

## Introduction

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Anthropology graduate students are governed by the policies of the University, the Graduate College, and the Anthropology Department, and are expected to become familiar with the policies of all three bodies. This Handbook describes primarily the policies of the Anthropology Department. For University and Graduate College policies, see the early sections of the UIC Graduate College Catalog.

This document is meant to provide guidance for students who have been accepted into the graduate program, so no information is included on application or admissions procedures.

## Navigating the Anthropology Department

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### Department Offices and Staff – 2020-2021 Academic Year

*Department Head.* The head administrator for the department, in charge of all staff, faculty, and administrative personnel; deals with larger issues of course, faculty and student performance, department budgets, resource allocation, faculty hiring, and department policies; is an intermediary with LAS and the Graduate College deans and administrators and has authority in issues involving faculty, graduate students, staff, and undergraduates.

Contact – Prof. Sloan Williams – [sloanw@uic.edu](mailto:sloanw@uic.edu)

*Director of Graduate Studies (DGS).* General supervisor of the graduate program. Provides an orientation for the first year graduate students and regular academic advising for both first year and continuing students. Assists with Graduate College rules and regulations and provides assistance to graduate students in the program on their academic trajectories.

Contact – Prof. Mitch Hendrickson – [mjhend@uic.edu](mailto:mjhend@uic.edu)

*Director of Undergraduate Studies (DUS).* Works with the undergraduate majors, provides academic and career advising; offers information on summer research opportunities, field schools, and graduate school applications.

Contact – Prof. Vince LaMotta – [vlamotta@uic.edu](mailto:vlamotta@uic.edu)

*Assistant to the Head.* Assists the Head with the running of the department, dealing with budget, policy, interactions with other departments and administrators. Assist with aspects of the Graduate Program, as needed.

Contact – Dr. Kathy Rizzo – [krizzo](mailto:krizzo) – [krizzo1@uic.edu](mailto:krizzo1@uic.edu)

*Program Coordinator.* Works with the Director of Graduate Studies to advise students on Graduate College regulations and department requirements regarding coursework and deadlines for completing aspects of the program; works with the DGS on admissions and new students orientation; assists students in navigating University, Graduate College and Departmental paperwork and procedures; coordinates teaching and research assistantship assignments; provides mentorship in teaching and teaching training; has regular communication with graduate students concerning issues of programmatic, academic and assistantship relevance.

Contact – Ms. Melanie Kane - [mkane2@uic.edu](mailto:mkane2@uic.edu)

## **Academic Advising**

Incoming Anthropology graduate students have two primary advisors: the Director of Graduate Studies (DGS) and an assigned Faculty Advisor. Once the student has formally entered into the PhD program, the Faculty Advisor is replaced by the student's Committee Chair. Students are encouraged to remain in close contact with these individuals through their graduate career. Once established, members of the student's PhD committee will also be able to provide helpful advice on the Anthropology program, as well as the student's educational goals, research, field training, funding and career choices.

*Director of Graduate Studies* - The DGS provides advice on how to meet the program requirements. All new students must meet with the Director of Graduate Studies prior to their first semester's classes for orientation and as needed throughout their time at UIC. The DGS monitors the student's progress, acts as liaison within the College in general and helps the student stay on schedule for their preliminary exam, language requirement, dissertation defense and other matters. As the DGS works daily with academic issues of the Department and the Graduate College, they may frequently be the first person that the student should go to when in need of programmatic or career advice.

*Faculty Advisor* - Soon after arriving at UIC, the DGS in consultation with the graduate student as well as members of the Department, will select a faculty member to serve as an advisor for the student. This advisor will not necessarily be an expert on the program requirements, but will be a specialist in the student's area of academic concentration. The Faculty Advisor will help the student make decisions about academic matters, including the selection of courses, field opportunities, and preliminary dissertation research. Continuing students should consult with their Faculty Advisor concerning the academic contributions of courses before registering, while they should consult with the DGS on programmatic requirements and regulations. Students may change their individual Faculty Advisor at any time.

*Committee Chair* - In order to advance from the MA program to the PhD program graduate students are required to submit a Committee Chair Agreement Form in which a faculty member formally agrees to serve as the Chair of their committee. At this point, the Chair becomes the primary faculty advisor for the student.

*Program Coordinator* - The Coordinator charts the student's progress, acts as liaison within the Department, and helps the student understand the logistical requirements to stay on schedule for their preliminary exam, language requirement, dissertation defense and other matters. Since the Program Coordinator primary duties encompass College and Departmental policies and procedures, students should contact the Program Coordinator when questions regarding registration, forms, timelines, assistantships, etc. arise.

## Tracking your Degree

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The requirements of the Anthropology graduate degree can be broken down into seven basic components:

1. Coursework – MA and PhD
2. Annual Reports and Meetings
3. Applying for the Master's Degree
4. Transition from MA to the PhD Program
5. Preliminary Exams
6. Teaching
7. Foreign Language Requirement
8. The Dissertation
9. Resources
10. The Field Museum

## Coursework

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Your coursework will provide you with the background in theories and methods in Anthropology. While the courses are cumulative they are essentially divided into two parts that will fulfill the MA and PhD requirements in the program.

