



# The University of Memphis Department of Anthropology Graduate Student Handbook

**Eighth Edition  
September 2008**

**A Tennessee Board of Regents Institution  
An Equal Opportunity/Affirmative Action University**

# **The Anthropology Graduate Student Handbook**

## **Department of Anthropology**

**Graduate Program Founded in 1977**

**The University of Memphis  
Manning Hall**

**Eighth Edition  
September 2008**

**A Tennessee Board of Regents Institution  
An Equal Opportunity/Affirmative Action University**

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## Forward

Welcome to the graduate program in anthropology at The University of Memphis. The Anthropology Department graduate program was established in 1977. It has received national recognition as one of the premier graduate programs in applied anthropology.

This handbook is a guide for graduate students in the Master's degree program in the Department of Anthropology at The University of Memphis. It is intended to introduce students to the graduate program course requirements for the Master of Arts degree, University and Department policies, procedural deadlines, and professional papers.

This volume introduces you to the Department's mission, its faculty, resources and facilities, and its various programs leading toward the Master's degree. You will be amply rewarded by a close reading of this handbook. Among other things, this handbook is intended to help you understand and meet the requirements of the Graduate School and this Department. Please acquaint yourself with these key requirements.

Nearly every requirement is matched with a specific form you must complete, in cooperation with your advisor. The handbook also provides guidelines for the production of practicum reports, and serves as a supplementary style guide for the preparation of theses. You will find references to commonly used manuscript guides and the style for manuscript preparation adopted by the Department.

This handbook is intended to provide key information, but it is not an adequate substitute for the faculty advisor; all graduate students should work closely with their faculty advisors and degree committees to ensure that their course of study is of the highest possible quality. For further information on policies and procedures, students should also consult the University's *Graduate Catalog Thesis/Dissertation Preparation Guide*.

We trust that your experience in the Anthropology Department at The University of Memphis will be intellectually rewarding. The offices of the Chair and the Graduate Coordinator will make every effort to ensure your success in our program.

# **THE ANTHROPOLOGY GRADUATE STUDENT HANDBOOK**

## **The University of Memphis, Department of Anthropology**

### **I. GRADUATE PROGRAM IN ANTHROPOLOGY**

#### **A. Introduction to the Program**

The Department offers a graduate program leading to a Master's degree; however, the focus is on fulfilling student needs, not merely producing degrees. It is designed to provide a solid education and an opportunity to develop competency in selected areas of specialization. The program features two major areas of concentration: medical anthropology and urban anthropology. Students may also pursue a dual specialization in both medical and urban anthropology. In addition, the department is a partner in an interdisciplinary graduate certificate in museum studies. Graduates of our Master's program find work in the public and private sectors, with agencies working in community health and development.

#### **B. Advising and Mentoring**

Advising is essential to effective and high-quality degree work. The graduate program stresses intensive mentoring by faculty; students should consult advisors frequently. Upon admission, new graduate students are assigned an interim faculty advisor, who will assist them in initial course planning. Interim advisors are selected by the Graduate Committee, based on academic compatibilities identified from the student's application.

Graduate students should establish a permanent faculty advisor during their first year of study. In a majority of cases, students choose to retain their interim advisor, but changes are permissible; the goal is to ensure that students establish a rapport and a productive working relationship with at least one faculty member. Different faculty may be asked to assume separate roles as a student's major advisor and as their practicum supervisor. Students may secure a practicum assignment with one faculty member and ask another to chair their advising committee. Students must formally request their advisor's consent to serve as major advisor.

Graduate students should assemble an advising committee by no later than their third semester. This committee assists in the final planning of coursework, the practicum and comprehensive exams and consists of at least three individuals: a faculty member who serves as committee chair and two other faculty members. All committee members (other than the committee chair) need not be anthropology faculty; students may elect to include faculty from related fields (e.g., Public Health, Non-Profits, Social Work). However, it is required to form a committee with at least two anthropology faculty members, since they are better prepared to evaluate comprehensive exams and practicum results. Under special circumstances, non-faculty may be added as an

external member of an advising committee (e.g., health or government administrators who supervise the practicum). Such appointments should be made in consultation with the committee chair. All students must formally request a faculty member's consent to serve on their advising committee.

## **II. GRADUATE PROGRAM SPECIALIZATIONS**

Degree candidates must meet Graduate School requirements (see *XIII Procedures and Criteria for Graduation*). Candidates in anthropology must also demonstrate proficiency in core knowledge within the discipline. However, the program is flexible, particularly with respect to training towards the specialization. Students are urged to consult their faculty advisor to plan a course of study that will satisfy their intellectual interests and long-term professional goals.

In all, students must complete at least 36 credit hours of coursework, including a practicum. At least 26 hours must be taken at the 7000 level; 6 hours of practicum are applied to this total. No more than 9 hours of independent study may apply to degree hours (6 hours max. anthropology plus 3 hours collateral). Students are required to pass written and oral comprehensive exams.

Once accepted into the program, a student is expected to enroll every semester (excluding summer sessions) and make satisfactory progress toward the degree. A student who does not enroll for one semester must apply for readmission (see the most current Graduate Bulletin). Students that are engaged in a culminating project must enroll on a continuous basis (fall and spring) until the project is complete.

Specific requirements for the specializations offered follows:

### **A. Requirements for the Concentration in Medical Anthropology**

(Min. of 36 hours)

1. Completion of 4 required core anthropology courses:  
ANTH 7075 Methods in Anthropology (4 hours)  
ANTH 7076 Techniques in Anthropological Data Analysis (4 hours)  
ANTH 7200 Seminar in Cultural Anthropology (3 hours)  
ANTH 7255 Applied Anthropology and Development (3 hours)
2. Completion of 2 required courses for a concentration in medical anthropology:  
ANTH 6511 Medical Anthropology (3 hours)  
ANTH 7511 Anthropology of Health Care (3 hours)
3. Completion of at least 10 hours in electives and/or collateral courses.
4. Completion of 6 hours in the practicum (ANTH 7985)

## **B. Requirements for the Concentration in Urban Anthropology**

(Min. of 36 hours)

1. Completion of the 4 required core anthropology courses (see Requirements for the Concentration in Medical Anthropology core).
2. Completion of 2 required courses for the concentration in urban anthropology:  
ANTH 6411 Urban Anthropology (3 hours)  
ANTH 7411 Urban Anthropology in the Mid-South (3 hours)
3. Completion of at least 10 hours in electives and/or collateral courses.
4. Completion of 6 hours in the practicum.

## **C. Requirements for a Dual Concentration**

(Min. of 36 hours)

Students may also complete a dual concentration in both Medical and Urban Anthropology by taking required courses for both specializations. Students should design their program in consultation with their faculty advisor and committee. Key requirements are:

1. Completion of the 4 required core anthropology courses (see Requirements for the Concentration in Medical Anthropology core).
2. Completion of four required concentration courses: ANTH 6511 and 7511 (medical), ANTH 6411 and 7411 (urban).
3. Completion of at least 4 hours in elective and/or collateral courses.
4. Completion of 6 hours in the practicum.

## **D. Interdisciplinary Graduate Certificate in Museum Studies**

(Min. of 18 hours)

This Graduate Certificate in Museum Studies prepares students who are currently enrolled in a graduate program to enter the museum profession. Training prepares students for entry-level positions in museum administration, education, collection management, registration, exhibition development, curation, and public programs. The program, administered jointly by the Department of Anthropology and the Department of Art, involves faculty from different colleges and encompasses electives from a variety of departments. Requirements for the certificate are:

1. Completion of 2 required core courses:  
ANTH 7661 Museum Practices (3 hours)  
ANTH 7662 Museums and Communities (3 hours)

2. Completion of at least 6 hours in electives; at least 3 hours must be taken from outside of Anthropology. See the on-line *Academic Regulations* in the *Graduate Catalog* for approved electives.
3. Completion of at least 6 hours in ANTH 7669 Museum Internship.

### **III. ANTHROPOLOGY GRADUATE CURRICULUM**

#### **A. Course Prerequisites**

Each new graduate student must present evidence of competence in undergraduate courses that qualify him/her for graduate study in anthropology. Normally, the student should have satisfactorily completed undergraduate courses in cultural and physical anthropology, archaeology, methods, and theory. If not, the student may be required to take or to audit undergraduate courses in areas of deficiency.

The Department requires that all graduate students be, or become, computer literate. In particular, students must be competent in the use of email, word processing (e.g., Word), and basic spreadsheet applications (e.g., Excel). Students may be required to master additional applications for specific courses (e.g., GIS, NUDIST/N-VIVO).

All graduate students must have a satisfactory background in quantitative data analysis (i.e., college algebra and undergraduate statistics courses) before enrolling in Techniques of Anthropological Data Analysis (ANTH 7076). Individual courses may specify additional prerequisites for registering; graduate students should consult print and online versions of the University's *Graduate Catalog* for current information on specific course restrictions and should plan their course of study in close collaboration with their faculty advisor and advising committee.

#### **B. Anthropology Course Offerings**

A copy of the anthropology graduate curriculum is reproduced in *Appendix I* of this handbook; however, the Department regularly modifies and expands its curriculum to ensure that the program provides training in the fundamentals and in application-based anthropology. Students should consult print/online versions of the University's *Graduate Catalog* for up-to-date information on courses, course descriptions, credit hours, and prerequisites.

