

**Graduate Studies**

SAN FRANCISCO STATE UNIVERSITY



**Department of Anthropology**

# **MA Program Handbook**



## **Table of Contents**

Introduction to the Handbook.....	2
Full-Time Teaching Faculty .....	3
The Division of Graduate Studies.....	5
Prerequisites for students without a BA/BSc in Anthropology .....	5
MA Advising.....	6
Course requirements for the MA in Anthropology .....	7
Checklist to Complete the MA in Anthropology for Full-time Students.....	7
Declassification and Probation .....	8
Annual Graduate Student Review .....	9
Independent Study (Anth 899) .....	10
Funding, Grants, and Scholarships.....	11
Advancement to Candidacy (ATC) .....	12
Research and Creative Works Presentations .....	14
Culminating Experience.....	15
Human and Animal Subjects Research .....	16
Fieldwork and Liability Forms.....	18
Culminating Experience Proposal (Thesis or Creative Work).....	19
Culminating Experience (Thesis/Creative Work Project).....	21
MA Degree Completion and Graduation .....	24
References for Applications .....	25
Other Important Policies and Student Conduct .....	26
Pathways to Graduation.....	29
Appendix.....	37

## 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 information presented below supersedes previous versions of the MA Handbook for Anthropology.

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

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

Anthropology Department Chair: Cynthia Wilczak ([cwilczak@sfsu.edu](mailto:cwilczak@sfsu.edu))

Anthropology Department AOC: 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.

[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.

[James Quesada, Ph.D.](#),\* Professor, University of California, San Francisco/University of California, Berkeley (1994)

Dr. Quesada is a cultural and medical anthropologist who has concentrated his work on the socio-cultural effects of violence in contemporary societies, mainly North and Central America. His work examines the direct and ripple of effects of political and structural violence that manifest in various forms of social suffering, transnational migration, and altered subjectivities. Dr. Quesada teaches a wide variety of undergraduate and graduate courses for majors and GE, as well as topical courses in such subjects as Globalization, Endangered Cultures, Medical Anthropology, and Central America.

[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>
Douglass Bailey	<a href="mailto:dwbailey@sfsu.edu">dwbailey@sfsu.edu</a>	FA 534	(415) 338-2046
Peter Biella	<a href="mailto:biella@sfsu.edu">biella@sfsu.edu</a>	FA 535	(415) 405-0536
Mark Griffin	<a href="mailto:mgriffin@sfsu.edu">mgriffin@sfsu.edu</a>	FA 539	(415) 338-7519
Martha Lincoln	<a href="mailto:mlincoln@sfsu.edu">mlincoln@sfsu.edu</a>	FA 521	(415) 405-7315
Meredith Reifschneider	<a href="mailto:mreifschneider@sfsu.edu">mreifschneider@sfsu.edu</a>	FA 537	(415) 405-2839
James Quesada*	<a href="mailto:jquesada@sfsu.edu">jquesada@sfsu.edu</a>	FA 541	(415) 338-1633
Cynthia Wilczak	<a href="mailto:cwilczak@sfsu.edu">cwilczak@sfsu.edu</a>	FA 519	(415) 338-2971

**\*Dr. Quesada became a FERP faculty member in Fall 2019, he will not be chairing any thesis committees for new students.**

## **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.

## **Prerequisites for students without a BA/BSc in Anthropology**

- 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.
- Until a student satisfies the Anth 100 requirement, he or she is not allowed to take any other Biological Anthropology classes in the Department. The same applies to Anth 110 for Archaeology classes, and to Anth 120/Anth 300 for Cultural Anthropology classes.
- There is a one-year limit for completion of prerequisite coursework. Students who must complete prerequisites should discuss with the Graduate Coordinator their plans for completion of the coursework and a general schedule for doing so.
- ANTH 100, 110, 120 and 300 cannot be used on the Advancement to Candidacy form.