### MA Course Requirements

1. MA candidates must complete the four Core Courses (ANTH 500-503) in Anthropology with a grade of "B" or better, and complete the Anthropology Department Seminar (ANTH 595). Students receiving a grade of C in two core courses will be dismissed from the program. These core courses provide a total of 18 credit hours and are taken in the first year.

ANTH 500 Social and Cultural Theory I	4 hours
ANTH 501 Social and Cultural Theory II	4 hours
ANTH 502 Theory and Method in Archaeology	4 hours
ANTH 503 Hominid, Phylogeny and Adaptation	5 hours
ANTH 595 Graduate Seminar	1 hour
Total	18 hours

2. MA candidates must also complete 12 hours of 400 or 500-level courses (generally equal to 3 courses), specifically within Anthropology. Requests can be made for relevant courses in other departments to be counted toward this requirement. The department may request justification.

3. MA candidates must also complete 6 additional hours of 400 or 500-level courses. These can be taken within Anthropology or other academic units. Non-Anthropology courses are encouraged, but should be discussed with the graduate student's advisor.

4. In some cases, transfer credit may be applied to the MA degree, according to the Graduate College's regulations.

5. Summary: 18 hours - Anthropology core classes  
12 hours - within Anthropology  
6 hours - additional hours within Anthropology or other related fields

36 hours

Note that a grade of "C" or lower in core courses is unacceptable and the course must be repeated. If the student receives two grades of "C" or lower, they will be dropped from the program. Deadlines to file for graduation are found on the Graduate College web page.

### **PhD Course Requirements**

The course work plan and timeline for each individual PhD student is constructed and approved in consultation with the dissertation committee Chair, primary advisor, and the Director of Graduate Studies (see Dissertation Section below). Students are also encouraged to consult with other dissertation committee members about courses that may be relevant to theoretical and methodological aspects of their dissertation.

### **Semester Hours Requirements**

A minimum of 96 semester hours of graduate-level course work, beyond the BA, of which no more than 32 hours can be in dissertation research; and no more than 12 hours can be in Independent Studies (see additional details below).

Students are strongly encouraged to take a quantitative and/or qualitative analysis course. This will greatly enhance your ability to process field data. Students are also strongly encouraged to take ANTH508 Grant Writing, which is designed specifically to walk students through the process of putting together a cohesive application to secure funding.

Other Graduate College Degree Requirements:

(see full information at [GC Policies and Procedures](#) or [Graduate Study](#) in current graduate catalog)

- **Coursework.** For MA-At least 24 hours must be earned as a degree candidate at UIC. For PhD- At least 48 semester hours beyond the master's level or its equivalent must be taken at UIC. The formal course requirements for a master's degree must be met within the 96 hours.
- **Credit for a prior Master's Degree.** Doctoral candidates who have previously earned a master's degree or its equivalent from UIC or another accredited institution may be granted 32 semester hours of credit toward the doctoral degree if approved by the program and the Graduate College at the time of admission. Degree equivalency from foreign institutions is determined by the Office of Admissions. The 32 hours are subtracted from the total hours required from the baccalaureate. The 32 hours are not included in the maximum allowed transfer credit limit.
- **Transfer Credit.** A maximum of 25 percent of hours required for MA (9/36) or PhD (24/96) or up to 12 semester hours of coursework earned as a non-degree student at UIC may be transferred if they have not been previously been used to secure any other degree. Transfer of credits must be approved by department and Graduate College.
- **Independent Study Credits.** No more than 12 hours of Independent Study (ANTH 596) may be applied towards the required 96 hours. The 12 hours is total for your time in our program. Independent study credits applied toward the Anth MA will count toward the 12 hour limit.

- **Dissertation Research Credits.** No more than 32 credit hours of Dissertation Research (ANTH 599) may be applied towards the required 96 hours. Students may not register for Dissertation Research credits until they have successfully completed their preliminary exam and entered into Candidacy.
- **Course Levels.** Though a graduate student may take courses at any level, only 400 or 500 level courses may be applied towards the degree. Graduate students do frequently take 300 level language courses, however these can not be applied toward the required 96 hours.
- **Incomplete Grades.** An incomplete grade may be given only if, for reasons beyond the student's control, required work has not been completed by the end of the term. An "I" must be removed by the end of the next term in which the student is registered (including summer), or within twelve months of the end of the term in which the "I" was received, whichever occurs sooner. *Course instructors may require an earlier deadline.* An "I" that is not removed by the deadline will remain on the student's record as an "I", with no credit earned. A course in which an "I" was received and not removed by the deadline may be repeated for credit only once.  
Unresolved incomplete grades in core courses, or an excess of unresolved incomplete grades may be considered as evidence of failure to progress, and may impact funding decisions.

### **GPA Requirements**

Graduate students must maintain a minimum GPA of 3.0 (i.e., a grade point average of 'B' or better). If they fall below this average the Graduate College will place them on probation and they risk being dropped from the Graduate College and the Anthropology program. See Graduate College Policies- [Academic Standing/Continuation and Probation Rules](#) for more detailed information.