Students should also check the University's *Schedule of Classes*, published every semester, to identify new course offerings and unique Special Topics courses that are occasionally organized by the faculty. A wide range of courses offered at the 6000 level is open to both undergraduate and graduate students. Such courses are co-listed at the 4000 level when they are open to undergraduates. Courses at the 7000 or 8000 level are open only to graduate students.

The Department also features several independent study courses in a one-on-one tutorial structure with a faculty supervisor to permit graduate students' undertaking intensive reading, research, and/or writing on a topic not ordinarily featured in the curriculum. Students interested in taking an independent study course are required to secure the permission of a faculty supervisor, who will prepare a contract for the course of study. Graduate students may apply no more than 9 credit hours of independent study toward their required degree hours: 6 in anthropology, and 3 hours in another discipline.

### **C. Course Scheduling**

Normally, core and required specialty courses are offered on a consistent rotation, giving students at least one opportunity to register for any given course during a typical two-year full-time graduate career. A sample course schedule is included in *Appendix II*; however, scheduling is subject to change, and some courses may be offered on a one-time-only basis. Also, in order to sustain both the undergraduate and graduate programs, and to provide breadth of instruction, many courses cannot be offered every semester, or even every year, though, most courses are taught once every three to four semesters. Consequently, graduate students should register for key courses as soon as they are offered and should not anticipate that a required or desirable course will be offered again during their term of study.

Coursework should be planned in close collaboration with a faculty advisor. Graduate seminars are rarely offered in the summer; however, practica and select courses (e.g., independent studies) are commonly conducted then. Students are encouraged to contact the Anthropology Graduate Coordinator with any questions or concerns about course scheduling.

### **D. Registering for Courses**

Automated course registration can be completed over the telephone or online. Registration procedures and fee payment options are available online on the University's website. A few points should be kept in mind:

1. Graduate students must be admitted to the University in order to register for classes.
2. Returning graduate students who were not enrolled the prior semester must submit a Readmission Application to Graduate Admissions (Administration Building, 216). This process may be completed by telephone at (901) 678-2911.
3. Graduate students in the program should contact their faculty advisor for advising information and registration clearance.
4. Graduate Assistants and Teaching Assistants must pick up their fee waiver forms from the department prior registering. You must bring proper identification. Assistantship contracts should be completed one month before the start of classes.

## IV. ANTHROPOLOGY FACULTY

### A. Full-Time Graduate Faculty

**Linda A. Bennett** (Ph.D. American University 1976; Professor and Associate Dean, College of Arts and Sciences) Alcoholism, applied clinical research, family rituals, ethnic identity, Europe, United States, former Yugoslavia (lbennett@memphis.edu; 678-3371).

**Keri Brondo** (Ph.D. Michigan State University, 2006; Assistant Professor) Applied anthropology, work organizations, anthropology of development, tourism, NGOs, identity politics, gender and social justice, Central America, United States (kbrondo@memphis.edu; 678-3289).

**Robert Connolly** (Ph.D. University of Illinois at Urbana Champaign, 1996; Associate Professor and Director, Chucalissa Museum) Museum studies, historic and prehistoric Southeastern United States Native American cultures (rcnolly@memphis.edu; 678-3331 or 785-3160).

**Ruthbeth D. Finerman** (Ph.D. UCLA 1985; Professor and Department Chair) Medical anthropology, international health services delivery, family health, maternal-child health, health disparities, mental health; South America, Latin American immigrant populations (finerman@memphis.edu; 678-3334).

**Kathryn Hicks** (Ph.D. Northwestern 2008; Assistant Professor) Biological Anthropology, stress and immune function, environmental health, United States, Bolivia, (kahicks2@memphis.edu; 678-5472).

**Stanley E. Hyland** (Ph.D. University of Illinois- Urbana 1977; Associate Professor and Head, School of Urban Affairs and Public Policy- SUAPP) Urban anthropology, applied anthropology, community development and poverty, research design and evaluation, voluntary associations, North America (shyland@memphis.edu; 678-1445).

**Katherine Lambert-Pennington** (Ph.D. Duke University, 2005; Assistant Professor) Indigenous culture and culture change, postcolonialism, race, racism and social inequality, identity and community, governmentality and nationalism, Australia and United States (almbtrpn@memphis.edu; 678-3328).

**Satish Kedia** (Ph.D. University of Kentucky 1997; Associate Professor and Director, Institute for Substance Abuse Treatment Evaluation- I-SATE) Applied and medical anthropology, resettlement, alcohol and drug abuse, HIV/AIDS, social aging, impact assessment, evaluation; India, United States (skkedia@memphis.edu; 678-1433).

**Charles Williams Jr.** (Ph.D. University of Illinois- Urbana 1981; Associate Professor, Graduate Coordinator and Director, Alcohol and Drug Prevention Research Center- ADPRC) Migration, diasporas, globalization; alcoholism and drug abuse prevention, HIV/STD, community health and evaluation; religion; Oceania (cwilliam@memphis.edu; 678-0847).

## **B. Part-Time Graduate Faculty**

**Ross D. Sackett** (Ph.D. UCLA 1996) Quantitative analysis, ecological anthropology, evolutionary anthropology ([rsackett@memphis.edu](mailto:rsackett@memphis.edu)).

## **C. Professors Emeriti**

**Thomas Collins** (Ph.D. Colorado 1971) Economic anthropology ([tcollinz@aol.com](mailto:tcollinz@aol.com)).

**Charles H. McNutt** (Ph.D. Michigan 1960) Archaeology ([chmcnutt@bellsouth.net](mailto:chmcnutt@bellsouth.net)).

## **V. RESEARCH PROGRAMS**

The Department of Anthropology is recognized for the strength of its faculty and their scholarly interests. Research activities reflect the common interests and diverse intellectual inquiries of the faculty, several of whom conduct research that crosses area specializations.

### **A. Medical Anthropology**

Research work in medical anthropology is directed primarily by Dr. Linda Bennett, Dr. Ruthbeth Finerman, Dr. Kathryn Hicks, Dr. Satish Kedia, and Dr. Charles Williams, and includes:

- Community health and development (health disparities; maternal-child health; stress and health behavior; culturally competent care; immigrant health; impact assessment; program evaluation)
- Alcohol and drug studies (alcohol and culture; substance use, treatment)
- International health (Africa; Eastern and Central Europe; India; South America; United States; Resettlement of Latino immigrants in the Mid-South).

### **B. Urban Anthropology**

Research in urban anthropology is supervised by Dr. Keri Brondo, Dr. Stanley Hyland, Dr. Katherine Lambert-Pennington, and Dr. Charles Williams, and includes:

- Community development (neighborhood development; poverty; housing; education; public safety; African diaspora)
- Economic development (consumerism; gender and poverty; tourism)
- International development (Africa; Australia; Latin America)

### **C. Museum Studies**

Museum studies within the Department of Anthropology are supervised by Dr. Robert Connolly and Dr. Linda Bennett, and includes:

- Ethnology and material culture
- Museums, education, and public programs
- Artifact preservation and exhibition development

## VI. RESOURCES FOR GRADUATE STUDENTS

### A. Graduate Financial Aid

Numerous options for financial support are available to graduate students; however, the nature of these awards and loans, selection criteria, application forms, application deadlines, regulations, applicable tax codes, and a host of other features change constantly. The University Financial Aid Office is equipped to provide the most current information on funding options. They maintain a detailed Internet page on the University's website, produce a monthly newsletter on new financial aid sources, and directly counsel individual students seeking information on support.

The Financial Aid Office is open during normal University business hours: 109 Wilder Tower. Phone: (901) 678-4825; <http://www.enrollment.memphis.edu/FinancialAid/>

### B. Graduate Assistantships in Anthropology

Graduate Assistantships (GAs) and Teaching Assistantships (TAs) are granted to a limited pool of applicants. Stipends are competitive and are bestowed upon qualified applicants based upon GRE scores, letters of support, the student's letter of application and progress toward the degree. An assistantship waives tuition for each semester in addition to the stipend.

In order for a student to have tuition waived, he/she must be enrolled and must have signed the GA contract by the first day of classes. The faculty evaluates the student's performance each semester, and award renewal is contingent upon a satisfactory review. Students must maintain a 3.0 GPA and must be enrolled for at least 12 credit hours to qualify for assistantships.

Graduate Coordinator approval is required to take any credit hours at less than the 6000 level; such approval may be granted in special circumstances (e.g., graduate students needing undergraduate statistics to take ANTH 7076 or students needing undergraduate language courses to prepare for field research). The Anthropology Department offers elective courses such as ANTH 7004 Teaching Skills for Graduate Assistants and ANTH 7003 Reading for Comprehensives, which aid GAs and TAs with their credit hour burden. Credit hours accumulated in these courses cannot apply towards the MA.

