

SAN FRANCISCO STATE UNIVERSITY



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## INTRODUCTION TO THE HANDBOOK

This MA Handbook describes current policies and procedures for students enrolled in the Master of Arts in Anthropology. While this page contains (a) rules and guidelines that are specific to the Department of Anthropology and (b) links to regulations that apply to all graduate students at SFSU and in the CSU, all students are still advised to consult [The Grad Guide](#), issued and updated by the University's Graduate Division. Students with specific questions should contact the Anthropology Graduate Coordinator.

The handbook is arranged chronologically. That is, the order of topics follows the order in which you proceed through the program. Therefore, it provides a sort of roadmap through the program.

### ***Important Department Contacts***

Anthropology Department MA Program Coordinator:  
Meredith Reifschneider ([mreifschneider@sfsu.edu](mailto:mreifschneider@sfsu.edu))

Anthropology Department Chair: Mark Griffin ([mgriffin@sfsu.edu](mailto:mgriffin@sfsu.edu))

Anthropology Department Office Coordinator: Sahar Khoury ([anthro@sfsu.edu](mailto:anthro@sfsu.edu))

Graduate Studies advising for continuing students: <http://grad.sfsu.edu/content/advising>

### ***SFSU Policies, Forms and Deadlines***

The Division of Graduate studies Homepage (<http://grad.sfsu.edu>) has important information and links including: forms for students (ATC, CE etc), academic probation policies, important deadlines, step to graduation, as well as financial aid and housing information.

## FULL TIME TEACHING FACULTY

[Douglass Bailey, Ph.D.](#), Professor, Cambridge University (1991)

Dr. Bailey is an archaeologist with interests in prehistory (particularly of Europe), the archaeology of art and visual culture, and archaeological theory. He teaches method and theory classes and the graduate seminar in archaeology. Dr. Bailey has published widely on the prehistory of eastern Europe and on prehistoric art, and has run field projects in Romania and Bulgaria; new work focuses on the Jomon of Japan and the archaeology of the contemporary past.

[Peter Biella, Ph.D.](#), Professor, Temple University (1984)

Dr. Biella is a Visual Anthropologist with academic foci on media and education, theories of ideology and medical anthropology. He teaches courses in narrative theory in film and video, ethnographic fieldwork methods, digital film production, and the use of video in applied anthropology. Dr. Biella conducts research in Tanzania among Maasai people. He is currently completing a six-year research and film production project with graduate students in the design and screening of culture-specific (Maasai language) videos for AIDS education.

[Dawn-Elissa Fischer, Ph.D.](#), Associate Professor, University of Florida (2007)

An overlying theme in Dr. Dawn-Elissa Fischer's scholarship is *Representing the Unseen*. *Representing the Unseen* illuminates the vibrant artistic and political lives of youth in their digital worlds, weaving a tapestry from the stories of underground emcees, grassroots organizers, cosplay vloggers, gaming gurus and other digital media designers to demonstrate a unified history of sustained online revolution. Dr. Fischer also applies *Representing the Unseen* as a framework to identify, amplify, recognize and reward the intellectual and social justice contributions of historically excluded public educators to critical pedagogy and public engagement.

[Mark Griffin, Ph.D.](#), Associate Professor, Purdue University (1993)

Dr. Griffin is a biological anthropologist with academic interests in skeletal biology, human evolution, and human variation. Dr. Griffin teaches a broad range of courses from the introductory biological anthropology course to specialized courses in human variation, human evolution, human osteology, and the graduate seminar in biological anthropology. Dr. Griffin's research interests are in the bioarchaeology of the Southeast US and prehistoric California, dental morphology, dental pathology, and forensic anthropology.

[Martha Lincoln, Ph.D.](#), Assistant Professor, City University of New York (2013)

Dr. Lincoln is a cultural and medical anthropologist with research interests in the interpretive/critical medical anthropology, public health and applied anthropology. Dr. Lincoln's research has focused on the public health effects of political and economic change and the cultural

landscapes of post-socialism in Vietnam. Publications include articles on the politics of Viet Nam's informal sector, cholera epidemics in Ha Noi, racial and national stratification in Viet Nam's health services, and biopower under socialism.

**Meredith Reifschneider, Ph.D.**, Assistant Professor, Stanford University (2017)

Meredith Reifschneider is an historical archaeologist who studies how different cultural groups and diverse communities navigate sustained periods of interaction with one another and the material practices that result from these interactions. Her research focuses on the social politics of medicine by asking, how is medical practice politicized in situations of social inequality? How are health and healthcare interpreted by actors in various positions of power? In addition to medical archaeology, Meredith's research also intersects with critical geography, postcolonial theory, and gender studies.

**Cynthia Wilczak, Ph.D.**, Associate Professor, Cornell University (1998)

Dr. Wilczak is a biological anthropologist with interests in skeletal biology, primate behavior, and research design. She teaches courses in introductory biological anthropology, human variation, paleopathology, primate behavior and statistics. Dr. Wilczak's research interests are in bone adaptation to mechanical stress, bioarchaeology, paleopathology, and forensic anthropology.

## **FULL TIME FACULTY CONTACT INFORMATION**

<b>Faculty</b>	<b>Email</b>	<b>Office</b>	<b>Phone</b>
<b>Douglass Bailey</b>	<a href="mailto:dwbailey@sfsu.edu">dwbailey@sfsu.edu</a>	FA 534	(415) 338-2046
<b>Peter Biella</b>	<a href="mailto:biella@sfsu.edu">biella@sfsu.edu</a>	FA 535	(415) 405-0536
<b>Dawn-Ellisa Fischer</b>	<a href="mailto:def@sfsu.edu">def@sfsu.edu</a>	FA 541	(415) 338-2046
<b>Mark Griffin</b>	<a href="mailto:mgriffin@sfsu.edu">mgriffin@sfsu.edu</a>	FA 539	(415) 338-7519
<b>Martha Lincoln</b>	<a href="mailto:mlincoln@sfsu.edu">mlincoln@sfsu.edu</a>	FA 521	(415) 405-7315
<b>Meredith Reifschneider</b>	<a href="mailto:mreifschneider@sfsu.edu">mreifschneider@sfsu.edu</a>	FA 537	(415) 405-2839
<b>Cynthia Wilczak</b>	<a href="mailto:cwilczak@sfsu.edu">cwilczak@sfsu.edu</a>	FA 519	(415) 338-2971

## **THE DIVISION OF GRADUATE STUDIES**

The Division of Graduate Studies is the administrative unit at SFSU that manages all matters related to your graduate experience, from your application to your graduation. Located on the second floor of the Administration Building, the Graduate Division has a staff of experts who are in the best position to advise you on regulations and policies of the University and the CSU.

Important contacts at the Graduate Division are the Continuing Students' advisors who have the most up-to-date information about your status in the degree; along with the Department's Graduate Coordinator, the Continuing Students' advisors can answer all procedural and policy questions. In addition, these advisers perform the required format check on your thesis if your CE is Anth 898, and they process all paperwork for your Advancement to Candidacy, all petitions for waivers of regulations, your application for graduation and many other essential milestones. They are important allies to have on your side, and they coordinate regular workshops for students at all stages of their MA careers. Students who seek out their advice early and often will have the fewest problems and delays (and nasty surprises) as they move towards completing their degrees.



## MA PROGRAM ADMISSION AND CONDITIONAL CLASSIFICATION

- ❑ [University Policy](#) stipulates that all graduate students are admitted in *conditionally classified status*. All graduate students must meet the following conditions in order to become fully classified:
  - ◆ Completion of prerequisite coursework (if any) with a grade of B or better.
  - ◆ Completion of Anthropology 710 with a grade of B or better.
  - ◆ Completion of at least 18 units toward the degree.
  - ◆ Submission and acceptance of the *Advancement to Candidacy (ATC)*.
- ❑ The Department requires that students entering the MA in Anthropology with a BA or BSc in a subject other than Anthropology to take the following classes:
  - Anth 100 Introduction to Biological Anthropology
  - Anth 110 Introduction to Archaeology
  - Anth 120 Introduction to Sociocultural Anthropology
  - Anth 300 Foundations of Cultural Anthropology
- ❑ Students who have taken undergraduate classes in archaeology, biological anthropology, and/or cultural anthropology should send their undergraduate transcript to the Graduate Coordinator to determine if any of the pre-requisites have already been satisfied.
- ❑ Students may not enroll in Seminars (except for Anth 710) until all prerequisites have been completed.
- ❑ If a student is required to take 100, 110, 120 and/or 300 these classes must be taken for a letter grade. This course work is considered preliminary and is designed to create a sound foundation for the graduate program. It cannot be used as part of the Advancement to Candidacy for the Master of Arts.
- ❑ If a student is required to complete prerequisite coursework it should be completed as soon as possible. There is a one-year limit for completion of this coursework. Students who must complete prerequisite coursework are notified on their admission to conditional classified status of those courses. They should discuss with the Graduate Coordinator their plans for completion of the coursework and a general schedule for doing so.

