduate College AGP is first advised by the Associate Dean of the different possible ways to proceed. The student then elects whether first to pursue a complaint using an informal process or whether to file a grievance and to proceed by a more formal process.

**Informal Academic Complaint Procedure of the Graduate College:** Academic complaints generally involve students experiencing difficulty in their academic program, or disputes concerning students' status or progress in their academic programs. Generally, graduate students should bring complaints to the Graduate College only after attempts have been made to resolve them in a collegial manner at the department/program level. However, if for any reason a graduate student feels uncomfortable pursuing a complaint through his/her department/program, the complaint may be brought directly to the Graduate College.

Students should always seek resolution via the Informal Academic Complaint Procedure before initiating the Formal Academic Grievance Procedure. To begin the informal process, the student should approach the Associate Dean for Academic Affairs of the Graduate College, who will serve as a mediator. S/he will work diligently to help the parties resolve the complaint in a mutually-agreeable fashion. This process may take an

indeterminate time. Generally, the Associate Dean provides information to the parties on the progress of the negotiations at regular intervals.

**Formal Academic Grievance Procedure (AGP) of the Graduate College:** A Formal Academic Grievance is filed only if the Informal Academic Complaint Procedure has failed. When a Formal Academic Grievance is filed, a formal procedure is used to obtain information and to reach a decision.

A grievance is a written allegation that there has been a violation, misinterpretation, or improper application of University, Graduate College, or Department/Program rules, regulations, or policies governing a graduate academic program. No grievance may be filed later than two years from the event which gave rise to the complaint.

**Step 1:** The AGP is initiated by a statement of allegations submitted to the appropriate department/program, with a copy to the Associate Dean for Academic Affairs of the Graduate College. This statement should clearly and completely state the allegation(s), including times, places, and individuals concerned, and must be signed and dated by the complainant. The information provided should form the basis for a thorough investigation of the allegation(s). The statement should also contain a preferred remedy. The Department will be asked to respond to the allegations within ten working days (excluding break periods between academic sessions). If the complainant is dissatisfied with the response of the Department, he/she can appeal the decision to the Graduate College. The appeal should be a written statement to the Associate Dean indicating the basis on which the student believes the Departmental response is unsatisfactory, and must be filed within 25 working days of the Department response.

**Step 2:** The Associate Dean for Academic Affairs in the Graduate College, who should already be familiar with the case as a result of the Informal Academic Complaint Procedure, or an appropriate designee, will undertake to ensure that all relevant information pertinent to the AGP has been collected into a file. Depending upon the exact situation, the Associate Dean may need to summarize the results of his or her discussions with the concerned individuals. This must be done without prejudice. The Associate Dean will then submit the file to the Dean of the Graduate College. Step 2 will ordinarily be completed within ten days.

**Step 3:** The Dean will review the contents of the file. The Dean will ordinarily appoint an Inquiry Committee, although s/he may render a decision without appointing a committee if s/he feels that the case is sufficiently clear cut. If the Dean renders a decision without appointing an Inquiry Committee, the student may appeal within twenty days and request an inquiry (Step 4).

**Step 4:** The Dean appoints an Inquiry Committee composed of at least two faculty members and at least one graduate student (often members of the Graduate Council). The Inquiry Committee will review the report of the investigation, request any additional documents the Committee believes germane to the inquiry and conduct a hearing to receive any additional testimony the student may wish to present or the Committee may

wish to solicit. The student may have the assistance of another person while presenting to the Committee. If the student is assisted by counsel, the Office of the General Counsel will assist the Committee in the conduct of the hearing. The first meeting of the Inquiry Committee may be convened by either the Dean or the Associate Dean for Academic Affairs. After that, the Committee will organize its own activities.

The Committee may rule on the relevance of information or testimony and otherwise conduct the hearing. The Committee may close part or all of the hearing, so as to (1) ascertain the truth, (2) conserve time, and (3) protect confidentiality and privacy of members of the University community. The Committee will make a record of the hearing. The Inquiry Committee will report to the Dean on progress at intervals of about ten working days, and will ordinarily make a recommendation to the Dean within twenty-five working days (excluding break periods between academic sessions).

The Dean may accept or reject the recommendation, or may request the Inquiry Committee to explore other issues surrounding the grievance.

The decision of the Dean is final unless appealed to the Provost within twenty working days.