Teaching Assistantships are given only to graduate students who have completed at least 18 hours of coursework, have audited the course they wish to teach, and have attended the University's Center for Academic Excellence TA Workshop (see the following *Guidelines for Graduate Teaching Assistants*). All GAs must turn in monthly time sheets. Full-time GAs must work for the Department 20 hours a week; half-time GAs must work 10 hours a week. Duties may include assisting in research, assisting faculty with courses, and collaborating with Department staff in computer work, cartography, photography, GIS, the main office and labs. Working more than 20 hours a week is restricted and requires approval.

### **C. Guidelines for Graduate Teaching Assistants**

A chief mission of the Department of Anthropology is to teach undergraduate students. If you are assigned to teach a class, the Department is entrusting its reputation on your performance. You are expected to conduct your classes in a professional manner, which will serve to command the respect of your students.

Graduate Teaching Assistants in Anthropology must have audited or taken the course they plan to teach, to be familiarized with course content and philosophy and to compile a set of current lecture notes, handouts and exams. Contact the Undergraduate or Graduate Coordinator for any questions concerning the class you will teach.

As with all Graduate Assistants, TAs must fill out a contract with the Department before registering and receiving a fee waiver for course registration. Bring proper identification (e.g., your University ID) with you to complete the contract; the Department will advise you when waivers are ready. For details, contact the Assistant to the Chair at (901) 678-3329.

All graduate students who plan to apply for a Teaching Assistantship should secure and review the Department's *Guidelines for Part-Time Instructors and Graduate Teaching Assistants in Anthropology* at the earliest possible opportunity. The can also be accessed online at <http://anthropology.memphis.edu/graduateprogram.html> (scroll down the page and click on "Teaching Guidelines"). This handbook, which was developed and updated in collaboration with Department instructors, offers extremely helpful recommendations for organizing and conducting classes, and enumerate University legal policies and expected instructional practices specific to the Anthropology Department. A copy of this manual can be obtained from the Anthropology Graduate Coordinator.

The Department Chair will also distribute information on teaching policies and procedures to all TAs at the start of each new term.

### **D. Participation in Professional Organizations and Conferences**

All graduate students are urged to join key professional associations and to participate in professional conferences. Association member benefits include access to their newsletters and leading journals; contact with other students, professionals and institutions; and opportunities to attend conferences.

Many organizations offer special student member services. Most offer discounted rates for student membership and conference registration, and feature awards for student research papers and poster presentations. Students in medical anthropology should join the American Anthropological Association's Society for Medical Anthropology, and those in urban anthropology should join the Society for Urban Anthropology. All graduate students are strongly urged to join the Society for Applied Anthropology.

## **E. Funding for Travel to Professional Conferences**

Graduate students participating in professional meetings are eligible for travel support from the Department and/or the Graduate Student Association (GSA). Funds are quite limited. The Department's Advances in Anthropology Fund provides small travel grants to students who are giving papers or otherwise participating in a conference.

Students should apply for travel funding, even if they do not yet have a letter of acceptance in a program. Copies of the Department application form are available in the Department office. Contact the GSA at 678-4081 for details on their travel funds.

When traveling on grant funds, certain policies are mandated, and essential for travel cost reimbursements. Key regulations include:

1. All University travel must be approved in advance. The "Request for Travel Authorization" form is accessed online through Business and Finance. University cash advances for travel are not permitted.
2. Arrangements for transportation and lodging on State funds must be made through the University's travel office. Reimbursement will not be authorized for transportation and lodging that you arrange on your own.
3. Receipts and detailed travel records are required for reimbursement. A Travel Expense Claim Form and all original receipts should be submitted immediately upon return from your trip. Copies of this form and current travel reimbursement rates are posted online.
4. Students should notify all course instructors of plans to travel during an academic term, obtain permission in advance, and make up for coursework missed. TAs must also get qualified instructors to handle their classes.

While conference travel is an approved scholarly activity, nonessential travel during the academic term is unprofessional and strongly discouraged.

## **F. Anthropology Student Club**

Department graduates and undergraduates have established an Anthropology Student Association to exchange information and discuss common interests in a supportive environment. In past years, the student club has organized anthropology film screenings, reading groups, guest speakers, and diverse social events. It has also played an active role in Departmental activities, including the "Advances in Anthropology Speakers Series". A faculty member serves in an advisory capacity to assist the club with the preparation of special events. Contact the Department Chair or Graduate Coordinator for further information.

## **G. Participation in Public Lectures and Colloquia**

The Advances in Anthropology Speakers Series and the Department of Anthropology Colloquium feature scholarly public presentations during the academic year. Most presentations are followed by public receptions, while many also include special luncheons restricted to anthropology students to offer them the opportunity to talk with guest speakers in a more personal and informal setting.

Advanced Master's degree candidates are periodically invited to make scholarly presentations to highlight research and practica. Graduate students are actively encouraged to participate in the planning of the Speakers Series and are required to attend all these special events, which are unique opportunities for scholarly exchange and debate that form an integral part of Department research and instruction.

## **H. Special University Workshops and Instructional Services**

The University of Memphis sponsors free workshops and training sessions throughout the academic year to aid in skill development. The Graduate School and Graduate Student Association host an Orientation for New Graduate Students at the start of each academic year (see The University website). Other campus resources, such as the Center for Student Development housed in Wilder Tower (678-2067) and the affiliated Educational Support Programs in Dunn Hall room 143 (678-2704), assist with writing, teaching, and grant preparation skills, and provide additional instructional services for graduate students (e.g., language testing and skill training for international TAs).

The Learning Lab of the Advanced Learning Center in the FedEx Institute of Technology organizes computer-related training and workshops on computer applications, including email and Internet use, creating a web page, GIS training, and software packages like SPSS and Microsoft Office (Excel, Word, PowerPoint). Computer skills workshops are usually repeated throughout the academic year, but other types of training tend to be offered once per semester or as online tutorials. All workshop schedules are subject to change each semester, and some require advance registration. For a complete listing of programs and services, visit the ALC website.

# **VII. POLICIES ON THE USE OF DEPARTMENT RESOURCES**

## **A. Main Office**

The Department office (Manning Hall, room 316) is a business office; please restrict your visits to business matters only (e.g., picking up mail or forms, reserving or using approved equipment). Please treat our staff with courtesy and respect. Be aware that the Department staff carry a full workload of official duties, should not be distracted from their work, and should never be asked to provide secretarial services (e.g., typing, printing, copying, collation, faxing, handling telephone calls) for graduate students. The office is open during regular business hours, 8:00 a.m. to 4:30 p.m. You can reach the main office at (901) 678-2080.

## **B. Research Lab**

The Department maintains a qualitative research lab in Manning Hall, room 322. The lab includes space for workshops, focus groups, and interviews, and computers with software for digital voice and video editing, GIS, word processing, and data entry and analysis. Lab access hours are posted at the start of each term.

## **C. Computer Lab**

The Department shares a computer lab in MN 407. The lab is furnished with computers (MS-DOS), all networked to a central printer and equipped with Internet, email, word processing, spreadsheet software, GIS and other applications. Students must supply their own diskettes/flash drives and printer paper and must secure a Tigerlan account in order to use the lab. The lab is open most weekdays during normal operating hours, but is occasionally reserved for class instruction.

## **D. Office Space**

Teaching Assistants (TAs) are assigned a shared office in Manning Hall, which is furnished with desks, chairs, a bookcase, a desktop computer, and a telephone. Please respect others who share this space by keeping spaces tidy and professional in appearance, and be as quiet as possible when other TAs are studying or meeting with students. All TAs are required to post their office hours outside of their door. All personal property must be removed from desks and offices at the end of each semester. Room assignments are revised at the beginning of each semester and materials left behind in a TA office will be discarded. The Department accepts no liability for personal property that is brought to campus or stored in TA offices.

## **E. Keys**

Each TA is issued a key to his/her assigned office; this key is your responsibility. Keys to the building and to individual labs and offices are provided on an extremely limited basis and require permission of the Chair. If you need building access during weekends and/or evenings, contact Campus Security. TAs must surrender any Department keys in their possession when their assistantship expires. Security is critical; unoccupied labs and offices must never be left open or unlocked. Unauthorized individuals may not enter the building after business hours. Notify the Chair immediately if you lose a key.

## **F. Student Identification**

All students, faculty, and staff must obtain a University Identification Card in order to use campus services (e.g., check out library books or to set up a University email account). You can obtain a University ID Card at Wilder Tower during normal business hours; bring official photo identification (e.g., driver's license, passport). The process is extremely simple and usually takes minutes to complete.

## **G. Mail**

Mail is delivered to the Department each weekday. Graduate students share mail boxes in the main office. Deposit outgoing stamped mail in the office's outgoing mail tray. Use of Department stationary or University bulk stamping is strictly prohibited.

## **H. Telephone**

Phones are available for graduate students assigned to offices and can be used for local and on-campus calls. Please do not ask office staff for use of their phones or have them take messages for you. Long distance telephone use is strictly regulated and requires assignment of a personal access code. Contact the Department Chair for details.

## **I. Email/Internet**

All University students are eligible for free email and Internet service by visiting Information Systems Network Services (Administration Building, room 112) to obtain a Tigerlan account; bring your University ID Card. The Department of Anthropology requires graduate students be, or become, computer literate.