### **Course Options**

Students will normally take the majority of their courses in Anthropology but can also take courses in other departments at UIC. There is no need for doctoral students to formally apply for approval to take courses in another UIC department. However, courses should be selected in consultation with the committee Chair and the DGS.

### **Graduate Concentrations**

A number of graduate concentrations are available in departments across campus. These concentrations are typically four courses, and can be declared either at the time of completion of either the MA or the PhD. See individual department websites for specifics on their requirements and how you would apply for the concentration.

[Black Studies](#)

[GWS](#)

[LALS](#)

[MUSE](#)

Other possibilities: <https://catalog.uic.edu/gcat/degree-programs/int-grad-conc/>

### **Graduate College Courses**

The Graduate College offers courses aimed at improving writing, communication, and teaching skills. They also offer a three course Certificate in Foundations of College Instruction. See more in [Graduate College Programs](#).

### **Courses at other universities**

Chicago is home to several outstanding universities and many other excellent programs can be found in the Midwest. While we encourage students to develop contacts with faculty at other universities, graduate students must have all classes at universities other than UIC formally approved by the committee Chair and the DGS in advance.

### **[The Chicago Metropolitan Exchange Program](#)**

This program is an agreement between Northwestern University, the University of Chicago and the University of Illinois at Chicago to allow graduate students in a doctoral program, or in a participating training program that is jointly supported by the Exchange Scholar's home and host institutions, to enroll at one of the three participating institutions to take advantage of academic courses at any of the other participating institutions that are not available at their home institution.

UIC students who would like to take a class at the University of Illinois at Urbana-Champaign or the University of Illinois at Springfield may use [concurrent registration](#). Consult with the Registrar's Office at UIC for procedures and [form](#).

### **Plagiarism**

Academic integrity is an essential part of the process. A link to the University policies on plagiarism can be found here in the Graduate Study [catalog entry on regulations](#), as well as the Office of the Dean of Students: [Community Standards](#) and [Student Disciplinary Policy](#).

Students who are caught plagiarizing will be subject to suspension of funding or potential expulsion from the Graduate program.

### **Registration Requirements**

Guidelines for registration, course loads, and leaves of absence can be found on the [Graduate College Policies and Procedures](#) webpage.

Course load rules vary based on funding or international status. Typically, a graduate student is considered full time if they are registered for at least 9 credit hours, or 8 hours for those holding assistantships. Students on fellowships and university allocated tuition and fee waivers are required to register for at least 12 hours. Consult with your chair and the DGS if you have questions on whether you should take additional coursework.

Graduate students are permitted to take one semester and an adjoining summer off while maintaining continuing student status without requesting a formal leave of absence. Additional time can be requested as a leave of absence; common reasons are serious health conditions, care needs for family members, or the arrival of a new child. International student visa rules take precedence over Graduate College rules for registration; international students should keep in close touch with the [Office of International Services](#) to be sure they are always meeting the registration requirements of their specific visa.

Consult with the Office of Financial Aid if you have questions on how registration impact student loans you may have.

Students who go two or more consecutive semesters (excluding summers) without registering, or who fail to register or file additional paperwork at the conclusion of a leave of absence are dropped by the Graduate College, and must reapply to the Graduate College and the Anthropology PhD Program. Readmission is not guaranteed.

### **Zero Hours options**

More advanced students who do not hold a fellowship, assistantship, or tuition and fee waiver, and who have completed all degree requirements except the dissertation, and who do not wish to register for additional course work, may petition to register for [zero hours](#). Additional rules apply for international students on visas, and it is generally not an option until the final stage of a graduate career, when the student intends to remain outside the US.

Registration for zero hours is only available to students who have completed all coursework, examinations, and all degree requirements except the thesis or dissertation. Students wishing to register for zero hours must submit a Graduate College petition and receive permission from the program and the Graduate College prior to registration. Once permission is received students may continue to register for zero hours provided they remain in the same program, continue to make satisfactory academic progress, and are within the time frame for degree completion. An option of registration for reduced zero-hour charges (Option B) exists for some doctoral students. Section needed about special rules for international students. The petition is available online ([Graduate College Forms](#)). Once the petition has been approved by committee chair, program coordinator/DGS, and Graduate College, the student will also need to register online and adjust to zero credit hours.

- Option A  
Register for zero hours of credit in thesis research (599) each semester until the degree is awarded (excluding summer unless defending dissertation). Range IV tuition and fees are assessed and students retains access to campus student resources (see [Office of Registrar](#)); or
- Option B  
Must petition each year for renewal and specify Option B. Only the range IV tuition is charged (see [Office of Registrar](#)). No fees are assessed. Students may elect from one to two terms with each petition. Students who elect this option are ineligible for student health insurance and access to certain on-campus facilities.

Students are responsible for maintaining their continuing registration status.

### **Annual Activities Reports and Meetings**

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A system of annual reports has been developed by the Anthropology Department. The annual reports are used for three major purposes: (1) to evaluate whether students are making adequate progress in the program; (2) to identify the specific degree requirements that should be accomplished within the upcoming academic year by the students and (3) to consider students for

fellowships, teaching assistantships, and other academic and professional opportunities. This is also part of professional development. Activity reporting is an aspect of life as a faculty member as well. The student reports and CVs also assist when compiling required data for reporting at the department level to the Grad College and higher governing bodies at the college and university.