## **MA Advising**

- The place to start for advising is with the Chair of your Culminating Experience Committee in consultation with the Department's Graduate Coordinator. In determining what classes you should take and when, and especially in planning how your coursework will lead up to your Culminating Experience (i.e., your thesis of creative project), your primary source of information is your Committee Chair.
- The Graduate Coordinator is best used to ensure that your choice of courses and your schedule to take them works within the Department's and the University's regulations. The [University's Graduate Division](#) also has an excellent team to help.
- Students who are admitted to the program should contact their committee chair 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. Review the required course ratios described in the Advancement to Candidacy section before filling out your worksheet.
- 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.
- Students must have at least one documented meeting with the chair of their Culminating Experience committee each semester. The chair will be responsible for documenting these meetings with the Graduate Coordinator.
- The department also requires each graduate student to prepare an annual student review (due the first Friday in April) of their progress in the program as described below.
- Students should familiarize themselves with two important university resources: the SF State [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 is a 30-unit degree. While student must maintain a GPA of 3.00 or above, students also must pass the following 15-units of required classes:

Anth 710	Pro-seminar in Anthropological Theory and Method (3-units)
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 719	Core Skills: The Research Presentation (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)

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

To gain the remaining number of units required, students select electives in consultation with their culminating experience committee chair

## Checklist to Complete the MA in Anthropology for Full-time Students

### *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 as listed above

### *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 Thesis Proposal in the term before enrolling in 898/894
- ☐ Complete and submit Thesis/Creative Work Project
- ☐ Apply for graduation



## **Declassification and Probation**

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:

- That you maintain an average GPA of 3.00 or above; if you do not, then the University automatically places you on **probation**. If you do not raise your GPA by the next semester, you will be disqualified from the university.
- That you complete a minimum of nine (9) units by the end of the first two semesters and six (6) units each year thereafter.
- That you 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);
- That you 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.

## **Annual Graduate Student Review**

The Anthropology Department requires graduate students require to write a one-to-two page report at the end of each academic year. In the report you provide details and comment on your progress in the previous academic year and your plans for future work in the MA program.

Submit two electronic copies of your report (pdfs or Word docs): one to the Graduate Coordinator and one to the Chair of your Thesis Committee. **The report is due no later than 5pm on the first Friday in April.**

Each Student's report should address the following:

- Names of the members of your Culminating Experience committee, indicating who is the Chair;
- A list of all courses (numbers and titles) you have enrolled in during previous two semesters with grades received;
- A list of the courses (numbers and titles) that you will enroll in next academic year;
- A brief statement concerning 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?);
- A list of professional meetings (if any) that you have attended during last academic year and plans for any that will attend in the next academic year;
- A list of papers/presentations (if any) that you have made over the past academic year (e.g., professional meetings, university, community), and plans for any that you will make over the next academic year;
- A brief statement of your plans after completion of the MA (e.g., application to PhD program; job applications).

## **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.

There is a clear set of steps to take to set- up an 899. Important points to note are that you must have a GPA of 3.25 to be eligible to take an 899; that you cannot take more than two 899s in your MA career; and that you must start the petition to take an 899 before the end of the preceding semester

Students who want to [petition to take an 899](#) must follow the these steps:

- At least two weeks before the end of the preceding term, contact the relevant faculty member (usually your Committee Chair) about the possibility of doing an 899.
- Confirm with the faculty member 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 faculty member and agree on a topic for the 899 and agree how you will complete the petition form.
- Complete a draft petition with the specific title, SLOs, meeting schedule, work to be completed with current GPA, dates, lengths/dimensions of work, and percentages of final grade. 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). Also, note that the text in Box III must include clearly defined assessed work (i.e., a 7500-word essay). Use the sample petition in the appendix to complete your draft.
- Submit the draft petition to the faculty member for comment and approval.
- Once the text of the petition has been approved by the faculty member, print out the petition, attach a copy of your unofficial transcript, and get the faculty member and the Department chair to sign a hard copy of the Petition.
- The Department will send a copy of the completed petition to the Graduate Coordinator and submit the original to the Dean’s Office for approval. The Dean’s Office 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 the Faculty Advisor for an “add” number for the 899.
- Register for and enroll in Anth 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 to support student research:

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

Both the Jay Young and the Dressendorfer awards are made in the spring term. 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 (CLA) 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 (ATC)

The ATC is the formal step to candidacy required by the University to become a fully classified student. A major aim of the ATC is to direct you to make a clear and achievable plan that will lead to finishing your MA in good time.

To advance to candidacy, you must:

- Complete all prerequisite course work (if any), Anth 710 (with a grade of B or better), and a minimum of 18-units toward the degree.
- Meet with the Chair of your Thesis / Creative Work Committee and with the Graduate Coordinator to discuss which classes you will take to complete your degree and when you will take them.
- Complete a draft of the [Advancement to Candidacy Form](#) after you have consulted with the Committee Chair and the Graduate Coordinator.
- Obtain the signature of your Committee Chair.
- Submit your completed ATC form to the Graduate Coordinator for review, approval, signature, filing, and submission to the Graduate Division.