## **J. Facsimiles**

The Department FAX machine in the main office, (901) 678-2069, is accessible during normal business hours. Students and staff may receive a FAX. Students are permitted to send a campus or local FAX. Long-distance transmissions require approval of the Department Chair and the assignment of a personal access code.

## **K. Photocopying**

There is a Department copier in the main office; however, only authorized use of it is allowed and it requires a personal access code. Student use is authorized for:

1. TAs preparing materials directly related to teaching a course.
2. Graduate Assistants doing authorized copying for a faculty member.
3. A graduate student with a code number assigned to his/her own grant.
4. Special one-time-only requests approved by the Department Chair.

No personal use of the copier is permitted. All personnel use the same copier. Authorized students with large copying tasks should yield use to other authorized persons (principally, staff, and faculty) with smaller or more urgent copying needs. Notify the office staff of equipment problems immediately. Copying and collating is each TA's responsibility. Students must obey University and Federal laws regarding the duplication of copyrighted materials.

All university students are given an allowance for printing from computers; details are available at McWherter Library.

## **L. Office Supplies**

The Department does not provide office supplies (e.g. paper, pens, envelopes, computer disks, and sealing tape). The supply cabinet is strictly off limits to all students. Teaching Assistants may request limited supplies from the office staff.

## **M. Audiovisual Equipment**

All graduate students may use the Department's audiovisual equipment, including educarts, slide and overhead projectors, video cassette recorders, and film projectors. The Department also has a collection of anthropological videotapes and films for use by TAs. Reserve items in advance; see the department secretary. Treat equipment with care (e.g., after turning off the slide projector light, continue to run the fan). All equipment must be returned immediately after use. No equipment can be left in a classroom at the end of the day. Under no circumstances can audiovisual equipment be removed from the building. Notify the secretary immediately if repairs are needed.

## **N. Research Equipment**

A variety of field and research equipment (e.g., laptop computers, digital cameras, videotape cameras, tape recorders, transcription machines, scanners) is housed in the Department. A list of these resources is on file in the main office. Graduate students may use all research equipment, however permission to use such equipment must be arranged in advance. Individuals are required to pay for the repair/replacement of lost or damaged Departmental equipment.

# **VIII. STANDARDS FOR GRADUATE STUDENT CONDUCT**

The Department of Anthropology has long enjoyed a reputation of scholarly and instructional excellence. These guidelines are designed to assist you in achieving the excellence we expect of budding professionals in our discipline. For complete details on campus-wide policies, including legal policies on academic conduct, see the University of Memphis *Student Handbook*.

## **A. General Comportment**

Graduate students represent the Department and should be professional at all times in appearance, demeanor, correspondence, and public presentation. Professionals in anthropology cultivate such qualities as responsibility, thoroughness, precision, and honesty. Accordingly, we strongly discourage tardiness, incomplete grades in courses, sloppy work and work habits, and disorganized research and oral presentations. Students are also required to adhere to University policy on academic conduct. See the *Student Handbook* for details on University legal codes and the policy of academic integrity. For the complete *Code of Student Rights and Responsibilities* visit: <http://saweb.memphis.edu/judicialaffairs/pdf/csrr.pdf>.

Note that the University of Memphis does not grant incomplete course grades or late withdrawal from courses except in exceptional circumstances (e.g., employment relocation). Moreover, full documentation is required to be considered for such requests. Graduate students must re-register for any course for which they receive a grade of “IP” (In Progress).

## **B. Research Ethics**

All members of the Department of Anthropology must adhere to University and anthropological ethics guidelines. As representatives of the University of Memphis, all students planning research involving the use of human subjects must obtain clearance and permission from the Internal Review Board before any data collection can begin. For complete details, visit <http://irb.memphis.edu/>.

## **C. Biannual Review of Anthropology Graduate Students**

Each semester, the Anthropology Graduate Committee conducts a review of all of its graduate students, including “active” (registered) and “inactive” (unregistered) students. A number of criteria are evaluated, including the student’s course grades, credit hours completed, regularly scheduled consultations with their faculty advisor, and progress toward the degree. A graduate student’s primary faculty advisor oversees this review, collecting information required to support the student’s retention. Graduate students who fail this review and who cannot provide the Committee with satisfactory evidence of their progress are subject to dismissal from the graduate program.

## **D. Grievance Policies and Procedures**

While cases of interpersonal conflict and academic misconduct are extremely uncommon in the Department and across the University, students have several resources to resolve disputes. The following protocol is approved to manage problems, should they arise within the Department of Anthropology. Be aware, though, that confidentiality cannot be guaranteed on all matters: all University of Memphis personnel are required by law to report accusations of sexual harassment to the campus Office of the Legal Counsel.

1. **Instructor.** Graduate students with course-related concerns should first discuss the matter with their classroom instructor. Most problems can be easily and quickly addressed by advising the teacher about an issue.
2. **Faculty Advisor.** Graduate students should take any grievance to their advisor. The primary advisor is in the best position to offer guidance and support. They can also work with the Department to resolve problems and can contact the appropriate University personnel to resolve disputes.

3. **Graduate Coordinator.** Should an advisor be unable or unwilling to resolve a grievance, graduate students should see the Anthropology Graduate Coordinator. The Coordinator can take complaints to the Graduate Committee for Departmental deliberation and action.
4. **Department Chair.** If the faculty advisor and Graduate Coordinator cannot satisfactorily resolve a grievance, students should meet with the Department Chair. The Chair is directly authorized to act on behalf of both the Department and the University Administration.
5. **Graduate Dean.** In the rare event that no Department personnel can resolve a grievance, graduate students may meet with the Graduate School Dean (Administration Building, room 308, 678-2590. The Dean can take administrative action to resolve issues, if warranted. However, students should first exhaust the above options prior to seeking administrative action; otherwise, the Dean will very likely refer students back to their Department.
6. **Student Judicial Affairs Office.** While this office represents University interests in cases of litigation, they can offer information on legal action for a grievance that cannot be satisfactorily settled through standard University action.

## **IX. COMPREHENSIVE WRITTEN AND ORAL EXAMS**

### **A. General Information**

A comprehensive examination is required of all candidates for the Master of Arts in Anthropology. The exams may be taken by students in good standing (minimum GPA 3.0) after completing all required core and track courses or in the term when the last required courses are taken. Comprehensives may be taken before, during, or after completion of the practicum. The exam consists of three portions: general (core) writtens, concentration (track specific) writtens, and orals. Each written exam normally contains four questions. Candidates are expected to demonstrate excellence in performance throughout all portions of the exam.

Each candidate must finalize his/her final committee by the beginning of the semester in which comprehensives are taken. The committee consists of at least three individuals, including a chair. Candidates should select a committee in consultation with their chair, and must directly request each member's participation and obtain their written consent to serve. Committee members should have Graduate Faculty status or its equivalent (e.g., comparable professional experience). MA candidates must inform the advising committee chair of his/her intention to take comprehensives at the start of the semester. The committee chair will compile the written exam, in consultation with the candidate. Normally, exam topics emerge from the candidate's core and tracks.

Comprehensives are held twice during each academic year: once in the fall and once in the spring. The Department faculty sets exam schedules at the beginning of each semester. Written examinations are held over a two-day period. The oral examination takes place on the third day.

## **B. Written Examinations**

Written exam topics are to be planned out in consultation with the committee chair at the start of the semester. As soon as topics are selected, candidates should meet with each person who will pose a written exam question to request study questions and advice on preparing for the exam. However, faculty is not required to provide study questions.

The exam on general (core) material is administered on day one. Questions on the concentration(s) are administered on day two. Exams are four hours in length each day. Typically, exams are held on consecutive days, and run from 9 a.m. until 1 p.m.. Candidates who arrive late will not receive additional time to complete the exam.

Candidates are expected to prepare typed exam essays on computers, although select answers or portions of answers (e.g., statistical calculations) may be written in longhand. Requests to complete essays in longhand must be approved in advance by the committee chair. Candidates must secure an active University account in advance of exams. Computers will be screened and randomly assigned for exams. A computer lab will be reserved for writtens. Unauthorized individuals may not enter the lab during exams. Academic misconduct of any form is not tolerated.

Candidates may bring a wristwatch to keep track during the exam and should bring any required and permitted aids (e.g., formula sheets, calculator). Books, articles, practice essays and similar materials are forbidden. Cell phones, pagers, and similar items must remain off. No food or beverages can be consumed in the lab. Students may bring essential items (e.g., prescription medication) and take breaks as needed, but candidates must remain near the lab at all times; all conversation is forbidden.

Each candidate will be provided with a blank diskette for saving exam answers, and blank paper for jottings, if necessary. Before composing essays, candidates should create and save a file on the disk under their surname and should print their name and identify the course/topic on all handwritten work. It is advisable to begin each essay on a new page with the title of the course/topic. It is acceptable, but not necessary, to save each answer under a different file heading.

It is also helpful to paginate and to create a running header by surname, but neither is required. It is advisable to correct spelling and grammar only after all questions have been completed if time permits. Candidates are urged to save files regularly. A faculty supervisor will assign candidates to computers, distribute exam packets, and proctor the exam. The proctor will announce when the exam period has ended. All candidates must stop writing when informed that the exam period has expired. Should a problem arise, contact the main office (x2080) or exam proctor.