### **Annual Student Activities Report**

Graduate students are required to submit an annual activities report in each year of the program. The report follows a standard format and includes information about coursework, progress toward degree, committee composition, current research and related experience, publications, presentations and funding received over the past year. If previously stated goals have not been reached, then the student should discuss why this is the case.

Doctoral students will want to indicate their dissertation topic and summarize their current state of dissertation research. Students should also describe their plans for completing any remaining degree requirements including: resolving incompletes, preliminary exams, language tests, and dissertation defense. Students are encouraged to use the narrative format to highlight their major academic accomplishments over the past year (such as grants, scholarly awards, presentations, or publication) and to provide additional information that they feel would be helpful to the committee in evaluating their progress in the program.

### **Annual Student Evaluation Meeting by the Full Faculty**

Annual faculty meetings are held to evaluate the progress of the Pre- and Post-preliminary exam students. Following these meetings, student will receive written evaluations of their progress in the program by the Director of Graduate Studies:

- Pre-preliminary exam student progress meetings will take place at the end of the Spring semester.
- Post-preliminary exam student progress meetings will take place at the end of the Fall semester.

### **Advisor Meetings**

Each Pre-Prelim student is expected to maintain regular meetings (at least two per semester) with their advisor. These informal meetings are designed to provide guidance about coursework, develop Preliminary exam reading lists and committees and develop research design for their proposed field of interest.

### **Annual Committee Meetings**

Post-Prelim students will meet with dissertation committee members no less than once a year. This will allow the committee to assess the student's status and provide suggestions to deal with any outstanding issues.

### **Applying for the Masters Degree**

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Students who enter without an MA in Anthropology will obtain this degree on their way to the PhD. Typically, students will have completed all requirements to obtain the MA in their second year. The first step is to file the online intent to graduate with the Graduate College. If requirements for a concentration have been met, the concentration should be noted in the intent form. This is an important time to determine if UIC is the best fit to continue for a PhD, or if the



MA should be the terminal degree. If a student does wish to continue, they will need to secure a chair to supervise their work toward the PhD. This often, but not necessarily, will be the same faculty member who served as a student's first year advisor. The [committee chair agreement form](#) should be submitted to the DGS for approval. There will also be additional forms, which may vary depending on the degree code used when the student was admitted. A student does not need to be registered in the semester they file intent to graduate for the MA.

One important note: international students admitted under the MA code who formally transfer into the PhD must secure approval from OIS for the new program code.

The deadlines for establishing committees are as follows:

- All UIC Anthropology graduate students who earn their Masters at UIC and wish to continue on into the PhD program must secure a Chair before they can transfer into the program, and *they should formally establish a full committee by the end of their first semester.*
- All students who enter the PhD program with a Masters Degree from another school must secure a Chair before they can transfer into the program, and *should establish a full committee by the end of the first semester immediately following the completion of the core courses.*

## **Transition from the MA to PhD Program**

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Students who are admitted into the MA program may be considered for acceptance into the PhD track to continue their studies. The transition requires the following steps:

- Completion in good standing (B grade or higher) of all MA requirements
- Thesis Prospectus and Review
- Anthropology Faculty Mentorship Form

A student accepted into the MA program only who wishes to transition to the PhD program should begin working on the Thesis Prospectus in Semester Three and prepare it for review by the subdisciplinary committee (faculty mentor, 2 other ANTH faculty, DGS) before the first week of Semester Four. During this time the student is encouraged to meet regularly with their Anthropology Faculty Mentor, who may be the initial Faculty member contact or another faculty member who has agreed to guide the student into the PhD track. The Thesis Prospectus will consist of two parts. The first is the compilation of a bibliography of relevant readings related to the research ideas in the Prospectus. It should be a minimum of 10 pages and be divided into sections based on the regional, theoretical and methodological literature. The second is the Thesis Prospectus. In a minimum of 3-pages, single spaced, the student will outline their proposed research project including discussion of the main research questions, background, personal preparation and a timeline for fieldwork and completion of the dissertation. The student will also compile a list of committee members who could serve as their panel for the preliminary exams and submit a copy of the grades that they have earned while at UIC. Note that students who currently have incompletes will not be able to apply. The subdisciplinary review committee will evaluate the merit and viability of prospectus and achievement in program to determine if the student may transition to the PhD track. If the committee accepts the Prospectus, the student and faculty mentor will sign the Anthropology Mentorship Form. If the committee does not accept the prospectus, the student can finish the MA but will not be allowed to transition into the

PhD track. Students may reapply to the PhD program through the University's Graduate application portal at a later date.