- ❑ Students who are admitted to the program should contact their advisor before the beginning of their first semester in order to discuss the courses in which they should enroll. Students are assigned an advisor upon admission. Your advisor's name and contact information are included in the admission letter sent to you from the department.
- ❑ At your first advisory meeting, you should fill out the [MA Program Worksheet](#) . The worksheet must be filed with the Graduate Coordinator no later than the second Friday of the first semester that you enroll in the program. In filling out your worksheet, please pay attention to the required course ratios described in the Advancement to Candidacy section.
- ❑ **Paths to Graduation** provide students with recommended courses and course timelines for completion of the MA Program in two and a half to three years. Recommended Paths to Graduation can be found at the end of this document.
- ❑ All students are admitted to a particular emphasis in the program (i.e., archaeological, biological, cultural, or visual). Students may not change emphasis except in extraordinary circumstances. In order to change emphasis a student must obtain the written consent of their new advisor and a second committee member (for their culminating experience).
- ❑ By the end of the first two semesters of graduate study, students must have completed a minimum of nine (9) units including ANTH 710, Seminar in Anthropological Theory and Methodology (3 units) and six (6) units in Upper Division courses (numbered 300-699) or Graduate courses (numbered 700 and above). Students who do not meet this requirement may be subject to disenrollment from the program.
- ❑ University Policy requires students to maintain a minimum GPA of 3.0 at all times. Students who fall below this GPA will be placed on probation for one semester. If the GPA is not raised by the next semester the student will be disenrolled from the university.
- ❑ University Policy requires that graduate students make continuous satisfactory progress toward their degree by completing a minimum of 6 units each academic year (courses taken in summer or winter sessions may not count toward the 6 unit minimum). Graduate students who are enrolled, but not taking courses leading to the degree may be disenrolled by the department graduate coordinator or Dean of Graduate Studies.

## MA PROGRAM ADVISING

- ❑ Students in the M.A. Program are expected to work closely with their culminating experience committee at all times and should meet with them frequently to discuss their course work, research interests and progress.
- ❑ Culminating Experience committees are assigned at the time of admission and students are informed of their committee assignments on their department admission letters.
- ❑ Students may change the composition of their Culminating Experience Committee prior to filing the Culminating Experience form by obtaining the written consent of the replacement committee member(s). This written consent must be provided to the Graduate Coordinator in the form of an official communication on department letterhead with the signatures of both the replacement committee member(s) and the student. All changes in composition of the Culminating Experience Committee are subject to approval by the Department Graduate Committee.
- ❑ Upon admission to the MA Program and prior to your first semester of attendance you must meet with your assigned advisor. This initial advisory meeting may be conducted via email because priority registration for graduate students is in July.
- ❑ At your first advisory meeting, you should fill out the [MA Program Worksheet](#). The [MA Program Worksheet](#) must be filed with the Graduate Coordinator no later than the second Friday of the first semester that you enroll in the program. In filling out your worksheet, please pay attention to the required course ratios described in the Advancement to Candidacy section below.
- ❑ Students must have at least one structured and documented meeting with their thesis committee each semester. Ideally, this meeting should occur during the final three weeks of the semester. Notes from this meeting must be provided to the Graduate Coordinator and the student. A copy will be included in the student's permanent file. At a minimum, the notes from this meeting must include:
  - ◆ A brief statement of the student's overall progress in the program (units completed, grades in courses, completion of specified requirements).
  - ◆ A brief statement concerning the student's progress on their Culminating Experience project (e.g., topic focus, research question(s), research completed, estimated time to completion).
  - ◆ Advice to the student regarding courses and specified program requirements to be completed in the upcoming semester.

- ❑ The Department of Anthropology requires that at the end of each academic year, each continuing graduate student will prepare a one to two page summary of their progress in the M.A. program and a statement of their plans for the next academic year. **The Annual Graduate Student Review is due no later than the first Friday in April.** The Department Graduate Committee will review each report and provide a written evaluation by the first Friday in May. The Annual Graduate Student Review must conform to the guidelines below.
- ❑ Faculty members are contracted to the university on a nine-month appointment. They therefore may not be available for consultation, thesis reading or similar activities during the summer or winter breaks. Students should schedule consultations accordingly.
- ❑ Students and faculty should familiarize themselves with two important university resources for graduate guidelines: the [SFSU GradGuide](#) and the graduate section of the [University Bulletin](#). Both of these resources provide important information regarding university policies and expectations.

## **COURSE REQUIREMENTS FOR THE MA IN ANTHROPOLOGY**

The MA in Anthropology consists of a set of required core classes, electives that must be decided in consultation with your Major Advisor/Culminating Experience Chair, and a Culminating Experience.

### **Core Courses:**

- Anth 710: Proseminar in Anthropological Theory and Method (3-units)
- Anth 714: Anthropological Ethics (1-unit)
- Anth 715: Core Skills: The Craft of Anthropological Writing (1-unit)
- Anth 716: Core Skills: The Literature Review (1-unit)
- Anth 717: Core Skills: The Research Proposal (1-unit)
- Anth 720: Seminar in Visual Anthropology (2-units)
- Anth 721: Seminar in Archaeology (2-units)
- Anth 722: Seminar in Biological Anthropology (2-units)
- Anth 723: Seminar in Cultural Anthropology (2-units)

### **Electives:**

Students should follow the guidelines provided in the pathways at the end of this document. Deviations from the pathways must be approved by your Major Advisor.

### **Culminating Experience:**

All students must complete a Culminating Experience class: either Anth 898 (Thesis) or Anth 894 (Creative Work Project).

## CHECKLIST FOR COMPLETION OF THE MA IN ANTHROPOLOGY

### *Academic Year One*

- ☐ Complete MA Program Worksheet (due the 2<sup>nd</sup> Friday of the 1<sup>st</sup> semester)
- ☐ Complete prerequisite classes (if any)
- ☐ Complete core classes

### *Every Academic Year (including year one)*

- ☐ Complete Annual Review (due first Friday in April)

### *Academic Years Two and Three*

- ☐ Submit Advancement to Candidacy form (generally in the Fall of the 2<sup>nd</sup> year)
- ☐ Complete remaining core classes (if any) and electives
- ☐ Present at a department MA Expo (may be completed in Year One)
- ☐ Present at the [Graduate Research and Creative Works Showcase](#) (April).
- ☐ Complete and submit approved department Culminating Experience Proposal
- ☐ Complete and submit approved Culminating Experience Form in the term before enrolling in 898/894
- ☐ Complete and submit Thesis/Creative Work Project
- ☐ Apply for graduation

## **ANNUAL GRADUATE STUDENT REVIEW**

The Department of Anthropology requires that at the end of each academic year, each continuing graduate student will prepare a one to two page summary of their progress in the M.A. program and a statement of their plans for the next academic year. *All* students should provide a thesis/creative work project update. **The report is due no later than the first Friday in April.** Each student's report should specifically address the following:

- ☐ List the names of your Culminating Experience committee, indicating who is the chair of your committee.
- ☐ List all courses (number and title) you have enrolled in this academic year (including ones that you withdrew from) and indicate your final grade for each course
- ☐ List the courses (number and title) that you will enroll in next academic year; indicate why you are taking each course
- ☐ Provide a brief statement concerning your progress on your thesis/creative work project (i.e., do you have a topic, have you done research, how is the research/writing coming, what is your estimated time to completion?)
- ☐ Provide a brief statement concerning your plans for your thesis/creative work project for next year (i.e., what stage do you plan to work on: research, writing, etc.)
- ☐ List any professional meetings that you have attended over the last academic year
- ☐ List any papers/presentations that you have presented over the last academic year (e.g., professional meetings, university, educational, etc.)
- ☐ Provide a brief statement concerning your plans after completion of the M.A.
- ☐ Your report should be typed and double-spaced. The Annual Review should be emailed to the Graduate Coordinator and your Culminating Experience Chair as a Word document no later than the first Friday in April.

## **INDEPENDENT STUDY (ANTH 899)**

Anth 899 Independent Study is a 1-, 2-, or 3-unit class in which students work closely with a faculty member on an area in which the faculty has particular expertise. Most often, students take Anth 899s in topics that are closely related to the subject of their Culminating Experiences.

You must have a GPA of 3.25 to be eligible to take an 899 and you cannot take more than two 899s in your MA career.

Students who want to petition to take an 899 must follow the following steps:

- At least two weeks before the end of the preceding term, contact the relevant faculty member about the possibility of doing an 899
- Provide the faculty member with a current copy of your unofficial transcript so that they can confirm that you have the required minimum GPA minimum for doing an 899 (i.e., 3.25) and that you have not already completed two 899s.
- Discuss with the faculty member and agree on the topic for the 899 and how you will complete the petition form: specific title, SLOs, meeting schedule, work to be completed with dates and their percentage contribution to the final grade
- Complete a draft Petition with all required information (including your current GPA), and submit it to the faculty member for comment and approval. Note that the title of your 899 as listed on the Petition will be printed on your transcript; be specific (“Independent Study” is not appropriate or detailed enough). Note that the text in Box III must clearly define the assessed work (i.e., a 7500-word essay)
- After completing the final version of your petition, attach a copy of your unofficial transcript and get approval signatures from your Committee Chair and the Department Chair
- The petition will be sent to the Dean’s Office for approval, and the Dean will send the Petition (if approved) to the Registrar’s Office
- At the beginning of the term in which you plan to enroll in the 899, ask your Committee Chair for an “add” number for the 899



## **FUNDING, GRANTS AND SCHOLARSHIPS**

The University's centralized system to help you find funding is called [Academic Works](#). The system provides a searchable database of campus and external scholarships, and allows current and prospective students to apply for campus scholarships online. The system also automatically matches students to campus scholarships they may be eligible and presents students with recommended scholarships they should consider. In addition, Academic Works allows students to review scholarship requirements and accept scholarship awards online.