All written exam essays are graded by each of the advisory committee members and by the person who posed the question (if not a committee member); results are tabulated, and each essay receives an overall grade. Overall performance on the whole of the written exams must be acceptable to the advisory committee (not more than one dissenting vote is allowed).

### **C. Oral Examination**

The oral exam is used to address any apparent deficiencies in the candidate's writings and to discuss and evaluate their practicum. Orals are scheduled by the faculty to follow soon after completion of the written exams. Typically, orals are one hour in length and do not include a break. Candidates may bring support materials (e.g., a draft practicum report). Any faculty member may read any written exam or attend any oral. Unauthorized individuals may not attend the exam.

Normally, orals are moderated by the candidate's committee chair. During the oral, committee members may ask any question deemed appropriate. Typically, questions focus on the candidate's written exam responses and practicum. Overall performance on the whole of the oral exam must be acceptable to the advisory committee (not more than one dissenting vote is allowed).

Upon conclusion of the oral, the committee will inform the candidate of their grade on all written and oral portions of the comprehensives. This will complete the comprehensive examination. All comprehensive exam results (pass or fail) are reported immediately and in writing to the Graduate School. Students who fail the examination may retake comprehensive exams the following semester, at the discretion of the advising committee.

## **X. THE PRACTICUM**

The practicum is the centerpiece of our graduate program, providing practical experience in applied anthropology. Students usually work collaboratively with agencies engaged in applied research, urban development or community health, and use anthropological knowledge and skills to solve real-world problems.

Students in practica typically engage in activities such as research, grant writing, data analysis and program implementation and/or evaluation for governmental and non-governmental, non-profit and for-profit organizations such as health clinics, schools, police precincts, churches and community development agencies at the local, regional, national, or international level.

To earn practicum hours, students register for 6 hours of ANTH 7985 Anthropological Applications. These 6 credit hours comprise participation in the practicum workshop, completion of at least 280 hours of practicum project work, plus a practicum oral report.

## **A. Practicum Workshop**

The Workshop comprises four 2-hour sessions, plus an oral presentation on practicum results. Workshop topics include: Process (e.g. finding a partner organization, developing a practicum agreement, setting goals and objectives, linking theory and practice, expectations); Skills (technical and writing skills, theoretical approaches); Reporting (structure, content, presentation style); and Professionalism (job searches, vita, cover letter, interviewing), plus discussion of ongoing practicum assignments. The student must then make a formal oral presentation on his/her practicum project results in a Department colloquium. The student is also encouraged to present results at a professional meeting, such as the SfAAs or AAAs.

## **B. The Practicum Project**

The practicum project can be completed by working 20 hours per week for one 15-week semester. However, depending on the agency and assignment, students may arrange a more flexible schedule to fulfill required hours. For instance, students may work fewer hours per week over a longer period (e.g., 10 hours per week for one academic year), or they may work extended hours for a shorter period (e.g., 40 hours per week for 7.5 weeks during the summer). In some cases, students may be permitted to register for practicum hours in a given semester but complete their workshop and conduct their assignment during a different period (e.g., a student might attend the workshop in spring and complete their practicum during the summer, but wait until fall to register for 6 hours of ANTH 7985 and offer their oral report).

In order to ensure that the practicum is a rewarding experience, students must work closely with a faculty advisor and an agency supervisor to plan their assignment. Students can ask different faculty members to serve as their practicum advisor and their degree committee chair. While the practicum is usually undertaken late in the degree program, students should begin planning early in their graduate career, in consultation with their faculty advisor(s).

When performing a practicum, the student is an ambassador of the Department and the contracting agency. The practicum also creates a foundation for future collaboration between the University and the contracting agency. Therefore, it is essential that students fulfill all commitments and conduct assignments in a responsible and professional manner.

Students are advised to prepare a formal “practicum agreement,” specifying all duties and obligations necessary to fulfill their assignment. A written statement should be prepared describing what the student will do, how she/he will do it, what the student expects to learn from the experience, and who is responsible for evaluating the practicum performance. The student, their faculty supervisor, and their agency supervisor should all sign copies of the statement; each should retain a copy for their records. The agreement will also be kept on file in the Department. Ideally, the student’s full committee should be appointed before the practicum, and the committee members should be given a copy of the practicum agreement. Examples of practicum agreements are included in the appendix.

## XI. PRACTICUM REPORT

### A. Report Policy

Upon successful completion of the practicum responsibilities, all graduate students are required to submit a formal report. Practicum reports are generally quite brief (usually, about 10 typed, double-spaced pages, plus attachments). The program is designed to focus on the practicum experience itself, rather than report generation. Nevertheless, the practicum report is viewed as an essential record, which documents the assignment experience and its outcomes. Information on the production of the practicum report follows here.

Normally, a draft of the practicum report should be distributed to the graduate student's full advising committee. Committee members may then submit recommendations for the draft's revision. All committee members must approve the final practicum report. Once approved, copies of the final report must be submitted to the advising committee chair and to the Anthropology Graduate Coordinator, who will place the report on file in the Department's permanent records.

### B. Report Structure

While the practicum report is brief, several specific criteria must be met. Specifically, the report must be typed, double-spaced, and include the items listed below. Any request for exceptions to this structure must be cleared in advance with the student's advising committee chair, in consultation with the graduate coordinator, and indicated by written permission of the committee chair.

A Practicum Report Checklist is included in the appendix to further assist in its production. The report structure is as follows:

1. **Title page.** Provide a brief title indicating the nature of the assignment and student's name. Near the bottom of the page, type the following statement: "This report is submitted in partial satisfaction of the requirements for the Master of Arts in Anthropology." Below this statement the student should enter the semester in which the report will be filed (e.g., Spring 2010).
2. **Summary/abstract.** Provide a brief paragraph description (150 words or less), for points 3-6, below. Print this separately, as the second page of the report.
3. **Introduction.** The report should begin with a description of the nature of the practicum (i.e., agency managerial experience or its equivalent). It should include a summary statement of the assignment's goal(s) and greater significance.

4. **Supervising Agency.** This includes a description of the administrative context within which the practicum was conducted. It should outline the student's assigned responsibilities within this structure. If a job description or scope of work for the position exists, this should be attached as an appendix. If a practicum agreement was prepared for the assignment, this too should be included in the appendix.
5. **Practicum Assignment.** Offer fairly detailed information on the specific activities actually performed, including the broad time frame within which tasks were completed. For repetitive activities, indicate the overall time frame of the practicum and the approximate proportion of effort devoted to each major activity.
6. **Significance.** A statement of the practical value of the practicum experience should be included, specifying anticipated outcomes and results that were actually achieved during the course of the assignment. This statement should also offer recommendations for modifications in comparable practica, if they were to be conducted in the future. If appropriate, provide comments on prospects for your future employment that may have been enhanced by your practicum experience.
7. **Final comments.** Offer any summary remarks, which you feel are relevant to the general conduct and/or organization of your practicum, and any relevance these might have for the organization and conduct of future practica.
8. **Appendices and attachments.** These may be minimal or extensive, as appropriate and depending upon the nature of the practicum assignment. The practicum agreement, job description, and any materials prepared by the student in conjunction with the practicum should be included (e.g., grants, bibliographic references, reports or evaluations produced as a part of the practicum duties).
9. **Vita.** Finally, attach a copy of your current resume.

### **XIII. PROCEDURES AND CRITERIA FOR GRADUATION**

#### **A. Intent to Graduate Procedure**

All Master's candidates must meet key filing deadlines for the semester in which they intend to graduate; no exemptions are permitted. Deadline dates change each semester but are posted on the University's website. The deadlines include two stages:

1. Candidates must file two forms early in the semester: the "Intent to Graduate Card" and a "Master's Degree Candidacy Form." Both forms are available on-line. Note that the second form must be reviewed and signed by the Graduate Coordinator and the Chair, and by the Dean's Office.

2. The student's Master's degree advising committee chair must file a completed "Comprehensive Examination Results Form" with the Graduate School during the final weeks of the semester. All committee members must sign this form.

## **B. Prerequisites and Criteria to Qualify for Graduation**

All candidates for the Master's degree must meet both Anthropology requirements and the following Graduate School criteria in order to graduate; no exemptions are permitted.

1. At least 26 credit hours toward the degree must be at the 7000 level.
2. The student must have at least a 3.0 GPA on all coursework listed on the candidacy form, and on any other graduate work undertaken at the University within the specified time limit (6 years for the MA). Grades of "D" or "F" are not accepted for graduate degree credit, although such grades are computed into the overall GPA. No more than 7 hours of "C" can count toward degree requirements.
3. Students must have at least a 3.0 GPA in all graduate work when the Intent to Graduate Card is filed. Grades for the final semester cannot be used to correct GPA deficiencies.
4. Students admitted initially as a Graduate Non-Degree Student are advised that at least 70% of the course credits required in a degree program must be earned **AFTER** you are accepted into that degree program. This is irrespective of credits earned as a non-degree student. Graduate students can apply no more than 9 hours of coursework taken as a Non-Degree Student toward their Master of Arts in Anthropology.