## **Preliminary Exams**

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The purpose of the Preliminary Exam is to determine the student's readiness to undertake independent dissertation research. Course work gives focus and direction to the student's endeavors and a framework for independent study and investigation. However, the knowledge and skills of a PhD must transcend the boundaries of a set of courses or readings. For this reason, the Preliminary Exam measure the student's broad expertise in the academic areas which the student has selected to concentrate their dissertation research. The exams are designed to provide the student with the opportunity to: 1) demonstrate that they control a substantial baseline knowledge on various topics which are directly relevant to their future dissertation research, 2) demonstrate the ability to communicate their knowledge in written form within a limited time, and, 3) exhibit their skills in synthesizing and applying their knowledge to specifically formed questions and discussion topics.

The examination serves as a major step towards the PhD degree, and lays the foundation for the development of a research topic, the active collection of data, and the completion and defense of the dissertation. The examination also provides the student with timely feedback of the faculty's views of their potential for completing the PhD Program. The Preliminary Exam is distinct from the oral defenses of the dissertation project, which takes place once the dissertation has been completed. Only students in good academic standing are permitted to take the examination.

## **Establishing Your Prelim Committee**

One of the most important tasks of a graduate student is the development of a robust committee which will counsel them during their progress towards a degree. The goal in the formation of a committee is to develop an array of experts who complement each other and who collectively cover all areas of expertise that the student will need advice on during the course of their dissertation work.

The chair and committee should be formed early in the process so that the student can benefit from their experience while developing their dissertation topic. The committee consists of at least five members. The chair of the committee must be a full member of the UIC Graduate Faculty and will serve as the student's principal academic mentor. The student, in consultation with the chair, is responsible for arranging a committee consisting of at least four other scholars. In addition to the [Graduate College rules](#) governing committee memberships, the department requires that the chair and two committee members be members of the UIC Anthropology Department or Adjunct Faculty. One outside faculty member is also required for both the preliminary exams and dissertation. The role of the outside faculty member is to cover specific aspects of the students training, education, and placement which are not covered by other members of the committee. This member should be selected by the student with care since they can hold especially important roles within the committee. Recruitment of the outside member of the committee should be discussed between the chair and the graduate student before a formal request is made to the outside person to join the committee. Affiliated UIC faculty, UIC faculty from other departments, or faculty members at other universities may serve as the outside member. Faculty from outside the University must submit a current CV for Graduate College approval. Retired faculty with membership in the Graduate Faculty retain those memberships at the same level for three years after retirement. In some cases, this membership can be extended.

There are both departmental and Graduate College [forms](#) to be completed to establish your committee. For the [departmental form](#), each committee member must confirm their agreement to serve by signature on the form, or by email to the program coordinator or DGS. The Graduate College form must be filled in, signed by committee chair and forwarded to DGS for review and final approval by the Graduate College.

Students should note that the formal status of their committee members (e.g. tenureship and membership in the Department or in the Graduate College) may change over time. If this occurs, then the composition of the committee may need to be adjusted.

Also be aware of the Graduate College [conflict of interest policy](#) for student committees.

### **The Exam**

The format, content and exact scheduling of the Preliminary exam is determined by the preliminary exam committee and chair. Decisions are based on the preparedness of the student, the availability of committee members, and the Graduate College rules for the administration of the Preliminary Exam.

Generally, within the Anthropology Department the student in preparation for the exams, develops a series of extensive bibliographies on specific topics or issues. In general, at the time of the exam, the student is given a series of questions or discussion topics and a specific time limit in which to provide their answers. While the compositional criteria of the exam is to be determined by the Chair and the committee, the department currently favors, either a 48 hour limit or a two week answering format.

### **Timing of the Preliminary Exam**

The timing of the Preliminary exams is partially determined by specific circumstances:

- Students who complete the Anthropology MA in our department, must successfully complete the Preliminary Exam within one year after matriculation into the PhD program.
- Students who are accepted into the PhD program with an Anthropology MA and advanced standing (Grad II status) must successfully complete the Preliminary Exam within one year after completing the core courses.
- By GC rules, students with UF or AF awards must have the exams both completed and graded by April 1 of their third year in order to qualify for 4<sup>th</sup> year renewal funding.

All students must be registered and in good standing the semester they complete the Preliminary Exam. Depending on the exact timing of the exam and grading, this may allow for students to complete the exams in May or August, but please consult with your chair, the program coordinator and DGS to be sure all requirements are being met before scheduling during these windows. Exams during the break between Fall and Spring semesters are allowed as long as a student is registered for one of those terms (typically our students are registered for both).

Students must complete the departmental and Graduate College committee forms (see previous section) and submit for approval at least four weeks before beginning the exam.

Students who wish to apply for exceptions to these limits must receive approval from the Chair of their PhD committee and the Director of Graduate Studies. The prelim exams can be postponed with approval. A petition form for this exception can be found on our website, or obtained from the DGS or program coordinator.

### **Examination Results**

Once the student completes and submits the exams, the committee has four weeks to grade. The chair will establish communication with the committee and communicate the decision to the student.

Graduate College rules regarding grading (<https://grad.uic.edu/academic-support/exams-defense/preliminary-exam-policies-and-procedures/>):

Each member of the examining committee assigns a grade of “pass” or “fail” on the Examination Report. A candidate cannot be passed with more than one “fail” vote. The committee may require that specific conditions be met before the “pass” recommendation becomes effective. The exact conditions and time-frame to complete the conditions must be specified on the *Examination Report*. For failed exams, on the recommendation of the committee, the head or chair may permit a second examination. A third examination is not permitted.