The Department of Anthropology awards the following two annual prizes:

- The Jay Young Award for Excellence
- The Kiana Dressendorfer Award.

Both the Jay Young and the Dressendorfer awards are made in the spring term and can support graduate research expenses or field school opportunities. Applications are due on February 15<sup>th</sup> through Academic works.

The Anthropology Department is part of the College of Liberal and Creative Arts (LCA) and the college has its own awards, grants and prizes; students should consult the [LCA website](#) for possible opportunities. The College also awards funds to defray expenses for students presenting at professional conferences. Consult the AOC and Graduate Coordinator for more information on these travel funds.

The [Graduate Division](#) provides more information about how students can find support to fund their MA.

## ADVANCEMENT TO CANDIDACY

- ☐ The plan of study that must be completed prior to award of the degree is documented on the Advancement to Candidacy (ATC) form. In general, the ATC should be submitted in the Fall of your second year.
- ☐ Filing the Advancement to Candidacy is an indication that you have satisfied all of the requirements to become a fully classified student:
  - Completion of prerequisite coursework (if any) with a grade of B or better.
  - Completion of Anthropology 710 with a grade of B or better.
  - Completion of at least 18 units toward the degree.
- ☐ An ATC will be valid as long as the student maintains continuous enrollment status with the university as defined in the [University Bulletin](#). Any time a student is required to reapply for admission to the university, they must also be reconsidered for admission by the major department. If readmitted, a new ATC must be completed that meets current curricular requirements.
- ☐ Prerequisite course work may not be used to meet degree requirements.
- ☐ **Any prerequisite course work and Anth 710 must be completed prior to submitting the Advancement to Candidacy. Students must make a B or higher in Anth 710.**
- ☐ No lower division (100-299) course work is allowed on the ATC.
- ☐ [University Policy](#) requires that a minimum of seventy percent of the total number of units must be at the 700-899 level. Fifty percent of the total units on the ATC must be exclusively graduate level (i.e., not paired courses). Twenty percent can either be paired courses or exclusively graduate level.
- ☐ The final thirty percent of the courses may be upper division (300-699) courses. Upper Division courses may not include 300, 301, or 302.
- ☐ A 3.0 GPA is required for course work listed on the ATC and must be maintained in all post-baccalaureate work taken at SFSU . The ATC must include only courses with grades of C or better (grades of C- and lower may not be included).
- ☐ The ATC may not include more than six units of credit in special study courses (Anth 899).
- ☐ All requirements listed on the ATC must be completed within a seven year period from ***the beginning of the term of the earliest course listed on the ATC.***

- ❑ Requests for substitutions of required courses must be approved prior to submission of the ATC. The Petition for Substitution or Exception form is available on the Graduate Division website.
- ❑ If a student wishes to change their approved ATC by adding or removing a course, they must file an adviser and college approved Petition for ATC Substitution or Exception form with the Graduate Division. Reasons for waivers or substitutions to the program must be included on the form.

## RESEARCH AND CREATIVE WORKS PRESENTATIONS

### ***The MA Expo***

The MA Expo is an Anthropology event that takes place in the last week of each semester. Partly social, partly academic, the Expo is an opportunity for Anthropology graduate students to present their in-progress Thesis or Creative Project work to their peers and to faculty and lecturers. At the Expo two or three students present short (10-minute) Power Point presentations and then lead a 20-minute Q & A about their research.

The Anthropology Graduate Student Committee organizes the Expo, and invites volunteers to present their work. All students should take advantage of this chance to talk about their work, the successes that they have had, and the challenges that they may be facing. All students are required to attend the Expos and present at least one in their academic career. Faculty and visitors are welcome to attend.

### ***Research and Creative Works Showcase***

Each spring the University sponsors a public fair ([Graduate Research and Creative Works Showcase](#)) where graduate students present their thesis or creative projects. All Anthropology MA students are required to participate in the Showcase in their second or third year.

Participation in the Showcase requires a formal (though not complicated) application which the Graduate Division distributes early in the spring semester and which the Graduate Coordinator will forward to all Anthropology MA students.

The Showcase is part academic and part social. All students are invited to the banquet at the end of the event. Anthropology students should invite the Chairs of their Committees to the Showcase and to the banquet.

### ***Professional Conferences***

Although not required, students are strongly encouraged to present their research or creative work at a professional conference. Consult with your advisor regarding your readiness, preparation and the appropriate venues for the field. Abstracts are generally submitted in a peer-reviewed application process. If selected, you may be eligible for College Funding to defray the costs of the conference. Consult with the AOC and Graduate Coordinator about applying for these funds.

## **CULMINATING EXPERIENCE**

[Title 5 of the California Code of Regulations](#) requires that each MA program in the California State University system have a Culminating Experience for the degree. The MA Program in Anthropology requires either the completion of a Thesis or the completion of a Creative Work Project (Film) as the Culminating Experience. The choice between these Culminating Experience options is made by your Culminating Experience Committee.

### **Culminating Experience Committee**

- ❑ [University Policy](#) requires that a culminating experience committee be composed of at least 2 members who are regular, full time tenured or tenure track members of the Anthropology faculty. Emeritus faculty, faculty in the Early Retirement Program (FERP), and regular faculty in a department/program other than Anthropology may serve as third members, but not as chairs or second members.
- ❑ Culminating Experience committees are assigned at the time of admission and students are informed of their committee assignments on their department admission letters.
- ❑ Students may change the composition of their Culminating Experience committee prior to filing the Culminating Experience form by obtaining the written consent of the replacement committee member(s). This written consent must be provided to the Graduate Coordinator in the form of an official communication on department letterhead with the signatures of both the replacement committee member(s) and the student. All changes in composition of the Culminating Experience Committee are subject to approval by the Department Graduate Committee.
- ❑ Students in the M.A. Program should work closely with their culminating experience committee at all times and should meet with them frequently to discuss their course work, research interests and progress.

## Human and Animal Subjects Research

- ☐ Any Culminating Experience project that involves human or animal subjects research must be approved by the [Institutional Review Board or Institutional Animal Care and Use Committee](#) before students can begin their research and before the Culminating Experience Proposal can be approved.
- ☐ ORSP - Human and Animal Protections at San Francisco State University supports the work of the Institutional Review Board (IRB) and the Institutional Animal Care and Use Committee (IACUC).
- ☐ The IRB and the IACUC are charged with protecting the safety and welfare of humans and animals used in research at or in conjunction with this university.
- ☐ In the process of planning their research students should read the section of the [ORSP – Human and Animal Protections](#) website which defines research that requires review.
- ☐ IRB review and approval is required for any research involving research volunteers that:
  - is conducted by University faculty, staff, students; is performed on the premises of the University (even if conducted by persons not affiliated with SFSU)
  - is performed with or involves the use of facilities or equipment belonging to the University (even if conducted by persons not affiliated with SFSU)
  - or involves University, students, staff, or faculty (even if conducted off-campus)
- ☐ You will need to work with the Chair of your Thesis Committee in the first instance on this. For more details regarding IRB submissions and review, see the [Human and Animal Protections](#) website.
- ☐ Most research permissions proposals can be submitted online, though all proposals take considerable time and effort and cannot be completed at the last minute. Proposals should be part of your research plan from the beginning of your work. The link above provides information and further resources for you to use to determine if your work requires review and approval.
- ☐ Human or animal subjects research may not proceed until authorized by Human and Animal Protections.
- ☐ Example [Cultural Anthropology protocol](#) (approved by IRB).

### ***Ethical Approval for Bioarchaeology***

**NAGPRA collections:** If your research involves [NAGPRA](#) collections (human remains or NAGPRA associated cultural material) you must provide *specific* documentation that you have obtained the permission of the institution or museum that houses the material and that all NAGPRA procedures have been followed including appropriate contact with Native American representatives. Simply stating that you have made these contacts *is not* sufficient. You must include copies of the permission letters from the appropriate institution(s) and/or Native American representatives. In addition to the federal regulations, [state laws and codes](#) apply to Native American remains and cultural materials.

**Research involving human remains:** Note that IRB approval is not needed for human skeletal remains whether Native American or not. The use of cadavers, skeletal remains or medical/anatomical tissue specimens are not considered to be “human subjects/human research” provided they are not “readily identifiable”. This is covered by Title 45 Part 46.102 of the [Code of Federal Regulations](#).

There is only one case where bioarchaeology students might need IRB approval under California state regulation (and potentially federal regulation under the 2018 revisions). Section 102231– 102232 of the CA Health and Safety Codes states that: “IRB review is required for research using California-produced death data files containing personal identifying information (i.e., state issued death certificates and indices.)”. Some recent anatomical or forensic collections may contain personally identifying information, but it would be unusual for students to need to access that information. If they did, they would need to have IRB approval.