When to submit:

- Students generally submit the ATC in the Fall semester of their second year, and must submit no later than one semester prior to enrollment in the final 6 units of graduate work.

For coursework listed on the ATC:

- At least 70% of your classes must be of graduate level (i.e., 700-level or above). At least 50% of the total units on the ATC must be from exclusively graduate level courses (i.e. not paired courses). Twenty percent can either be paired courses or exclusively graduate level.
- The remaining 30% of your classes may be graduate classes, the graduate sections of a paired class, or upper division (300-699) undergraduate courses. Upper Division courses may not include the ANTH 300 program prerequisite.
- No more than 20% of your classes may come from the graduate sections of paired classes.
- You may not include any lower division classes (100-299) on your (ATC).
- The ATC may not include more than six units of credit in special study courses (Anth 899).

- Requests for substitutions of required courses must be approved prior to submission of the ATC. The Petition for Substitution or Exception form is available [online](#).
- To change an approved ATC by adding or removing a course, you 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.
- An ATC will only be valid as long as the student maintains continuous enrollment status with the university as defined in the [University Bulletin](#)

For more information about the ATC, see the relevant section in the current [SFSU Student Grad Guide](#).

## **Research and Creative Works Presentations**

### ***MA Expo (Department-level requirement)***

The MA Expo is an Anthropology event that takes place in the last week of the 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 (Department-level requirement)***

Each spring the University sponsors a public fair 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. Full details are available at the following link:

<http://grad.sfsu.edu/content/graduate-research-and-creative-works-showcase>.

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**

The University uses the term Culminating Experience (or CE) to refer to your thesis or creative work project. If you are writing a thesis then you will enroll in Anth 898; if you are making a creative work project then you will enroll in Anth 894. You will enroll in one of these classes in the final semester of your MA. When you complete your ATC form, you must indicate in which semester you plan to take the CE class.

### ***Culminating Experience Committee***

- By the time you matriculate in the MA program, you will have been assigned (or better, agreed to) a Chair for your Thesis Committee. The Chair is the main advisor for your focused learning and research or creative work. Each faculty member has his or her own procedures for selecting Second and (if necessary) Third Readers. Some Second and Third Readers are regularly and actively involved in student work; others less so.
- 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.
- When students meet with Committee Chairs or Readers, best practice in these meetings is that the chair takes notes, which he or she circulates to the student and the Graduate Coordinator soon after the meeting. Also good practice is to commit to writing any agreements about work to be completed, deadlines, and similar outcomes from meetings.
- Students seeking to change committee membership should first meet with the Graduate Coordinator to discuss the rationale for changing.
- Students in the M.A. Program work closely with the chair of their Culminating Experience committee at all times and should meet frequently with them to discuss their course work, research interests and progress.



## Human and Animal Subjects Research

Every MA student completing a Culminating Experience is subject to review by the Institutional Review Board (IRB) or the Institutional Animal Care and Use Committee (IACUC). SFSU's Human and Animal Protections supports the IRB and the IACUC. When you submit your Thesis Proposal, you are required to show that you have obtained approval from one of these institutions or that you have been exempted.

- If any part of your graduate research involves human subjects, you will need to determine whether you need ethical approval from the University's Institutional Review Board (IRB) in advance of beginning data collection.
- The IRB for San Francisco State University is charged with reviewing all research involving research volunteers to ensure that their rights are protected according to the federal regulations stated in 45 Code of Federal Regulations, Part 46 and 21 CFR Parts 50 and 56 (FDA policy).
- 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 you work requires review and approval.
- **Human or animal subjects research may not proceed until authorized by Human and Animal Protections.**
- See an 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.

### ***Ethical approval for films***

With only one exception, SFSU’s IRB has treated films produced as Creative Works in the Anthropology Department as exempt. This IRB decision is based on NIH’s definition of two key terms, *research* and *oral history*. Anthropological films are considered to fall under the latter category, which is exempt. To be cautious, students are invited to submit short descriptions of their films to the IRB for preliminary evaluation. In 18 years, however, only one film has been judged appropriate for IRB overview.