After the exam has been graded by all members of the committee, the student will be given feedback by the Chair. Students who have received a conditional pass are generally asked to re-write a response and should talk with all members of the committee about the shortcomings of their answer(s). These meetings are meant to especially help students who misunderstood a question and/or who revealed a gap or misunderstanding in their coverage of the readings. While students are expected to begin to research and rewrite their new responses immediately the exact terms and conditions of the rewrites will be determined by the Chair in consultation with other members of the committee. For a pass with conditions, the chair must notify the Graduate College in writing as soon as the conditions have been completed.

Students who require accommodations and who are registered with the [Disability Resource Center](#) may petition the department no later than two weeks before the preliminary exam to request extra time or special consideration.

Once the student has passed the examination, the Dean of the Graduate College will notify the student that they have been admitted to candidacy.

### **Changes in Committee membership after prelims**

After the completion of the preliminary exams, the student and the committee members should discuss whether this is the best combination of scholars to continue to advise the candidate. The roles (Chair vs. member) and member composition of the committee may still be possible to change at this stage, but grows increasingly more difficult as the student progresses towards the development of a thesis topic.

Students may change their committee membership; however, they must notify the DGS of the change in writing and gain the signature of the new committee member and Director of Graduate Studies or Department Head.

### **Post-Preliminary exam changes in student thesis topic and/or methods**

There are extremely rare occasions when a student may need to significantly change their thesis topic and/or methods after they have taken the preliminary exam. Post-preliminary exam changes in a student's research agenda will be addressed by the student's committee, whether the original committee or a reconstituted one. Students will be required to re-take one or more of their preliminary exams to address gaps in their new topic. This decision is made by the Chair and committee who will also determine the appropriate timing to complete this new requirement.

## **Teaching Requirement**

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At least one semester of teaching experience is required by the Graduate College. This can be fulfilled by holding a Teaching Assistantship (TA) at UIC or by proof that the student has been teaching at an outside institution of higher education. As part of professional training, the Anthropology Department recommends that students complete at least two semesters or one year of teaching experience and has developed a rotation system so that most students have the opportunity to hold TA positions in a range of courses. Procedures and expectations for teaching assistantships within the department are detailed on our website: [Teaching Assistantship Guidelines for the Department of Anthropology](#).

## **Foreign Language Requirement**

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Doctoral candidates in Anthropology must successfully demonstrate that they hold an appropriate knowledge of one or more foreign languages. The dissertation Chair determines which language(s), and the level of knowledge, that is appropriate for the completion of this requirement. The dissertation Chair will also determine the structure of the language exam. Upon successful completion of the language exam, the dissertation Chair must submit a Foreign Language Approval Form attesting to the student's language competency.

While there is no specific time within the graduate student's career at which this requirement needs to be fulfilled, the Department strongly recommends that the Foreign Language Requirement be addressed early in the graduate program. (UIC offers courses each semester which are specifically designed to help graduate students improve their research skills in foreign languages).

## **The Dissertation**

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The final and most important part of the degree process is the Dissertation.

### **Establishing a Dissertation Committee**

This five person committee provides advice on the development of the candidate's PhD dissertation research topic, the collection of data, and the production of the final dissertation. Rules for the makeup of the dissertation committee in our department are the same as those for

the preliminary committee. As a student progresses, the roles of each dissertation committee member must be clearly defined by the committee. Specifically the committee should decide which members are to read all drafts of the dissertation and those that read specific sections and the final draft. Each committee member's role should be decided and approved at the first committee meeting. The candidate must take care to keep their committee members informed of all important developments while they are researching and writing their dissertation and to provide their committee members with timely drafts of their dissertation. Students should be sure this committee is updated with any changes in the time following the preliminary exams both in their annual activity reports, and by use of committee change forms approved by DGS as necessary. Once near the final stages, a [Committee Recommendation Form](#) must be submitted to the Graduate College for formal approval of the committee.

### **Candidate vs ABD**

Upon successful completion of the Preliminary exam, the student will have acquired the status of "Doctoral Candidate." When the dissertation topic has been approved, all courses (96 credit hours of 64 from advanced standing), language and teaching requirements have been fulfilled, and there are no other outstanding requirements which need to be addressed other than writing and defending the dissertation, the informal designation of ABD (All but Dissertation) can also be used. Once achieving ABD status, a student will continue registering for thesis hours (ANTH 599) as they complete their research, analysis, and write the dissertation. The number of credit hours of registration each semester will vary depending on funding source, residency, and other factors (see earlier section on zero hours registration). While a maximum of 32 credit hours of 599 can be counted toward degree requirements, there is no limit on how many hours a student can take in their graduate career. Confirmation of ABD status is sometimes needed for funding applications. Consult DGS or program coordinator if you have questions on whether you can use this category in applications.