## Fieldwork and Liability Forms

The Department of Anthropology requires that all MA students planning to carry out fieldwork complete the following tasks (and gain approvals) before beginning any proposed work. For international travel, the University has a firm 45-day pre-fieldwork deadline and some forms require considerable time to complete:

- Meet with the Chair of your Thesis Committee/Advisor to discuss proposed work, to review the value of the work, and the discuss potential safety concerns and steps you will take to minimize risk;
- Meet with the Graduate Coordinator in Anthropology to discuss plans for work and steps taken to minimize risk; and
- In consultation with the Graduate Coordinator, complete the following forms:

*For Domestic Travel (including local field sites)*

1. Field Trip Registration and Waiver of Liability Form

*For International Travel (see [Risk Management](#)).*

1. Request for Authorization to Travel
  2. Waiver of Liability Form
  3. Foreign Travel Insurance Packet (FTIP)
  4. Request to Travel to High Hazardous County, if necessary
- Submit completed forms (signed and dated) to the Graduate Coordinator, who will submit them to the College and the University on your behalf.
  - Do not start fieldwork until permissions have been granted and the insurance, if required, is arranged.



## **Culminating Experience Proposal (Thesis or Creative Work Project)**

The Culminating Experience Proposal is a required step in every MA student's progress, requires significant work by the student, and requires the approval of the student's Committee.

- Students must have their Department Culminating Experience Proposal approved by their Culminating Experience Committee and submitted to the MA Program Coordinator before submitting the Culminating Experience Form to the Graduate Division. The Culminating Experience Form must be approved and on file with the Graduate Division the semester before they plan to enroll in Anth 898 (Thesis) or Anth 894 (Creative Work).
- Deadlines to submit the approved proposals to the department are in the semester prior to enrollment in 894/898, either Oct 1<sup>st</sup> for spring enrollment or March 1<sup>st</sup> for fall enrollment.
- After the student has obtained the informal approval of their Culminating Experience Committee, they should send a draft of the University's Culminating Experience form to the Graduate Coordinator.
- With the Coordinator's approval, the student should send the final copy of their Proposal to their Thesis Chair with the completed and signed [Proposal for Culminating Experience Form](#).
- Like many of the forms that you will be turning in, the Culminating Experience Form is completed through DocuSign. This means that once you have submitted a form via DocuSign, it requires administrative intervention to remove the form from the system. It is important that you make absolutely sure that your form is completed correctly before submitting. It is essential that you show your form to the Graduate Coordinator for proofing before submitting to make sure that all of the information is correct.

## Required Elements of the Thesis Proposal

The Thesis Proposal must conform to the guidelines below. Proposals should be double-spaced and printed in 12 point font. The entirety of the proposal must contain appropriate citation. The citation style should conform to the style stipulated by your thesis committee. The following are the required components of your thesis proposal. Follow this outline exactly. Use the exact headings indicated here.

- ❑ **Abstract.** This section is a brief **250** word statement summarizing your research proposal. It must include: (1) a clearly defined research question; (2) a declaration of why this research is relevant; (3) a statement on how you will examine this research question; and (4) a summary of your expected findings.
- ❑ **Introduction.** This section introduces your proposed research.
  - What are your major research goals and why are they important?
  - What specific aspects of the general problem will you address?
  - What is the relevance of this inquiry to the broader discipline of anthropology? Stating that an area of inquiry has not been pursued before **is not** a valid argument of significance.
  - Specifically state your hypothesis(-ses)/research question(s) and how you will test it (them).
- ❑ **Background.** This section outlines the theoretical framework in which you undertake your research.
  - What information or data will you bring to bear on your research problem?
  - Briefly *review* (not just a list) the literature in terms of your line of inquiry.
  - *Discuss* this previous research and its impact on your research.
- ❑ **Methods.** This section describes your methodology for data collection and analysis.
  - In terms of your goals and the previous research undertaken, define your specific research questions or hypotheses. How are these questions relevant to your research problem?
  - What sort of data or observations will you use to answer these questions (you must be very specific)?
  - Outline your general research methodology for data collection.
  - If your research involves NAGPRA collections (human remains or NAGPRA associated cultural material) you must provide **specific** documentation that you have obtained the

permission of the institution or museum that houses the material and that all NAGPRA procedures have been followed including appropriate contact with Native American representatives. Simply stating that you have made these contacts ***is not*** sufficient. You must include copies of the ***permission letters*** from the appropriate institution(s) and/or Native American representatives.

☐ **Expected Findings.** This brief section outlines your specific steps of research.

- What do you expect to find as a result of your research?
- What are some other possible findings that you do not expect?
- Present any preliminary results or pilot studies that you have conducted.

☐ **Schedule.** This section tells what you have accomplished so far and gives a tentative schedule of the things you have yet to do. The University Graduate Division requires that you specify a two-semester schedule for thesis completion.

- Discuss your schedule for field work/data collection. When will this happen?
- Discuss your schedule for data analysis. When will this happen?
- When will you write your thesis?
- Include a detailed budget (travel costs, duplication, etc.).

☐ **Committee.** Include the names of your major advisor and second reader. One other committee member may be from outside the department if this is appropriate to your research.

## **Thesis Guidelines**

A candidate for the Master of Arts degree in the Department of Anthropology can satisfy the culminating experience requirement of the university by the submission of a thesis. A master's thesis should be based on original investigation and must demonstrate scholarship and critical judgment, as well as familiarity with methods of research and relevant literature in the candidate's field. The thesis should be at a high level of originality and examine a problem in depth. The Graduate Division requires that your thesis meet the highest standards for scholarly publishing and must meet the peer review standards in the discipline of Anthropology.

The Department of Anthropology regards the MA Thesis as an important stage in a student's intellectual development. The purpose of the thesis is to give evidence of a student's abilities in collecting and evaluating information, critically analyzing theories in the chosen area of inquiry, and constructing, testing and defending a coherent argument. The thesis should also demonstrate a student's ability to present research results concisely and in a scholarly form. The University requires that the master's thesis demonstrate that the candidate is capable of original and independent work. In particular, elements of the thesis that are considered to constitute original scholarship and an advancement of knowledge must be clearly indicated.

The MA Thesis is evaluated using the criteria below. It is important for students to realize that the preparation of a thesis is an iterative process. That is, a thesis will undergo multiple drafts and revisions in close consultation with the student's thesis committee. While it is acceptable for the first draft of a thesis to be deficient in one or more of the categories, the final accepted draft of the thesis must satisfy all of the criteria. The department does not use a grading scale for the criteria. Students are required to make revisions until all of the criteria are satisfied. Final determination of acceptability of an MA Thesis is made by the Culminating Experience Chair in close consultation with the other Culminating Experience Committee member(s).

- ☐ **Focus.** A thesis must have relevance to the research problem and argument. It is crucial that the thesis retain a focus on the stated research problem and the proposed argument. It should develop a clear sense of core arguments, establish their relationship to the question or research problem being posed, and sustain a focused development of the argument throughout the thesis. Every paragraph of the thesis should have a clear connection to your stated research problem(s).
- ☐ **Literature.** A thesis must make a thorough and critical use of all of the literature pertinent to the stated research problem(s). The discussion and synthesis of the literature pertinent to the thesis should be both historical and synthetic. That is, you should give the reader a sense of the historical progression of an area of thought and you must also synthesize the overall findings in the previous literature clearly tying that body of thought to your research problem(s).  
The literature review cannot emphasize only a few publications, even those on which their thesis arguments ultimately depend. The entire breadth and depth of the published literature must be considered.

Works used in the literature review must be primary literature. Thesis writers are not permitted to merely acknowledge the existence of primary works by referring to them as works cited by a secondary author. Rather, thesis writers must themselves read the primary literature.

- ❑ **Argument.** It is essential that a thesis take up an independent position in relation to the relevant literature on the topic. The thesis must clearly demonstrate a depth and breadth beyond merely a literature review to establish a clear relation between the literature and the research, drawing conclusions and making connections not immediately evident in the existing literature itself. The research problem(s) clearly stated in the introduction to the thesis must be the common thread that runs through the entire thesis. Each chapter must have a clearly stated relation to the research problem(s) and each chapter must be overtly tied to the other chapters in the thesis.
- ❑ **Research.** A thesis must have an adequate research design and execution with a demonstrated consistency of interpretation. Committees should scrutinize the research design, its appropriateness for the thesis, and the adequacy of its execution. They should look for evidence of an appreciation of the range of different methodologies and of how the chosen research design suits the topic, as well as its possible limitations. It is also essential that the data generated and discussed are consistent with and support the arguments and interpretations put forward.
- ❑ **Presentation.** Spelling, grammar, correct use of citations and construction of a bibliography must be impeccable. The literature cited must accurately represent all sources and reading. Material contained in tables or graphs must be clearly and adequately presented, and sources provided. The thesis must conform to the [University Graduate Division Thesis Writing Guidelines](#). The quality of expression is also very important. The thesis must structure and organize the topic well. The thesis must have *coherence*, that is, successive sentences should relate to each other, as should successive sections of the essay, and the grammar should make sense. The thesis must also have *unity*, that is, everything should be clearly related to thesis topic and to the propositions discussed. The thesis must be structured in an appropriate academic style, containing those sub-sections required to organize the material with suitable sub-headings to signify the progression and structure of its arguments. The contents page must correspondingly give a clear indication of the structure of the thesis. The thesis must be more than a collection of manuscripts. All components must be integrated into a cohesive unit with a logical progression from one section/chapter to the next. In order to ensure that the thesis has continuity, connecting texts that provide logical "bridges" between different sections/chapters are recommended.