## 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.

For all fieldwork you must:

- Meet with the Chair of your Thesis Committee/Advisor to discuss the proposed work, to review the value of the work, and to discuss the 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.*

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)

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 Culminating Experience Proposal approved by their Committee and then by the Graduate Division before they are allowed 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 the Chairs of their Committees (and any Second or Third Reader, if required), 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**.
- Once the student has obtained the required signatures, then they should hand the hard copy of the proposal and signed form to the Graduate Coordinator who will file a copy in the Anthropology files.
- The Graduate Coordinator will then submit the University's Culminating Experience Form to the Graduate Division.
- The Graduate Division will review the form and then either send it back to the student and the Graduate Coordinator (who will work together to correct any errors or add requested information) or sign off on the form and send both the student and the Department a copy of the signed form.

### ***Creative Work Proposal Requirements***

Students whose culminating experience will be a creative work project should consult with their committee chair for the required components of the proposal.

### ***Thesis Proposal Requirements***

The following components are required of your thesis proposal; student must use the headings indicated here.

A 250-word **abstract** that summarizes your research proposal and includes the following:

- a clearly defined research question;
- a statement of why this research is relevant to the discipline/sub-discipline;
- a statement on how you will examine this research question; and
- a summary of your expected results.

An **introduction** which includes the following statements:

- your major research goals and why are they important;
- the specific areas/sites/materials/ or your research;
- the relevance of this inquiry to the broader discipline of anthropology; and
- if relevant, any hypotheses and how you will test them.

A **background** section that does the following:

- outlines the theoretical framework of your research;
- describes the information or data you will bring to bear on your research problem;
- briefly reviews the literature relevant to your inquiry; and
- discusses previous research on your topic and its impact/connection to your research.

A **methods** section in which you do the following:

- describe your methodology for data collection and analysis.
- describe the type of data/observations/texts will you use to answer your research questions or test your hypotheses; and
- outline your general research methodology for data collection.

An **expected results** section in which you outlines the following:

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

A **schedule** in which you do the following:

- describe what you have accomplished to date;
- give a dated schedule of what remains to be completed;
- provide a clear (dated) schedule for field work/data collection;
- provide a clear (dated) schedule for data analysis;
- provide a clear (dated) date for the completion of your thesis/project/creative work, taking account of University deadlines for submission of text for formatting.
- include a detailed budget (travel costs, duplication, etc.).
- A list of the members of your Thesis Committee.

If your research involves NAGPRA collections (human remains or NAGPRA-associated cultural material), please provide copies of the documentation from the institution or museum that houses the material that permits you to complete the proposed work. Provide a statement that NAGPRA procedures have been followed including appropriate contact with Native American representatives. Include copies of permission letters from the appropriate institution(s) and/or Native American representatives.

If your research requires IRB approval, you must attach copies of that approval

If your research is exempt from IRB approval, you must attach copies of that exemption.

## Culminating Experience (Thesis/Creative Work Project)

- Students will not be able to enroll in Anth 898 or Anth 894 until the Graduate Division has approved their Culminating Experience form, and the Graduate Division will not do so until the Department has approved the Thesis Proposal.
- Although students officially enroll in their Anth 898 or Anth 894 class for one semester (the final semester of enrollment), they will have devoted a significant amount of time and effort to their Culminating Experience before that term, either through electives or through Anth 899 classes. In fact, work on the Thesis or Creative Project begins with the student's application and consultation with potential Committee Chairs, and continues through the Core Skills classes (especially Anth 716 Literature Review and Anth 717 Research Design), and often through Anth 899 (Independent Study).
- Grace semester: If a student enrolls in Anth 898 or Anth 894 and is unable to complete the Culminating Experience before the end of the relevant semester, [University policy](#) allows a second "grace semester" for completion. To be granted a grace semester, the student must have shown clear and explicit (often written) progress towards the completion of the Culminating Experience during semester of enrollment. When a grace semester is granted, a grade of Report in Progress (RP) is entered into the student's transcript until completed.
- 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.
- 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.
- 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).
- Once the Culminating Experience is satisfactorily completed, the Culminating Experience Chair will submit a grade change from RP to Credit.

### ***Creative Work Project (894)***

For their Culminating Experience, students who are specializing in visual anthropology normally complete a film or other portfolio work. To do so they enroll in Anth 894 in their final semester of their MA.

Students who produce a video as their Creative Work are also required to write a 10- to 15-page *User's Guide* accompanying the video. The purpose of the *Guide* is to help 'facilitators' who will screen the film for audiences and lead discussions about it. 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.

In addition, the *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.

## ***Thesis (898)***

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.