## **Human Subjects Review**

If the dissertation research uses people as subjects (including archival data), students must get approval from the Office for the Protection of Research Subjects (OPRS) regardless of where the research is conducted, whether or not it is funded, or has been approved elsewhere. Failure to get approval will lead to rejection of the project. Social Science research is often found to be “exempt” from an expedited or full review. However, this decision must be made by the Institutional Review Board or OPRS staff and not by the investigators. See the [OPRS web site](#) for details ([/protocolreview/](#)).

## **Dissertation Thesis**

The PhD dissertation represents the results of a major, original investigation. It must offer a significant contribution to knowledge, be adequately supported by data, and be written in a manner consistent with the highest standards of scholarship.

## **Prior to the Dissertation Defense**

Dissertations are major works which are only completed after multiple drafts have been written. The exact manner in which the drafts will be read and commented on, is determined by the Chair and the committee, after consultation with the graduate student. Some committees assign a primary and secondary reader to different chapters. In other cases the Chair may wish to read a complete draft of the dissertation before having it sent on to the other committee members, or the Chair and the other committee members may wish to read each chapter individually as they are produced by the student. Regardless of the exact system developed, the Chair and the student must ensure that all committee members receive drafts in a timely manner so that comments can be made and so that the student will be able to transform those comments into revisions.

## **Publications Prior to Dissertation Defense**

Candidates engaged in thesis research may find it desirable or expedient to publish, prior to the conferring of the degree, certain findings that later will be incorporated into the dissertation. In such cases, appropriate acknowledgement of the earlier publication should be included in the dissertation. The Graduate College encourages such publications, but the dissertation may not be published in its entirety before all degree requirements, including the defense of the dissertation, have been completed.

## **Approval of the Final Draft and Setting the Defense Date**

Prior to establishing a defense date, the committee must agree that the dissertation is defensible. This means that all committee members have read previous draft(s), made comments, and that the student has incorporated those comments into revisions. Committee members must have at least four weeks to read the final dissertation draft. A dissertation defense date cannot be established if more than one member of the committee does not agree to the defensibility of the dissertation. Formal approval of the dissertation draft for defense is marked by the completion of the [Thesis Approval Form](#).

Once near the final stages, a [Committee Recommendation Form](#) must be submitted to the Graduate College for formal approval of the committee. A candidate's name and title must appear exactly the same on this form and on the final submitted dissertation. The defense date on the Committee Recommendation Form can be approximate, but the form must be submitted a minimum of three weeks before the defense date.

The place and time of the defense is established by the Chair with consultation with the student and the committee. However, the department does not allow dissertation defenses to take place during the summer months, during winter break, or in conflict with major holidays. If any member of the committee is unable to attend the defense in person, they must participate in the defense through the use of teleconferencing or other similar technologies. The defense must be open to the academic community of the University and be publicly announced at least one week prior to its occurrence.

Please see the Program Coordinator six weeks at least prior to the anticipated defense date to ensure all of the above documents and below processes are in place. These final stages often take longer than anticipated.

### **iThenticate Review**

Prior to the defense, students must screen their dissertation using iThenticate to ensure it correctly cites and attributes all sources. Access to iThenticate will follow submission of the Committee Recommendation Form. See [iThenticate Review Procedures](#) for details about this process. The iThenticate Report Form should be presented to your chair and committee before the defense. If rewrites are required to the dissertation after the defense, the final version will need to be reviewed again using the iThenticate tool.

### **Thesis Formatting**

The student is responsible for carefully adhering to the formatting guidelines in the [Thesis Manual](#). It is strongly recommended that students begin using this style guide at the initial and draft stages of writing the dissertation. The department must verify that the dissertation meets formatting guidelines. This can be done before or after the defense, but must be completed and any identified issues resolved before the final submission. Allow for at least two weeks for the format review process within the department. Most students need some additional time to bring their manuscript into conformity with the formatting rules after it has been reviewed.

### **The Dissertation Defense**

The approval of the dissertation requires a formal defense hearing that is open to the academic community of the University. The dissertation defense is administered after the student has completed all other graduation requirements. Only registered students in good academic standing are permitted to defend their dissertations.

The examination typically begins with the candidate giving a 20 to 30 minute presentation, which summarizes the research including the research methodology and the major conclusions, as reported in the dissertation. Each committee member then will pose questions to the candidate on any and/or all aspects of the research and final report. This is typically followed by some opportunity for questions from the public audience. When the committee finishes its examination the candidate is asked to leave the room while the committee discusses the research and its results. The candidate may be asked to rejoin the committee for additional questions. The committee will then vote either “pass” or “fail.” A candidate cannot be passed if more than one vote of “fail” is reported.

A committee may recommend "pass - with specified conditions." If this does occur, the conditions and deadlines must be specified on the Examination Report Form along with the name



of a committee member who will monitor the fulfillment of any such conditions. This named person must then report to the Graduate College in a memo when conditions have been satisfied.

After the vote, the committee signs a copy of the Examination Report.