## **Appendix I: MA Degree Program**

- Course Descriptions

## Course Descriptions

### ANTHROPOLOGY (ANTH)

**6051. Anthropology and Education. (3).** Advanced study of the cultural transmission process with emphasis on identifying differing behavioral, cognitive and learning styles of various ethnic groups within American society and selected third world countries. Encounters of U.S. subcultural groups with the public education system. PREREQUISITE: Permission of instructor.

**6065. Contemporary Anthropological Theory. (3).** Contemporary growth of theories and methods in anthropology. PREREQUISITES: ANTH 1100 and 1200; or permission of instructor.

**6111. Human Adaptations (3).** Examines the physical and cultural adaptations of humans in an evolutionary and ecological context; information from primate studies, the archaeological record, and studies of contemporary societies; environmental context of physical adaptations, cultural adaptations, language, social organization. PREREQUISITE: ANTH 1100, 1200 or permission of instructor.

**6120. Africa's New World Communities. (3).** Survey of African-American cultures in the New World emanating from 17th and 18th century slave trade; focus on African Diaspora; Caribbean, Central America, South America, and North America.

**6220. Cultural Perspectives on the Environment. (3).** Role of culture in the use and management of natural resources; discusses how societies construct knowledge about nature and attribute value to it; examines how indigenous knowledge, alternative value systems, and traditional management strategies influence policy decisions at the local, national, and international levels. PREREQUISITE: ANTH 1100, 1200, or permission of instructor.

**6251. Psychological Anthropology. (3). (6751).** Examines the relationship between culture and personality; cross-cultural comparison of perspectives on cognition, mental illness, ethnopsychiatry, and ethnotherapies.

**6253. Anthropology of Religion. (3).** Comparative analysis of religious systems and their functional relationships to other cultural institutions; interrelations of myth, magic, and ritual; types of religious institutions and religious practitioners.

**6301. Archaeology of North America. (3). (Same as ESCI 6301).** Intensive study of various prehistoric cultures from earliest times until historic contact. PREREQUISITE: ANTH 1100, 1200, 1300, or permission of instructor.

**6302. Native Peoples of North America. (3).** Intensive ethnological study of various prehistoric cultures from earliest times until historic contact. PREREQUISITE: ANTH 1100, 1200, 1300, or permission of instructor.

**6325. Archaeological Field Techniques. (3-6). (Same as ESCI 6325).** Field excavation, specimen preparation, use of survey instruments and photography, map making and archaeological record keeping; methods and techniques in archaeological laboratory analysis; emphasis on organization and supervision of laboratory procedures. May be repeated for maximum of 6 credit hours.

**6336. Native Peoples of the Southeast. (3).** Intensive ethnological study of various Native American cultures in the Southeast during the post-contact period. PREREQUISITE: ANTH 1100, 1200, 1300, or permission of instructor.

**6352. Old World Archaeology. (3). (Same as ESCI 6352).** Old World cultures from first humans to early civilizations.

**6411. Urban Anthropology. (3).** Anthropological studies of pre-industrial and industrial cities; urbanization, movements of social transformation and other processes of adjustment to an urban milieu; urban slums, ethnic enclaves, and housing developments in cross-cultural perspective; urban and social kinship and social organization; urban community development; urban research techniques.

**6412. Neighborhood Development and Social Entrepreneurship. (3). (Same as PADM 6412).** Role of various institutions and their relationship to developmental needs of inner-city neighborhoods; evolution of American cities as context for understanding urban neighborhoods, poverty, and community problem-solving; particular attention given to role of government, corporations, and foundations in shaping policy at local level.

**6413. Anthropology of Tourism. (3).** Cultural dynamics and dilemmas of tourism and tourist development; tourism assessed in terms of impacts on the host culture, tourists, and the environment; also assessed as development alternative, driver of cultural change, and form of local, regional, national, international, and intercultural relations.

**6414. Cultures of Capitalism. (3).** Changes in culture and economic systems from early industrial capitalism to current restructuring of a global system; focus on flexible mass production, regional connections, workplace innovation, and human resources with emphasis on cultural dimensions of contemporary business environments, role of anthropology in corporations, and ethics in business anthropology. PREREQUISITES: ANTH 1200 or ANTH 3282, or permission of instructor.

**6420. American Folklore. (3).** Selected genres of American folklore, including folk religion and belief, folk medicine, folksong and music, narrative and humor (jokes and riddles). Comparisons to other cultures. Emphasis on role of folklore in maintenance of tradition, in social change, and in concept of culture.

**6511. Medical Anthropology. (3).** Cross-cultural analysis of bio-behavioral components of infectious, nutritional, genetic, chronic and psychiatric diseases. Individual and cultural reactions to medical care, professionals, and health care delivery systems.

**6512. Complementary and Alternative Medicine. (3).** Focuses on complementary and alternative medicine (CAM) practiced in the United State and across the world.

**6531. Alcohol, Drugs, and Culture. (3).** Cross-cultural comparison of beliefs, rituals, and meaning of substance use and abuse; examination of biological and cultural evidence on the origin and development of problems; implications for prevention, early intervention, and treatment.

**6541. Nutritional Anthropology. (3).** Cross-cultural comparison of human diet; assessment; cultural and health value of foods; hunger and malnutrition; acculturation and dietary change.

**6551. Culture, Sex, and Childbirth. (3).** Review of biological, environmental, social, and cultural factors influencing human reproduction; comparison of cultural and clinical perspectives on sexual orientation and behavior, sexually transmitted diseases, fertility, birth control, pregnancy, birth, and postpartum care; evaluation of alternative delivery systems in Western and non-Western societies.

**6660. Museum Collections. (3). (Same as ARTH 6660).** Museum collection theory and methods, including collection policy, development, preservation, documentation, and interpretation. PREREQUISITE: Permission of instructor.

**6661. Collections Research. (3). (Same as ARTH 6661).** Introduces students in object-based disciplines to museum collections research methods and their applications to exhibitions, catalogs, and scholarly publications. PREREQUISITE: Permission of instructor.

**6662. Museum Exhibitions. (3). (Same as ARTH 6662).** Museum exhibition methods and theory, including research, design, layout, object selection and handling, installation, public programing, and evaluation. PREREQUISITE: Permission of instructor.

**6840. Israel: Antiquity in Modernity. (3). (Same as JDST 6840).** Interdisciplinary examination of relationship between ancient traditions and modern issues in Israel; emphasis on relationship between historical conditions, conflicts, and interconnections, as well as new choices facing Israel.

**6841. Biblical Archaeology. (3). (Same as JDST 6841 and ESCI 6841).** Relationship between historical texts in Hebrew Bible and historical evidence from archaeological research in Israel and surrounding area; emphasis on how archaeological evidence and Biblical narratives illuminate each other.

**6880. The Social Life of Things. (3).** Advanced study of material culture that examines the ways in which the things people make, acquire, use, and discard can inform our understanding of society and culture. PREREQUISITE: Permission of instructor.

**6990-6999. Special Topics in Anthropology. (3).** Addresses various areas of anthropology; topics are announced in the online course listing. May be repeated with change of topic.

†7001. **Internship for Graduate Assistants. (1-3).** Supervision of and consultation with anthropology graduate assistants. May be repeated. PREREQUISITE: Limited to anthropology majors; approval of graduate coordinator.

†7002. **Reading for Comprehensives. (1-3).** Arranged on individual basis for anthropology graduate students only. May be repeated. PREREQUISITE: Limited to anthropology majors; approval of graduate coordinator.

†7004. **Teaching Skills for Graduate Assistants. (1-3).** Overview and practical demonstrations of art of teaching anthropology. May be repeated for a maximum of 12 credit hours. PREREQUISITE: Limited to anthropology majors; permission of graduate coordinator.

7075-8075. **Methods in Anthropology. (4).** Critical examination of field methods and research designs in selected areas of anthropology; major trends in contemporary anthropological research as a preparation for applied research. PREREQUISITE: Non-majors must have permission of instructor.

7076-8076. **Techniques of Anthropological Data Analyses. (4).** Construction and analysis of data bases developed from ongoing anthropological projects; review of frequently used statistical techniques in anthropological literature, hypothesis testing, and methods of presentation. PREREQUISITE: Knowledge of college-level statistics plus ANTH 7075 or permission of instructor.

7100-8100. **Seminar in Biocultural Anthropology. (3).** Topics include principles of human genetics, the biological and cultural aspects of race, the hereditary and environmental factors in modern human variation, medical and nutritional anthropology. PREREQUISITE: Non-majors must have permission of instructor.

7200-8200. **History of Anthropological Theory. (3).** Covers growth of anthropology as a discipline nationally and internationally and development of major theoretical paradigms; addresses all subfields of anthropology--cultural, biological, archaeology, linguistic, and applied; designed and required for graduate anthropology students, but open to graduate students in other disciplines.

7250. **Community, Culture, and Program Evaluation. (3).** Cultural perspectives on program evaluation in community settings; theoretical and methodological approaches to evaluation of human service programs; culturally competent evaluations using ethnographic methods; role of anthropology in program evaluation at national and international levels. PREREQUISITE: Non-majors must have permission of instructor.