## Culminating Experience (Thesis/Creative Work Project)

- ❑ Students must submit a formal thesis/creative work project proposal to their thesis committee before preparing their Culminating Experience Form.
- ❑ It is very important for students not to underestimate the amount of time that the entire thesis writing project will require (research, analysis, and editorial process). The entire process will take between **12 and 18 months**.
- ❑ [University Policy](#) allows a student two semesters for the completion of Anth 894 or Anth 898. Department Policy places a student on Administrative Probation if Anth 894 or Anth 898 is not completed by the conclusion of the second semester. Students are allowed one probation semester for completion of Anth 894 or Anth 898. By [University Policy](#), students must enroll in the CEL course LCA 449 during this probation semester. Failure to complete Anth 894 or Anth 898 within one semester after being placed on Administrative Probation may result in Declassification from the MA Program.
- ❑ Culminating Experience supervisors should enter a grade of RP for a student who has not completed their culminating experience. A grade of CR should not be entered until the culminating experience is complete.
- ❑ Completion of the MA Thesis is an iterative process. That is, students should expect to prepare and revise multiple drafts of their thesis before final approval. A thesis is considered to be in **draft** form until final approval by the University Graduate Division. In other words, your thesis is subject to required revisions until your committee signs your final approval page **and** the University Graduate Division gives final approval of your formatted thesis.
- ❑ Before preparing a draft of your thesis, download a copy of the [University Graduate Division Thesis Writing Guidelines](#). **Do not use a previously prepared thesis as an example of the approved style or format.**
- ❑ After significant progress has been made toward your thesis development, your committee will request a **First Complete Draft** of your thesis. The **First Complete Draft** must be in the hands of your entire committee by no later than the eighth week of classes of the semester prior to your planned semester of graduation (e.g., for Spring graduation this draft must be in the hands of your committee no later than October 15).
- ❑ Faculty members are contracted to the university on a nine-month appointment. They therefore may not be available for consultation, thesis reading or similar activities during the summer or winter breaks. Students should schedule consultations and submissions of drafts accordingly.

- ❑ Each Committee Chair will have his or her own methods, schedules, and expectations for working with students to read and critique drafts of Culminating Experience work. No Chair works well (if at all) when students present drafts of their work with little lead-time, or when students ignore suggestions, advice, and critique.
- ❑ Assessment: All theses and creative works projects are assessed using a standard Anthropology Rubric, and students will benefit from reviewing the appropriate rubric (see appendix) as early as possible.
- ❑ All students must satisfy the Graduate Division's Format Check for the written portion of their Culminating Experiences. Students must be aware of **deadlines for getting the Format Check** completed and the Department advises students to make contact with the Graduate Division's Continuing Students' Advisors as early as they can (students should attend the Division's Continuing Students' Workshops).

## Directions for the First Complete Draft of the Thesis

- ❖ The first draft should be a **complete draft** (including all chapters, figures, literature cited, etc.).
- ❖ Students should check with their committee members for preference between electronic drafts or hard-copy drafts.
- ❖ All pages should be numbered in accordance with the [University Graduate Division Thesis Writing Guidelines](#).
- ❖ All chapters should start with the number and title of the chapter.
- ❖ Organize your thesis into logical chapters that have clearly stated relationships to one another.
- ❖ Your committee members are not copy editors. **All** of the following should be completed **before** you turn in the first draft:
  - ◆ Check and double-check to make sure that all of your citations have a corresponding entry in the literature cited.
  - ◆ Spell check and **proofread** before giving your draft to your committee.
  - ◆ Before you begin writing you should get the two essential writing manuals listed below. Get them and read them. Keep them where you write for reference.

Turabian, Kate L. 1996. *A Manual for Writers of Term Papers, Theses, and Dissertations, 6<sup>th</sup> edition* (Chicago Guides to Writing, Editing, and Publishing). University of Chicago Press.

Strunk, William Jr., E. B. White, Charles Osgood, and Roger Angell. 2000. *The Elements of Style*. Allyn and Bacon.

Failure to follow any of the above guidelines may result in your first draft being returned to you without comment.



## Complete Final Draft of the Thesis

- ❑ A **Complete Final Draft** (NOT a first draft or a partial draft) of the thesis must be in the hands of all thesis committee members by **at least** the eighth week of the semester that you plan to graduate (second week of October for Fall graduation or second week of March for Spring graduation). These due dates allow adequate time for any final corrections before delivering to the Graduate Division for format checking.
- ❑ The **Complete Final Draft** is a draft that has already been extensively edited in its entirety by your **entire committee** and includes all pages (chapters, tables, figures, references, table of contents, cover pages, appendices, etc.). The **Complete Final Draft** should be at a stage where at most minor corrections may be required by your committee.
- ❑ Faculty members are contracted to the university on a nine-month appointment. They therefore may not be available for consultation, thesis reading or similar activities during the summer or winter breaks. Students should schedule consultations and submissions of drafts accordingly.
- ❑ When you have completed your thesis and gotten final approval from your committee, you must submit a bound copy of your thesis to the Graduate Coordinator for inclusion in the Department Thesis Library. It is also customary to submit a bound copy to the chair of your thesis committee.
- ❑ [University Policy](#) mandates that you must complete the M.A. degree before enrolling in a Ph.D. program. University policy states that a student pursuing a graduate degree at San Francisco State University may not simultaneously enroll and complete course work for the purpose of meeting requirements for any other degree offered by this or any other institution of higher education. Each degree must be completed in its entirety before work may be taken for the purpose of meeting requirements for a new degree.

## Creative Work Project (Film)

MA students with the Visual Anthropology emphasis create a digital video and Users' Guide for their Creative Works. The video and guide must evidence the following criteria to be considered worthy of the MA degree:

- ❑ **Technical mastery.** The gamut of professional video production techniques will weigh in for the evaluation of this aspect of the student's work: lighting, exposure, focus, camera movement, collection of all necessary editing elements while in the field, and audio recording quality.
- ❑ **Editing preparation.** MA students are expected to log, capture, and transcribe their documentary video footage, a process that consumes dozens of hours.
- ❑ **Editing mastery.** MA student videos must evidence expertise in the efficient use of the digital video editing software, Final Cut Pro, which has entrenched itself deeply in the world of independent video.
- ❑ **Ethnographic sensitivity.** Since films are a reflection of the quality of the relationship between makers, subjects and collaborators and of the makers' ethnographic acuity, the reflection in the film of good fieldwork and research techniques are evaluative criteria. The quality of both fieldwork and research is enhanced by lengthy fieldwork, readings and psychological preparation. Fieldwork relationships are also enhanced by commitment to frequent filming sessions, multiple filming locations, and frequent collaborator meetings.
- ❑ **Film's overall applied efficacy and ethnographic sensitivity.** In applied anthropological videos, the overall efficacy of the finished work will be judged according to the subtlety of its strategic intervention plan. Where no intervention is involved, the quality of the video will be judged by the quality of the ethnographic nuances it captures and successfully communicates to the anticipated audience.
- ❑ **Utility of the Users' Guide.** MA videos must be accompanied by a 10 to 15 page Users' Guide which helps screeners and facilitators maximize its educational or applied purpose. The guides will be evaluated according to the following criteria: the relevance and quality of the citations that constitute the video's scholarly foundation; the selection and summary of the film's high-points that facilitators can profitably discuss; and the quality of suggestions given to facilitators concerning the directions along which they may take post-screening discussions. A *User's Guide* should include a one-page outline of key points in the film - just for the facilitator to have as a reminder. It should also include key terms and definitions. For more academically minded facilitators, the *Guide* also includes reference to about 10 peer reviewed essays and their contributions

to understanding the film. It should include a brief history of the problem to which the film/intervention is directed.

- **Additional Considerations for the Users' Guide.** The User's *Guide* should also make suggestions to the facilitator about how the screening intervention might unfold. That is, if the purpose of the film is to address a problem or prejudice believed to dwell in the audience (as is usually the motivation for making videos in this Department), then the *Guide* can identify exact moments in the film that the filmmaker thinks the facilitator should direct audience attention to, encouraging audience discussion about those precise issues. Students are encouraged to make creative additions to these general requirements. For example, *Guides* have sometimes included sections of the maker's field notes. Others have included sample questions for the audience.

## **CONTINUOUS ENROLLMENT AND CONTINUOUS PROGRESS**

The University has clear [rules](#) about what students must do in order to remain in good standing as a graduate student. Of these rules, the most important are the following:

- Students must maintain an average GPA of 3.00 or above. Students will be placed on academic probation if the overall, SF State, or semester GPA falls below 3.0 (B).. If you do not raise your GPA by the next semester, you will be disqualified from the university.
- You must complete a minimum of nine (9) units by the end of the first two semesters and six (6) units each year thereafter.
- Students must maintain [continuous enrollment](#) (if you do not enroll in two consecutive semesters, you will lose your graduate standing and you will have to re-apply to the program in order to continue your degree);
- Students are required to make continuous progress towards your degree. The Department may place a student on probation if they deem that the student is not making progress towards their degree. Progress towards your degree may include the following: that you complete coursework to deadline; that you attend scheduled meetings with the Chair of your Committee, the Graduate Coordinator, and the Department Chair; that you attend scheduled class meetings; that you complete assessed work to deadline; and that you meet other scheduled requirements and deadlines (e.g., participating in the SFSU Showcase for Research and Creative Work; submission of Department Annual Reviews).