### **Post-Defense Obligations, Dissertation Submission and Final Deadlines**

Once your dissertation has been successfully defended and approved by your committee, and has received formatting approval from the department, it must be submitted electronically as a pdf through the [Electronic Thesis/Dissertation](#). This submission also requires an abstract (~350 words, separate from the summary included in the dissertation itself) and keywords for search purposes within the library dissertation database. Your chair will be required to review your submission, and verify that it is the approved version. You must also update the iThenticate Review Form if any changes have been made post-defense, as well as pay the [library publishing fee](#) and complete the [Survey of Earned Doctorates](#). The Graduate College will contact you when they do their check to be sure the dissertation meets all requirements.

Deadlines for graduation in a specific term can be found on the academic calendar, or the GC Dates and Events page. Typically, these deadlines are the first Friday in November for Fall, the Friday before Spring break for Spring, and mid-July for Summer. Candidates who successfully defend their dissertation and submit the final copy after that term's deadline will graduate in the next term. The candidate must be registered in the term that the defense takes place. If submission and graduation take place in later semesters, registration is not required.

### **Completion of Other Outstanding Degree Requirements**

The final step before graduation is completion by the department of the graduation checklist. This verifies that all requirements have been met. If a student has made it to the defense with other outstanding requirements (insufficient credit hours for example), graduation will not proceed until these requirements are resolved.

### **Commencement**

The yearly commencement exercise takes place each December and May. Attendance at commencement is voluntary. However, because doctoral candidates are individually recognized and traditionally hooded by their committee Chair, some coordination is needed in this final event. See [Graduation Information](#) for more details related to graduation and commencement.

### **Maximum time limit to complete the PhD**

The maximum time limit allowed by the Graduate College for the PhD is 9 years from a student's admission with a baccalaureate degree and 7 years from admission with a master's degree. A separate rule requires preliminary exams be completed within five years of PhD completion. These time limits can be extended for additional time with department and Graduate College approval. Petitions to apply for extension for time to degree and the five year prelim rule are found with other [Grad College forms](#).

When in extension your ability to access funding in the form of TAs is decreased. Students will need to submit a report demonstrating their dissertation progress in the semester before the TAs.

## **Other Resources/References**

[UIC Graduate College Student Handbook \(2019-2020\)](#)

[UIC graduate study catalog entry](#)

[Graduate College student resources](#)

Office of Access and Equity- [policies, statements, and guidelines](#)

Office of Dean of Students- [community standards](#)

## **Field Museum**

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One of the world's premiere natural history museums, The Field Museum's charter of 1893 dedicates its mission to the accumulation and dissemination of knowledge and objects illustrating Art, Archaeology, Science, and History. The Department of Anthropology was central to its founding and grew out of the collections and anthropological staff from the World's Columbian Exposition. Today, Anthropology is housed in the museum's Collections and Research Centers, and its faculty steward collections and conduct research on the rise of urbanism, as well as economic, environmental, and political anthropology, global heritage, and social resilience.

Field Museum curators chair and serve on dissertation committees at UIC as members of the graduate faculty and may teach courses and archaeological field schools. There are research opportunities for graduate students at The Field Museum with respect to collections and fieldwork with curators.

### **Museum residency**

Students wishing to pursue research at the museum are eligible to request resident graduate student status. This entitles them to an affiliate ID badge that provides access to both the public spaces and scientific areas. Students must engage a sponsor at the museum for this access. Usually an Anthropology curator will fulfill this role. Curatorial responsibilities are organized geographically and students should feel free to contact the curator for their research region. Students may also reach out to curatorial lab directors for affiliation in areas of methodological interests (i.e. Elemental Analysis Facility for work in archaeological science).

Graduate students are eligible for museum funding opportunities including museum fellowships, Charles Benton Graduate Research Assistantships, Anthropology Alliance Curatorial and Field internships; Boone East Asian and Regenstein Pacific Anthropology internships; Mullins-Martin Native American Internship. Internships are advertised on the Museum's careers website in January and February annually at [www.fieldmuseum.org/about/careers](http://www.fieldmuseum.org/about/careers)  
[www.fieldmuseum.org/about/careers/research-scholarships-and-grants](http://www.fieldmuseum.org/about/careers/research-scholarships-and-grants)

Collections: Over 1 million objects with a worldwide provenience in the holdings. Strengths include: 1) archaeology: North, Middle and South America, Egypt, Mesopotamia, China, Europe, North and East Africa; 2) ethnography: North, Middle and South America, Polynesia, Melanesia, Philippines, Indonesia, China, Tibet, Africa. Supporting material: field and specimen photographs in 400 albums by culture area and group; field notes and other archival material related to collections. Collections database at

<https://collections-anthropology.fieldmuseum.org>

Research Facilities/Resources: Work space in the study collections, Records room with paper and digital catalogs, Elemental Analysis Facility (laboratories for compositional analysis: ICPMS and XRF), Regenstein Pacific Conservation Lab, Scanning Electron Microscopy Lab, Pritzker DNA Lab, Boone East Asian Research Lab, Research Labs for N. America, Mesoamerica, S. America, Pacific, Eurasia, and Laboratory for Imaging and Illustration.  
<https://www.fieldmuseum.org/science/labs>

The museum sponsors an annual archaeological field school in Southern Peru, the Contisuyo Archaeological Field School. Normally taken by undergraduates, graduate students are eligible to enroll and those with field experience may be invited to serve as junior instructors.