7255. **Applied Anthropology and Development. (3).** Cross-cultural review of processes of change, grassroots development and planning in industrialized world; models of change, specializations in applied anthropology, and development of public policy on international issues of housing, education, health, and economic development.

**7390-99. Special Topics in Museology. (1-3).** Topics in site interpretation/museology. No more than six hours may be counted toward degree requirements in Anthropology.

**7410. Contemporary Urban Anthropology. (3).** Covers pre-industrial and industrial cities; urbanization, movements of social transformation, and other processes of adjustment to urban milieu; urban slums, ethnic enclaves, and housing developments in cross-cultural perspective; urban kinship and social organization; urban community development; and urban research techniques.

**7411. Urban Anthropology in the Mid-South. (3).** Discussion and analysis of community economic development in the Mid-South region from prehistoric to present time; inter-relationship of cultural values, regional social structures and political economy in terms of international and national industrial trends.

**7490-99. Special Topics in Urban Anthropology. (3).** Topics of special interest in Urban Anthropology. No more than six hours may be counted toward a degree in Anthropology. PREREQUISITE: Non-majors must have permission of instructor.

**7511. Anthropology of Health Care. (3).** Roles of the various health professions in the delivery of medical care with emphasis on the perception of these roles by racial or ethnic groups in the Mid-South. Lectures by medical professionals and administrators. PREREQUISITE: Non-majors must have permission of instructor.

**7521-8521. Biocultural Epidemiology. (3).** Concepts and research uniting epidemiology and medical anthropology; explores epidemiologic web of agent, host, and environment in disease; stresses interplay of sociocultural, behavioral, and environmental risk factors; examines applications of epidemiology theory and methods to medical anthropology and global health policy.

**7590-99. Special Topics in Medical Anthropology. (3).** Topics in Medical Anthropology. No more than six hours may be counted toward degree requirements in Anthropology. PREREQUISITE: Non-majors must have permission of instructor.

**7661. Museum Practices. (3). (Same as ARTH 7661).** Museum administration, finance, collection management, conservation, education, exhibition design, marketing, and visitor services. PREREQUISITE: Permission of instructor.

**7662. Museums and Communities. (3). (Same as ARTH 7662).** History and theory of museums, governance, audiences, and current topics in the profession. PREREQUISITE: Permission of instructor.

**‡7669. Museum Internship. (3-6). (Same as ARTH 7669).** Structured experience in selected aspects of museum practice. Includes 150 contract hours in museum and colloquium. May be repeated for a maximum of 6 credit hours. PREREQUISITE: ANTH 7661, 7662 and/or permission of instructor.

**7690-99. Special Topics in Anthropology. (3).** Topics vary and are announced in the online Course Listing. No more than six hours may be counted toward degree requirements in Anthropology. PREREQUISITE: Non-majors must have permission of instructor.

‡**7970. Directed Individual Writing. (1-3).** Intensive guided study of original data in areas selected by advanced students and accepted by the instructor; preparation of manuscripts for publication. PREREQUISITE: Permission of instructor.

‡**7975-8975. Directed Individual Readings. (1-3).** Intensive guided study in areas selected by advanced students and accepted by the staff. PREREQUISITE: Permission of staff.

‡**7980-8980. Directed Individual Research. (1-3).** Intensive guided study of original data in areas selected by advanced students and accepted by the staff; preparation for publication. PREREQUISITE: Permission of chair and the designated staff.

†**7985. Anthropological Applications. (3, 6).** Supervised practical experience in the application of anthropological principles in an agency or facility appropriate to urban, medical, and nutritional anthropology, mental health or archaeology.

†**7995. Professional Paper. (3).** Preparation and presentation of a professional writing assignment. PREREQUISITE: Permission of instructor.

†**7996. Thesis. (1, 3, 6).** The student must research, write, and defend a thesis on a subject approved by the major professor and advisory committee. PREREQUISITE: Permission of instructor.

†**Grades of S, U, or IP will be given**

‡**Grades of A-F, or IP will be given**

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Departmental and graduate school forms are available online or at the Anthropology Department's main office through Evell Ballard, Administrative Secretary.  
Department of Anthropology: [www.people.memphis.edu/~anthropology](http://www.people.memphis.edu/~anthropology)  
The Graduate School: <http://academic.memphis.edu/gradschool/forms1.html>  
Ms. Ballard: [efballrd@memphis.edu](mailto:efballrd@memphis.edu) or (901) 678-4283

For your convenience, a copy of the Department of Anthropology Graduate Program forms is provided in Appendix II.

## **Appendix II: Departmental Forms**

- Application for Anthropology Graduate Assistantship
- Graduate Assistant Responsibilities
- Advances in Anthropology Student Conference Fund
- Medical Anthropology Advising Sheet
- Urban Anthropology Advising Sheet
- Hypothetical Schedule of Courses
- Agreement to Supervise a Restricted Course
- Master's Degree Advising Committee Form
- Comprehensive Written Examinations Planning Form
- Practicum Agreement Boilerplate
- Practicum Report Check List

**Application for Graduate Assistantship**  
**Department of Anthropology, The University of Memphis**

For departmental consideration, please respond to the items below and return to the Department of Anthropology, The University of Memphis, Memphis, TN 38152. Assistantships in the Department of Anthropology will be full- or half-time and may require teaching one or two sections of our introduction level course, or assisting research, faculty or the Department.

*Please Print or Type*

Date: \_\_\_\_\_

Name: \_\_\_\_\_  
(Last) (First) (Middle)

Address: \_\_\_\_\_  
(Number & Street) (City & State) (Zip Code)

Phone: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Area of Concentration: \_\_\_\_\_  
(Medical, Urban, or Dual)

Preferred Teaching Area: \_\_\_\_\_  
(Physical 1100, Cultural 1200)

Previous Teaching Experience:

Semester for which you are applying: \_\_\_\_\_

If there are any additional comments that you would like to be considered with your application, feel free to append a brief statement to this application.

## Graduate Assistantship Responsibilities

### Graduate School, The University of Memphis

- Contracts must be submitted by the deadline. Be sure you have a copy of your contract and fully understand its terms.
- Graduate Assistants can only work a maximum of 20 hours per week.
- You must maintain a 3.0 cumulative grade point average to continue as a GA.
- If your tuition is being paid from university funds (as opposed to a grant), you must remain enrolled in 12 hours of graduate credit. Dropping below 12 hours without prior approval by the Vice Provost for Graduate Programs could result in termination of your contract. **NOTE:** If you enroll in less than 6 hours in any semester, FICA and Medicare will be withheld from your pay.
- The Bursar's Office will pay your tuition and fees. Any services (such as Parking, Financial Aid, or the Recreation Center) that are contingent upon payment of fees have to wait for your contract to reach that office.
- If you hold an assistantship in the Spring semester, you are eligible to pay in-state tuition rates for the summer semester even if you do not hold a graduate assistantship during the summer. See the Graduate School for additional information.
- If you have financial aid, you must notify the Financial Aid Office of your GA award.
- If you receive federal work study as part of your stipend, be sure you fully understand the implications. See the Financial Aid office or the Graduate School for details.
- Additional Assignments are *sometimes* available to Graduate Assistants. To be eligible, you must have at least a 3.2 GPA, have the approval of your assistantship supervisor, the graduate coordinator of your program, and the Graduate School. ***Approvals must be secured BEFORE you begin any additional work. Additional assignments cannot exceed 10 hours/week. Students on F-1 visas are generally not eligible for additional assignments. See the Graduate School for more details.***
- ***If you are a non-resident alien:***
  - You must apply for a social security number as soon as possible.
  - You must give Human Resources a copy of your social security number.
  - After obtaining your social security number, you must see Ms. Senese Duhart, Administration Building 276, to complete a Form W-4 for tax purposes.

*Revised 8/06*

**Advances in Anthropology Student Conference Fund  
Department of Anthropology, The University of Memphis**

***Application Cover Sheet***

***Instructions:*** to apply for funding, submit this completed form with a copy of your abstract submission and/or notification of your acceptance on the conference program.

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Name of Student

---

Name of Conference

---

Location and Date of Conference

---

Form of participation (paper, panel, poster, committee meeting, etc.)

---

Title of presentation

---

Signature

---

Date

\* \* \* \* [applicants: do not write below this line] \* \* \*

Amount awarded: \_\_\_\_\_

Approved by: \_\_\_\_\_  
Signature of Advances Award Committee Chair

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Date

*revised 1/05*

**Medical Anthropology Advising Sheet**  
**The Department of Anthropology, The University of Memphis**

NAME: \_\_\_\_\_ SSN: \_\_\_\_\_

Undergraduate Major: \_\_\_\_\_

BA Awarded (institution, date): \_\_\_\_\_

Entered MA Program: \_\_\_\_\_ Advisor: \_\_\_\_\_

Coursework (30 hrs classes + 6 hrs practicum) 70% (26 hrs) must be at the 7000 level.