Students are allowed two semesters on probation, if they are on probation for a third semester they are subject to disqualification. At that time they must fill out the Petition for Reinstatement Following Disqualification where you decide whether to deny their request to continue in the program or clear them to continue with the program under conditions.

## TIME LIMITS FOR COMPLETION OF THE M.A.

- ❑ Following the department guidelines and recommendations, students should typically complete the MA Program in less than four years. The department considers periods in excess of four years for completion of the MA Program to be an indication of unsatisfactory progress toward the degree. The department Graduate Committee may recommend Disqualification of students who have exceeded the four year completion recommendation.
- ❑ University Policy requires that graduate students make continuous satisfactory progress toward their degree by completing a minimum of 6 units each academic year (courses taken in summer or winter sessions may not count toward the 6 unit minimum). Graduate students who are enrolled, but not taking courses leading to the degree may be disenrolled by the department graduate coordinator or Dean of Graduate Studies.
- ❑ In exceptional cases, with the documented approval of the department Graduate Committee, a student's Culminating Experience committee, and the Graduate Coordinator students may exceed the department four year limit for completion of the MA Program.
- ❑ [Title 5 of the California Code of Regulations](#) requires that all the requirements for a master's degree be completed within a seven-year period. No more than seven years may elapse between the start of the term of the earliest dated course on the Advancement to Candidacy (Graduate Approved Program) and the date the last course on the program is actually completed and the application for graduation is filed.
- ❑ **One-year Extension.** In unusual circumstances, a candidate may file a request with the dean of the Graduate Division for an extension of up to one year to complete the requirements for the degree. Anytime an extension is granted, the *California Code of Regulations , Title 5 ,* requires that the candidate pass a validating examination in the relevant course or subject field. After completion of this requirement, the major department reports the results to the Graduate Division using the Report of Completion of Specified Graduate Program Requirements form.
- ❑ An Advancement to Candidacy is valid only as long as the student maintains continuous enrollment status with the university as defined above. Any time a student is required to reapply for admission to the university, he/she must also be reconsidered for admission by the major department. If readmitted, a new ATC must be completed that meets current curricular requirements.
- ❑ If a student is required to submit a new ATC, some or all of the courses on the original ATC may be disallowed depending on curricular or program changes that have occurred

in the student's absence. Students must construct their ATC in close consultation with their advisor.

- ❑ Students must take and pass a validating examination for each seminar course (710, 720, 721, 722, 723) that exceeds the seven-year limit. This must be done before the student submits any paperwork for exception to the seven-year limit or reapplication to the university and department (if applicable).
- ❑ No credit will be given for courses that exceed the seven-year limit. The course(s) will have to either be retaken or another course substituted on the ATC.
- ❑ When students file the petition for exception to the seven-year rule, it must include a well thought-out statement of the reasons for not completing the degree within the seven year limit, a precise timeline for completion of the MA within the one-year time limit, and a letter of support from the student's Culminating Experience chair.
- ❑ The petition for exception to the seven-year limit and/or reapplication to the department and university (if applicable) may be denied. Students should therefore take the process very seriously and be prepared to have their petition and/or applications denied by the Graduate Division, the Department, or both.

## **MA DEGREE COMPLETION**

- ☐ Students must formally apply to earn their degree. If a student fulfills all degree requirements but does not apply for graduation, the graduate evaluators will not be aware of the student's status. Therefore, the degree will not be evaluated or posted on the transcript.
- ☐ The [Application for Award of Degree](#) must be filled out online (handwritten forms are not accepted).
- ☐ You must have an ATC form and Culminating Experience Proposal on file with the Division of Graduate Studies in order to have the application accepted by the Graduate Studies office.
- ☐ Students are responsible for ensuring that their committee chair has entered a grade of CR when they have completed their Culminating Experience.
- ☐ Students enrolled in Anth 898 must follow specific guidelines for publishing their work and must bring their work to the Division of Graduate Studies for a format check and receipt:
  - Using the [Graduate Division Thesis Formatting Guidelines](#) prepare the final draft of your thesis.
  - Print the preliminary pages (as defined in the formatting guidelines) on plain white paper for first format check.
  - Bring preliminary pages and any pages with charts, graphs, tables, and pages with special fonts or font sizes to the Graduate Studies office (ADM 254) for first format check.
  - Make all corrections suggested by the Graduate Studies Reviewer.
  - Bring corrected manuscript to the reviewer for a second format check.
  - Make a master copy of the thesis on high quality white paper (minimum 25% cotton with a watermark) and submit to your Culminating Experience Committee for signatures on the Certification and Approval and Abstract pages.
  - Return the signed final manuscript to the Graduate Studies office by the posted deadline.

- Receive a signed Receipt for Master's Thesis from the reviewer.
  - Deliver the signed receipt with the Master copy of the thesis to the Campus Copy Center to pay binding fees.
- ☐ Students completing Anth 894 (Creative Work Project) as their Culminating Experience must have their advisor complete the [Report of Completion Form](#) and submit to the Graduate Studies office. The Report of Completion must include:
- Type of Culminating Experience requirement completed
  - Date of completion
  - Signatures of all members of the student's supervising committee
  - Signature of the graduate coordinator



## **REFERENCES FOR APPLICATIONS**

Students often require letters of support for applications to PhD programs and to funding opportunities. Almost without exception, faculty are happy and willing to write letters of reference provided that the following advice is followed:

- Always ask the potential referee if he or she is willing to support your application before you include his or her name in an application;
- Always give the referee adequate time to complete the letter. Strong letters require significant effort and time. Two weeks is an absolute minimum; four weeks is better;
- Be realistic when you decide who to ask to write in support. The most successful letters will come from instructors who know well your work and your abilities and who will be able to write in specific detail about your essays, project work, or other output. Asking the Department Chair or Graduate Coordinator to write for you when they only taught you in one large class or, worse, never taught you, is next to useless;
- Send your referee full details about the target of your application: a copy of your statement of application, your transcript, any online link for submission of the letter, and a clear statement of the deadline by which the letter is required. Also, many referees welcome student comment on particular skills or experiences that the student has; give your referee something to write about. Give them details;
- Waive your right to see the reference. Referees want to write confidently and in confidence about your abilities and experiences. It is never a good sign to refuse to waive confidentiality. If you are not sure that the referee will write strongly about you, then you should not have selected them to write for you;
- Realize that the best references will come from instructors who know you, your abilities, and your skills best. Do not choose a referee because of their position; choose one because of their knowledge of you;
- Follow up by sending your referee an email two or three days before your reference is due;
- Report back to your referee after you have heard the result of your application, even if you were not successful (this is the time to get advice for future applications).

## OTHER IMPORTANT POLICIES AND STUDENT CONDUCT

### ***Title IX***

SFSU maintains a policy of nondiscrimination on the basis of race, color, national origin, sex/gender, sexual orientation, religion, and age. Anyone who feels they have experienced discrimination is encouraged to speak with a faculty member, with the Department Chair, or with a University Harassment Officer so the situation can be addressed. Conversations will remain confidential at the request of the student. All students should feel comfortable and welcome in the SFSU community.

SF State fosters a campus free of sexual violence including sexual harassment, domestic violence, dating violence, stalking, and/or any form of sex or gender discrimination. If you, as an SF State student, disclose a personal experience of sexual violence to a faculty member, the faculty member is required to notify the Dean of Students. To disclose any such violence confidentially, contact:

The SAFE Place - (415) 338-2208; [http://www.sfsu.edu/~safe\\_plc/](http://www.sfsu.edu/~safe_plc/)  
Counseling and Psychological Services Center - (415) 338-2208;  
<http://psyservs.sfsu.edu/>

For more information on your rights and available resources, visit <http://titleix.sfsu.edu>

### ***Academic Integrity***

All students are expected to adhere to a high standard of academic integrity and to the University standards for student conduct, details of which are available at

[www.sfsu.edu/~bulletin/current/supp-reg.htm#ppg339](http://www.sfsu.edu/~bulletin/current/supp-reg.htm#ppg339)

The minimum sanction for academic dishonesty related to work in a course will be a failure for that examination or piece of assessments. All cases of academic dishonesty will be referred to the Department Chair, Dean of the College, and the Judicial Affairs Officer to determine if any other disciplinary action should be taken. While collaboration in studying and discussion of the lecture topics outside of class is encouraged, all exams and assignments must be the work of one individual unless otherwise specified in the instructions.

### ***Disability Access***

Students with disabilities who need reasonable accommodations are encouraged to contact the Disability Programs and Resource Center early in the semester so that they can facilitate a reasonable accommodations process. The DPRC, located in SSB 110, can be reached by telephone at 338-2472 (voice/TTY) or by e-mail at [dprc@sfsu.edu](mailto:dprc@sfsu.edu)

## ***Grievances***

The University has a formal procedure for students to make grievances:

<http://www.sfsu.edu/~vpsa/complaints/>.