- Before preparing a draft of your thesis, download a copy of the [Graduate Division Thesis Writing Template](#).
- Completion of the MA Thesis is an iterative process. That is, students should expect to prepare and revise multiple drafts of their thesis. 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 revisions until your committee signs your final approval page and the University Graduate Division gives final approval of your formatted thesis.
- Once you have gone through multiple drafts with your committee, they will advise you to submit a *first complete draft*. The first complete draft is complete in all aspects including all chapters, figures, literature cited, etc.
- Normally, students are required to submit a *first complete draft* of their thesis to the Chair of their Committee in the semester in which they plan to apply for graduation:
  - for the fall semester, this is September 1<sup>st</sup>;
  - for the spring semester, this is February 1<sup>st</sup>
- The *final draft* has been previously reviewed, revised and edited with your entire committee and includes all pages (chapters, tables, figures, references, table of contents, cover pages, appendices, etc.).
- The thesis/*final draft* deadline is the 8<sup>th</sup> week of the semester in which the student plans to graduate:
  - for the fall semester, this is the second week of October
  - for the spring semester, this is the second week of March
- Any exception to these deadlines must be agreed in writing between the Chair of the Committee and the student before the relevant deadline passes; a copy of that agreement will be sent to the Graduate Coordinator who will file it in the Department's student's record. Failing to meet these deadlines may mean that you miss the University deadlines for format-checks, submission of the thesis and graduation.



## **MA Degree Completion and Graduation**

To successfully graduate with an MA in Anthropology at SFSU, you will need to meet a series of important deadlines and follow an explicit set of steps through the phases of your degree. Deadlines are set by the University and are non-negotiable, and you will need to plan your path to graduation from as early as possible in your MA career. Review the [Graduate Studies guidelines](#) regularly and follow the checklist for the MA degree in Anthropology at the beginning of the handbook.

Students must formally apply to earn their degree:

- 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 graduation application accepted by the Graduate Studies office.
- Students enrolled in Anth 898 must follow specific guidelines for completing their work and must bring their work to the Division of Graduate Studies for [a format check and receipt](#).
- Students enrolled in Anth 894 (Creative Work Project) as their Culminating Experience must have their advisor complete the [Report of Completion Form](#), get all required signatures and submit it to the Graduate Studies office.
- Students should check with their committee chair to ensure they have entered a grade of CR for the Culminating Experience (898/894).

## **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.

## Pathways 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. Consult with your advisor regarding the exact courses you should take.

### *Archaeology path*

#### Semester 1

<input type="checkbox"/> ANTH 710: Proseminar in Anthropological Theory and Method	3
<input type="checkbox"/> ANTH 715: Research Skills: The Craft of Anthropological Writing	1
<input type="checkbox"/> ANTH 716: Research Skills: The Literature Review	1
<input type="checkbox"/> ANTH 722: Seminar in Biological Anthropology	2
<input type="checkbox"/> ANTH 723: Seminar in Problems in Cultural Anthropology	2

**9 units**

#### Semester 2

<input type="checkbox"/> ANTH 717: Research Skills: The Research Proposal	1
<input type="checkbox"/> ANTH 719: Research Skills: The Research Presentation	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 units**

#### Semester 3

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

**9 units**

#### Semester 4

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

**Total**

**31 units**

## ***Bioarchaeology path***

### **Semester 1**

<input type="checkbox"/> ANTH 710: Proseminar in Anthropological Theory and Method	3
<input type="checkbox"/> ANTH 715: Research Skills: The Craft of Anthropological Writing	1
<input type="checkbox"/> ANTH 716: Research Skills: The Literature Review	1
<input type="checkbox"/> ANTH 722: Seminar in Biological Anthropology	2
<input type="checkbox"/> ANTH 723: Seminar in Problems in Cultural Anthropology	2

**9 units**

### **Semester 2**

<input type="checkbox"/> ANTH 717: Research Skills: The Research Proposal	1
<input type="checkbox"/> ANTH 719: Research Skills: The Research Presentation	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 units**

### **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 units**

### **Semester 4**

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

**32 units**

## ***Cultural Anthropology path***

### Semester 1

<input type="checkbox"/> ANTH 710: Proseminar in Anthropological Theory and Method	3
<input type="checkbox"/> ANTH 715: Research Skills: The Craft of Anthropological Writing	1
<input type="checkbox"/> ANTH 716: Research Skills: The Literature Review	1
<input type="checkbox"/> ANTH 722: Seminar in Biological Anthropology	2
<input type="checkbox"/> ANTH 723: Seminar in Problems in Cultural Anthropology	2
	<b>9 units</b>