A. REQUIRED CORE COURSES (14 hrs):	Term Taken	Grade
ANTH 7075 Methods in Anthropology	_____	_____
ANTH 7076 Anthropological Data Analysis	_____	_____
ANTH 7200 Seminar in Cultural Anthropology	_____	_____
ANTH 7255 Applied Anth. & Development	_____	_____
B. REQUIRED MEDICAL COURSES (6 hrs):		
ANTH 6511 Medical Anthropology	_____	_____
ANTH 7511 Anthropology of Health Care	_____	_____
C. ELECTIVES AND/OR COLLATERAL COURSES (minimum of 10 hours)		
Course Number/Title	Term Taken	Grade
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
D. PRACTICUM (6 hours):	Term Taken	Grade
ANTH 7985 Anthropological Applications	_____	_____

**Urban Anthropology Advising Sheet**  
**The Department of Anthropology, The University of Memphis**

NAME: \_\_\_\_\_ SSN: \_\_\_\_\_

Undergraduate Major: \_\_\_\_\_

BA Awarded (institution, date): \_\_\_\_\_

Entered MA Program: \_\_\_\_\_ Advisor: \_\_\_\_\_

Coursework (30 hrs classes + 6 hrs practicum) 70% (26 hrs) must be at the 7000 level.

A. REQUIRED CORE COURSES (14 hrs):	Term Taken	Grade
ANTH 7075 Methods in Anthropology	_____	_____
ANTH 7076 Anthropological Data Analysis	_____	_____
ANTH 7200 Cultural Anthropology	_____	_____
ANTH 7255 Applied Anth. & Development	_____	_____
B. REQUIRED URBAN COURSES (6 hrs):		
ANTH 6411 Urban Anthropology	_____	_____
ANTH 7411 Urban Anth. in the Mid-South	_____	_____
C. ELECTIVES AND/OR COLLATERAL COURSES (minimum of 10 hours)		
Course Number/Title	Term Taken	Grade
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
D. PRACTICUM (6 hours):	Term Taken	Grade
ANTH 7985 Anthropological Applications	_____	_____

*Hypothetical Schedule of Courses*

**YEAR 1:**

<b>Required vs. Elective</b>	<b>Fall Semester:</b>	<b>Spring Semester:</b>
Required General	ANTH 7255 (Applied Anth)	ANTH 7200 (Theory)
Elective General	ANTH 6253 (Religion) ANTH 7662 (Museum Pract.)	ANTH 7250 (Evaluation) ANTH 6990 (Consumerism)
Required for Medical	ANTH 6511 (Medical Anth)	ANTH 7511 (Health Care)
Elective Medical	ANTH 6541 (Nutrition)	ANTH 7521 (Epidemiology)
Required for Urban	ANTH 6411 (Urban Anth)	ANTH 7411 (Urban Anth of the Mid-South)
Elective Urban	ANTH 6414 (Economic Anth)	ANTH 6413 (Tourism)

**YEAR 2:**

<b>Required vs. Elective</b>	<b>Fall Semester:</b>	<b>Spring Semester:</b>
Required General	ANTH 7075 (Methodology)	ANTH 7076 (Data Analysis)
Elective General	ANTH 6120 (Africa's New World Communities) ANTH 6336 (Native Peoples of North America)	ANTH 7661 (Museum Collections) ANTH 6111 (Human Adaptations)
Required for Medical	none; take electives	ANTH 7985 (Applications)
Elective Medical	ANTH 6251 (Psychological Anth) ANTH 6551 (Sex/Childbirth)	ANTH 6991 (Alternative Medicine) ANTH 6531 (Cult, Alcohol)
Required for Urban	none; take electives	ANTH 7985 (Applications)
Elective Urban	ANTH 6412 (Neighborhood Development) ANTH 6990 (Special Topics)	ANTH 6990 (Human Rights) ANTH 6051 (Education)

*For Special Scheduling of Additional Courses, See Next Page*

**Agreement to Supervise a Restricted Course**  
**The Department of Anthropology, The University of Memphis**

Student Name: \_\_\_\_\_ SS#: \_\_\_\_\_

I agree to supervise this student in Course # \_\_\_\_\_  
*Describe the course in the space below or attach a proposal.*

for the semester    Fall \_\_\_\_\_    Spring \_\_\_\_\_    Summer \_\_\_\_\_    20 \_\_\_\_\_

The student will earn credit hours upon successful completion of the course.

\_\_\_\_\_  
Student's Signature \_\_\_\_\_ Date

\_\_\_\_\_  
Instructor's Signature \_\_\_\_\_ Date

**Course Description:**



**Comprehensive Written Examinations Planning Form**  
**The Department of Anthropology, The University of Memphis**

Candidates for the Master's degree should use this form to plan comprehensive written examinations. Planning should be undertaken in collaboration with the candidate's advising committee chair. Once completed, the candidate should retain one copy and distribute copies to the advising committee chair and to the Graduate Coordinator.

Student: \_\_\_\_\_

Committee Chair: \_\_\_\_\_

Additional Members: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Day 1 Core (General) Questions**

Question (Course Number and Topic)	Question to be prepared by:
7075 Methods in Anthropology	_____
7076 Anthropological Data Analysis	_____
7200 Cultural Anthropology	_____
7255 Applied Anth. & Development	_____

**Day 2 Specific (Track) Questions**

Question (Course Number and Topic)	Question to be prepared by:
6411 Urban Anth. OR 6511 Medical Anth.	_____
7411 Mid-South OR 7511 Health Care	_____
Elective 1: _____	_____
Elective 2: _____	_____

*Revised 10/04*

**Practicum Agreement Boilerplate**  
**The Department of Anthropology, The University of Memphis**

1. Specify the student intern’s name
2. Briefly describe the general topic or nature of the practicum (i.e., medical or urban issue to be addressed in the course of the assignment).
3. Specify the time frame for the assignment (i.e., start and end dates, hours per week).  
 Note: interns must complete a minimum of 300 practicum hours.
4. Identify the faculty supervisor (their name), title (e.g., Assistant Professor) and institutional affiliation (i.e., Department of Anthropology, The University of Memphis).
5. Identify the agency-based supervisor (their name), title (e.g., Executive Director, Manager), and agency affiliation (e.g., United Way, Community Foundation of Memphis).
6. Describe specific activities and duties associated with the practicum (e.g., collect data, conduct data analysis, complete an evaluation, prepare grants, etc.).
7. Specify any products to be produced as a part of the practicum assignment (e.g., evaluation report, grant, oral presentation, etc.).
8. Describe anticipated outcomes of the assignment for the agency and/or community (e.g., funding for programs, shifts in policy, enhanced outreach or services delivery, etc.).
9. State: “Successful completion of this assignment will constitute partial satisfaction of the requirements for the Master of Arts in Anthropology at The University of Memphis.”
10. State that: “The following parties are in full agreement with the terms of this agreement.” Follow with space for each individual’s signature and the date, include name, position and affiliation in type beside the appropriate signature (see below):

[student’s name]

Master of Arts Degree Candidate The University of Memphis	Signature	Date
--	-----------	------

[faculty supervisor]

[faculty position, e.g., Assistant Professor] The University of Memphis	Signature	Date
--	-----------	------

[agency supervisor]

[agency position] [agency]	Signature	Date
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## **Practicum Report Check List**

### **The Department of Anthropology, The University of Memphis**

The Practicum Report must be typed, double-spaced, and include the items listed below. Any request for exceptions to this structure must be cleared in advance and indicated by written permission of the committee chair.

*All of the following should be in your report. Check off items once completed.*

- \_\_\_\_\_ **1. Cover sheet.** Include the title of your practicum, your name, the semester in which the report will be filed (e.g. "Spring 2003"), and this statement: "This report is submitted in partial satisfaction of the requirements for the Master of Arts in Anthropology at The University of Memphis."
- \_\_\_\_\_ **2. Summary/abstract.** Brief (150 words or less) paragraph on points 3-6, below.
- \_\_\_\_\_ **3. Introduction.** Describe the nature and significance of the practicum.
- \_\_\_\_\_ **4. Supervising Agency.** Describe the agency context and your assigned duties.
- \_\_\_\_\_ **5. Practicum Assignment.** Detail specific activities performed and include the approximate time frame for completion of these duties.
- \_\_\_\_\_ **6. Significance.** State the practical value of the practicum and recommendations for modifications in comparable future practica. If appropriate, comment on prospects for future employment that may have been enhanced by your practicum.
- \_\_\_\_\_ **7. Final comments.** Offer summary remarks relevant to the general conduct and/or organization of your practicum and any relevance for future practica.
- \_\_\_\_\_ **8. Appendices and attachments.** Include (if applicable) practicum agreement, job description, and materials prepared during the practicum (e.g., grants, bibliographic references, reports, or evaluations produced as a part of the practicum assignment).
- \_\_\_\_\_ **9. Vita.** Attach a copy of your current resume.

## **Department of Anthropology The University of Memphis**

### **Chair**

Dr. Ruthbeth D. Finerman  
finerman@memphis.edu  
(901) 678-3334

### **Assistant to the Chair**

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(901) 678-3329

### **Graduate Coordinator**

Dr. Charles Williams, Jr.  
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### **Office Administrator**

Evell F. Ballard  
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<http://www.people.memphis.edu/~anthropology/>

### **Graduate School**

Administration Building 215  
The University of Memphis  
Memphis, TN 38152  
Phone: (901) 678-2531  
Fax: (901) 678-2250  
<http://academics.memphis.edu/gradschool/>