In almost every instance, the best way to question a decision or make a complaint is to start with the instructor, staff member, or other person involved. If you are not satisfied at that level, or if you do feel that it is not appropriate for you to raise the issue with that person, then the next person to speak with is the Graduate Coordinator. If you are not satisfied with the outcome of your discussion with the Graduate Coordinator or if you feel that there is a reason not to contact the Graduate Coordinator, then you should contact the Chair of the Department. If you are not satisfied at that level, then you should take your concern to the Office of the Dean of the College of Creative and Liberal Arts where you can meet with one of the Associate Deans or the Dean himself. Only when all of these steps have been exhausted, should you raise your concern with the Dean of the Graduate Division and only if you still are not satisfied with the responses and actions provided should you take your complaint further up the administrative tree.

Note that the sequence outlined here is the best way to file a complaint, and that students who do not address the local, lower-level authorities (Graduate Coordinator, Department Chair, etc.) will find that the responses of University officials at higher levels will be to refer you back down to beginning of the sequence.

## ***Plagiarism***

The Department, the College of Liberal and Creative Arts, and the University have clear rules about plagiarism.

Plagiarism is a form of cheating or fraud; it occurs when a student misrepresents the work of another as his or her own. Plagiarism may consist of using the ideas, sentences, paragraphs, or the whole text of another without appropriate acknowledgment, but it also includes employing or allowing another person to write or substantially alter work that a student then submits as his or her own. In addition, it includes collaborating on any assessed work that a student then submits as his or her own. Collaboration in studying and discussion of the class topics is encouraged outside

of class, but all exams and assignments must be the work of one individual unless otherwise specified in the instructions.

Any assignment found to be plagiarized will be given an "F" grade. All instances of plagiarism in the College of Humanities will be reported to the Dean of the College, and may be reported to the University Judicial Affairs Officer for further action. All students must review the College's position on plagiarism and must understand the consequences of committing plagiarism. Please go to:  
<http://www.sfsu.edu/~collhum/?q=plagiarism-resources>.

Your Instructors will use a plagiarism detection service called [www.turnitin.com](http://www.turnitin.com). At this site, professors can check any electronically submitted text for plagiarism against a variety of sources including the Internet and previously turned in papers for their own class or any other class worldwide where the professor has access to this service.

### ***Anthropology Department Paper Reuse Policy***

It is the policy of the Anthropology Department that a student may not submit a paper, essay, film, or other academic work that is the same or substantially the same as work submitted for credit in another course, unless prior permission is given by the instructor. Under this policy, "the same" or "substantially the same" are defined in the same manner as plagiarism of another individual's work. Violation of this policy is considered an act of academic misconduct, and the faculty member to whom the paper is submitted may reduce the grade or not give credit for any recycled or duplicated assignments.

Students are reminded that they may not submit any work that has been submitted for one credit-bearing class for another credit-bearing class. This is particularly relevant to the distinction of work completed for Anth 899s (Independent Studies) and Ant 894 (Creative Projects) and Anth 898 (Theses). Students unsure of this policy are required to meet with the Graduate Coordinator to ensure comprehension of and adherence to the plagiarism policy.

## PATHS TO GRADUATION

Depending on your focus area (archaeology, bioarchaeology, cultural anthropology, or visual anthropology), you will generally follow a particular route through your M.A. All focuses follow the same path in the first year of enrollment. Deviations from the pathways below must be approved in advance by your advisor.

### Archaeology path

#### Semester 1

<input type="checkbox"/> ANTH 710: Proseminar in Anthropological Theory and Method	3
<input type="checkbox"/> ANTH 714: Anthropological Ethics	1
<input type="checkbox"/> ANTH 715: Research Skills: The Craft of Anthropological Writing	1
<input type="checkbox"/> ANTH 722: Seminar in Biological Anthropology	2
<input type="checkbox"/> ANTH 723: Seminar in Problems in Cultural Anthropology	2

**9**

#### Semester 2

<input type="checkbox"/> ANTH 716: Research Skills: The Literature Review	1
<input type="checkbox"/> ANTH 717: Research Skills: The Research Proposal	1
<input type="checkbox"/> ANTH 720: Foundations in Visual Anthropology	2
<input type="checkbox"/> ANTH 721: Seminar in Archaeological Problems	2
<input type="checkbox"/> ANTH 652: Anthropological Statistics	4

**10**

#### Semester 3

<input type="checkbox"/> elective	3
<input type="checkbox"/> ANTH 899: Special Study: Thesis Literature Review	3
<input type="checkbox"/> ANTH 899: Special Study	3

**9**

#### Semester 4

<input type="checkbox"/> ANTH 898: Thesis	3
---	---

**3**

Degree Total 31

## Bioarchaeology path

### Semester 1

<input type="checkbox"/> ANTH 710: Proseminar in Anthropological Theory and Method	3
<input type="checkbox"/> ANTH 714: Anthropological Ethics	1
<input type="checkbox"/> ANTH 715: Research Skills: The Craft of Anthropological Writing	1
<input type="checkbox"/> ANTH 722: Seminar in Biological Anthropology	2
<input type="checkbox"/> ANTH 723: Seminar in Problems in Cultural Anthropology	2

9

### Semester 2

<input type="checkbox"/> ANTH 716: Research Skills: The Literature Review	1
<input type="checkbox"/> ANTH 717: Research Skills: The Research Proposal	1
<input type="checkbox"/> ANTH 720: Foundations in Visual Anthropology	2
<input type="checkbox"/> ANTH 721: Seminar in Archaeological Problems	2
<input type="checkbox"/> ANTH 652: Anthropological Statistics	4

10

### Semester 3

<input type="checkbox"/> ANTH 735: Paleopathology or ANTH 545: Bioarchaeology	3
<input type="checkbox"/> ANTH 730: Human Osteology Practicum	4
<input type="checkbox"/> ANTH 899: Special Study: Thesis Literature Review	3

10

### Semester 4

<input type="checkbox"/> ANTH 898: Thesis	3
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3

Degree Total 32

## Cultural Anthropology path

### Semester 1

<input type="checkbox"/> ANTH 710: Proseminar in Anthropological Theory and Method	3
<input type="checkbox"/> ANTH 714: Anthropological Ethics	1
<input type="checkbox"/> ANTH 715: Research Skills: The Craft of Anthropological Writing	1
<input type="checkbox"/> ANTH 722: Seminar in Biological Anthropology	2
<input type="checkbox"/> ANTH 723: Seminar in Problems in Cultural Anthropology	2

**9**

### Semester 2

<input type="checkbox"/> ANTH 716: Research Skills: The Literature Review	1
<input type="checkbox"/> ANTH 717: Research Skills: The Research Proposal	1
<input type="checkbox"/> ANTH 720: Foundations in Visual Anthropology	2
<input type="checkbox"/> ANTH 721: Seminar in Archaeological Problems	2
<input type="checkbox"/> Elective (in consultation with your advisor)	3

**9**

### Semester 3

<input type="checkbox"/> ANTH 630: Medical Anthropology	3
<input type="checkbox"/> ANTH 899: Special Study: Thesis Literature Review	3
<input type="checkbox"/> Elective (in consultation with your advisor)	3

**9**

### Semester 4

<input type="checkbox"/> ANTH 898: Thesis	3
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**3**

**Degree Total 30**

## Visual Anthropology (fixed-image) path

### Semester 1

<input type="checkbox"/> ANTH 710: Proseminar in Anthropological Theory and Method	3
<input type="checkbox"/> ANTH 714: Anthropological Ethics	1
<input type="checkbox"/> ANTH 715: Research Skills: The Craft of Anthropological Writing	1
<input type="checkbox"/> ANTH 722: Seminar in Biological Anthropology	2
<input type="checkbox"/> ANTH 723: Seminar in Problems in Cultural Anthropology	2

**9**

### Semester 2

<input type="checkbox"/> ANTH 716: Research Skills: The Literature Review	1
<input type="checkbox"/> ANTH 717: Research Skills: The Research Proposal	1
<input type="checkbox"/> ANTH 720: Foundations in Visual Anthropology	2
<input type="checkbox"/> ANTH 721: Seminar in Archaeological Problems	2
<input type="checkbox"/> ANTH 755: Seminar in Visual Anthropology (moving-image)	3

**9**

### Semester 3

<input type="checkbox"/> ANTH 750: Seminar in Visual Anthropology (fixed-image)	3
<input type="checkbox"/> ANTH 899: Special Study: Thesis Literature Review	3
<input type="checkbox"/> Elective (in consultation with your advisor)	3

**9**

### Semester 4

<input type="checkbox"/> ANTH 898: Thesis	3
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**3**

**Degree Total 30**



## Visual Anthropology (moving-image) path

### Semester 1

<input type="checkbox"/> ANTH 710: Proseminar in Anthropological Theory and Method	3
<input type="checkbox"/> ANTH 714: Anthropological Ethics	1
<input type="checkbox"/> ANTH 715: Research Skills: The Craft of Anthropological Writing	1
<input type="checkbox"/> ANTH 722: Seminar in Biological Anthropology	2
<input type="checkbox"/> ANTH 723: Seminar in Problems in Cultural Anthropology	2

**9**

### Semester 2

<input type="checkbox"/> ANTH 716: Research Skills: The Literature Review	1
<input type="checkbox"/> ANTH 717: Research Skills: The Research Proposal	1
<input type="checkbox"/> ANTH 720: Foundations in Visual Anthropology	2
<input type="checkbox"/> ANTH 721: Seminar in Archaeological Problems	2
<input type="checkbox"/> ANTH 755: History of Anthropological Film	3

**9**

### Semester 3

<input type="checkbox"/> ANTH 595: Anthropological Filmmaking I	6
<input type="checkbox"/> Elective (in consultation with your advisor)	3

**9**

### Semester 4

<input type="checkbox"/> ANTH 596: Anthropological Filmmaking II	4
<input type="checkbox"/> ANTH 894: Creative Works Project	3

**7**

**Degree Total 34**

## FAQS

*Q: Can I count units or credits from classes that I took at another university to my SFSU MA?*

A: Yes, though students are required to consult with the Graduate Division and with the Graduate Coordinator to determine whether or not the credits or units will be accepted. It is important that you go to the official [University Regulations](#) for further details.