### Semester 2

<input type="checkbox"/> ANTH 717: Research Skills: The Research Proposal	1
<input type="checkbox"/> ANTH 719: Research Skills: The Research Presentation	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
	<b>9 units</b>

### 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
	<b>9 units</b>

### Semester 4

<input type="checkbox"/> ANTH 898: Thesis	3
Total	<b>30 units</b>



## ***Visual Anthropology (fixed-image) path***

### **Semester 1**

<input type="checkbox"/> ANTH 710: Proseminar in Anthropological Theory and Method	3
<input type="checkbox"/> ANTH 715: Research Skills: The Craft of Anthropological Writing	1
<input type="checkbox"/> ANTH 716: Research Skills: The Literature Review	1
<input type="checkbox"/> ANTH 722: Seminar in Biological Anthropology	2
<input type="checkbox"/> ANTH 723: Seminar in Problems in Cultural Anthropology	2

**9 units**

### **Semester 2**

<input type="checkbox"/> ANTH 717: Research Skills: The Research Proposal	1
<input type="checkbox"/> ANTH 719: Research Skills: The Research Presentation	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 units**

### **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 units**

### **Semester 4**

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

**30 units**

## ***Visual Anthropology (moving-image) path***

### **Semester 1**

<input type="checkbox"/> ANTH 710: Proseminar in Anthropological Theory and Method	3
<input type="checkbox"/> ANTH 715: Research Skills: The Craft of Anthropological Writing	1
<input type="checkbox"/> ANTH 716: Research Skills: The Literature Review	1
<input type="checkbox"/> ANTH 722: Seminar in Biological Anthropology	2
<input type="checkbox"/> ANTH 723: Seminar in Problems in Cultural Anthropology	2

**9 units**

### **Semester 2**

<input type="checkbox"/> ANTH 717: Research Skills: The Research Proposal	1
<input type="checkbox"/> ANTH 719: Research Skills: The Research Presentation	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 units**

### **Semester 3**

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

**9 units**

### **Semester 4**

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

**Total**

**34 units**

## 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, it is highly recommended that you consult with both your Thesis Chair and the Graduate Coordinator each semester about your progress and particularly about the classes that you plan to take. Each semester, you will meet with the Graduate Coordinator to review your plan for progress through the degree.

*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 if I want a different faculty member to be my Thesis Chair?*

A: If, in the course of your work in the MA, you believe that a different faculty member would significantly benefit your progress and your research, then you should discuss this first with your current Chair, with the potential new Chair, and then with the Graduate Coordinator.

*Q: What do I do if I want to change my Culminating Experience topic?*

A: It depends on how significant a change you suggest. If the change is a minor one (e.g., in the title of the project), then there is little that needs to be done, provided that you have not submitted your Proposal for the Culminating Experience and your Thesis Proposal. Work with your Thesis Chair to focus your topic. Once the Graduate Division has approved your Proposal for the Culminating Experience, then it is much more difficult to change topic; it is also most often ill-advised, as you will already have completed much of your work towards your original topic and research thesis and project.

*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: Is it possible to petition for a grade change?*

A: San Francisco State University policies regarding evaluation of student work are subject to change. You should consult the Graduate Coordinator and the Graduate Division to apprise yourself of current policy. The current version of the [SFSU Bulletin](#) also states University policy regarding grading.

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

A: Each class has its own grading system. You should check with your instructor.

*Q: What if I can't get into the classes I need to fulfill my plan of study?*

A: It is highly unusual that there will not be space for you in classes on the Anthropology Department. To avoid this possibility, it is vital that you work closely with your Thesis Chair and with the Graduate Coordinator to plan your course of study from beginning to end.

*Q: Where can I find resources about writing and formatting for coursework and my Thesis?*

A: Consult the [Student Writing Handbook](#) for the Anthropology program and the [resources for formatting](#) your thesis provided by the Graduate Division.

*Q: What is the normal length of an MA in Anthropology, and how do I ensure that I make satisfactory progress?*

A: Normally students finish within two or three academic years, depending on whether or not their undergraduate degree is in Anthropology and whether or not they are writing a thesis or making a creative project. In all classes, students are required to make progress towards their degree (see related section of this handbook for details). An excellent way to ensure that you are making satisfactory progress is to meet at least once a semester with your Thesis Chair and with the Graduate Coordinator.

## Appendix

### 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.				