*Q: How do I decide what classes to take and when to take them?*

A: Students should arrive at SFSU with a clear idea of what classes they need to take. In the weeks before they matriculate, students are required to contact the Chair of their Thesis Committee and the Graduate Coordinator in order to discuss what classes are offered in which semesters and what is the best path to take through their degrees.

*Q: Can I take classes at other universities and transfer them to my SFSU MA?*

A: Yes, but you must follow the appropriate steps to do so. The first of these steps is the discuss with both the Chair of your Committee and the Graduate Coordinator the potential classes that you wish to take.

*Q: Do I need to have the Graduate Coordinator's approval before I register for courses every semester? Do I need the approval of my Thesis chair to register?*

A: No, you do not need their approval. However, you must consult with your Thesis Chair each semester about your progress and particularly about the classes that you plan to take.

*Q: May I take courses outside of the Anthropology department?*

A: Yes. Students often take classes outside of the Department and sometimes outside of the University. It is essential that you discuss such plans with you Thesis Chair and the Graduate Coordinator well in advance of enrolling.

*Q: May I take a leave of absence from the program?*

A: Yes. The University grants leaves of absence for students who plan to engage in other learning experiences that improve their ability to complete the degree program. Consult the [bulletin](#) for leave policies.

*Q: What is the required length of a Thesis? What are the comparable requirements for a Creative Project?*

A: There are no required lengths of theses or creative projects. Students work closely with their Thesis Chairs as they develop their Culminating Experiences.

*Q: What are the formatting requirements for a Thesis? What are the comparable requirements for the written portion of a Creative Work Project?*

A: For the correct formatting of your thesis, you should consult the Graduate Division and download the [templates](#). The Graduate Division provides excellent (regularly scheduled) workshops for continuing students and you are strongly advised to attend at least one of these. Some students underestimate the time required for formatting, and it is your best interest to find out ahead of time what is required.

Students taking Anth 894 (The Creative Project) must contact their Committee Chair and follow [University Guidelines](#).

*Q: What do I do if my plan of study changes? Is it possible to switch subfields in the program?*

A: It is unusual for a student to shift from one subfield to another once that have entered the MA program, particularly because the admissions review and subsequent offer of admissions are directly related to your subfield. If you believe that you would like to explore the possibility of changing subfields, you should discuss this with both your Thesis Chair and the Graduate Coordinator.

*Q: What is the process for requesting an extension for a course if I haven't been able to finish all the work?*

A: In the unusual case that you are unable to complete all of the assessed work for a class (for example, due to a medical or other emergency), then you should work with the instructor of the class to determine the best way forward. It is important that you know that even if your instructor agrees that you may complete work after the agreed deadline, the Department Chair and the Dean must approve any request for extensions in the completing of assessed work.

*Q: May I take required classes pass/fail?*

A: No. With the exception of Anth 894 or 898, all courses must be taken for a letter grade.

## Sample ANTH 899 Petition





Last Name First Name Middle Initial

Student ID Number

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

### PETITION FOR COURSE BY INDEPENDENT STUDY (699/899)

**ELIGIBILITY:** Students who have demonstrated the ability to work independently, have a cumulative grade point average of at least 3.0 (undergraduate) or 3.25 (graduate) and have the approval of their advisor, an instructor for the course, and the department chair. Credit for Independent Study is given only for courses not included in the University's curriculum as published in the Bulletin or Class Schedule.

**PROCEDURES:** Prepare a draft of the material required for the SUMMARY and make an appointment to speak with your advisor and 699/899 instructor for the initial review and approval. If approved, forward this petition to the department chair for final review and approval. If final approval is given, obtain an add permit number from the department and submit this form to the Registrar's Office at the One Stop Student Service Center.

In accordance with University regulations as stated in the General Bulletin, I petition to take the following course during the Spring semester for 2015 units by Independent Study:

Department Anth Course Number 899 Course Title Independent Study: Arch of Gardens

Current GPA Status: Undergraduate \_\_\_\_\_ Graduate 3.76 Last Semester Attended Fall 2014

Signature

Date

#### SUMMARY OF COURSE OBJECTIVE (I), METHODS (II), AND EVALUATIONS PROCEDURES (III)

I. Skills, knowledge, competency or other learning objectives agreed upon by the student and instructor.

Student will know the history, methods, limitations and possibilities of the archaeology of gardens; student will know the key case studies in the archaeology of gardens (e.g., Leone) with special reference to ideology and power relationships; and student will be able to speak and write critically about professional discussions of garden archaeology.

II. How the objectives will be achieved (e.g. reading, interviewing, consultation with instructor, etc.). Establish how often student will meet with instructor.

Assigned reading of peer-reviewed journal articles, book chapters, books, and professional reports; bi-weekly 50-minute discussion meetings with professor; writing of 300-word critical precis of assigned reading; consolidation and presentation of knowledge gained as delivered through a 7,500-word essay.

III. How the student's learning will be evaluated by the instructor for grading purposes (e.g. written work, oral examinations, other).

Bi-weekly oral discussions of assigned reading (20%); Bi-weekly written, 300-word, critical precis of assigned reading (20%); 7,500 word essay first draft, due 5.00 on Friday of week 12 of the term (30%); 7,500 word essay final version, due on Friday of week 15 of the term (30%).

REVIEWED AND APPROVED BY:

INSTRUCTOR NAME / DATE

INSTRUCTOR SIGNATURE / DATE

CHAIR SIGNATURE / DATE

**SAMPLE**

## MA Thesis Rubric

### Anthropology MA Thesis Evaluation

The MA Thesis is evaluated using the criteria below. A thesis will undergo multiple drafts and revisions in close consultation with the student's thesis committee. Each draft is evaluated in regard to the criteria below. While it is acceptable for the first draft of a thesis to be deficient in one or more of the categories below, the final accepted draft of the thesis must satisfy all of the criteria. The department does not use a grading scale for the criteria below. Students are required to make revisions until all of the criteria are satisfied.

	Inadequate	Minimal Pass	Adequate Pass	Pass with Distinction
<b>FOCUS</b>				
Thesis develops of a clear sense of core arguments				
The relationship between the core arguments and the question or research problem being posed is clearly established				
A focused development of the argument is sustained throughout the thesis				
<b>LITERATURE</b>				
Thesis demonstrates a thorough and critical use of all of the literature pertinent to the stated research problem(s)				
Discussion and synthesis of the literature pertinent to the thesis is both historical and synthetic				
The entire breadth and depth of the published literature is considered				
<b>ARGUMENT</b>				
The thesis takes up an independent position in relation to the relevant literature on the topic				
The thesis establishes a clear relation between the literature and the research, drawing conclusions and making connections not immediately evident in the existing literature itself				
<b>RESEARCH</b>				
The thesis demonstrates an appreciation of the range of different methodologies and of how the chosen research design suits the topic, as well as its possible limitations.				
The data generated and discussed are consistent with and support the arguments and interpretations put forward				
<b>PRESENTATION</b>				
Spelling, grammar, correct use of citations and construction of a bibliography is free of errors				
Material contained in tables or graphs is clearly and adequately presented, and sources provided				
All components are integrated into a cohesive unit with a logical progression from one section/chapter to the next				

## MA Creative Works (Film) Rubric

### Anthropology MA Film Evaluation

Almost all MA students with the Visual Anthropology emphasis create a digital video and User's Guide for their Creative Works. The video and guide must evidence the following criteria to be considered worthy of the MA degree:

	Inadequate	Minimal Pass	Adequate Pass	Pass with Distinction
<b>TECHNICAL MASTERY</b>				
Mastery of lighting, exposure, focus, and camera movement.				
Mastery of all necessary editing elements in the field.				
Mastery of audio recording quality.				
<b>EDITING PREPARATION</b>				
Log, capture, and transcription of documentary video footage.				
<b>EDITING MASTERY</b>				
Demonstrated mastery of the digital video editing software, Final Cut Pro.				
<b>ETHNOGRAPHIC SENSITIVITY</b>				
Demonstration of proper fieldwork and research techniques.				
<b>FILM'S OVERALL APPLIED EFFICACY AND ETHNOGRAPHIC SENSITIVITY</b>				
Efficacy of strategic intervention plan or successful communication of ethnographic nuances.				
<b>UTILITY OF THE WRITTEN USER'S GUIDE</b>				
Relevance and quality of citations that establishes the film's scholarly foundation.				
Effective selection and summary of the film's major points.				
Quality of suggestions provided for facilitators of post-screening discussions.				