

RICE ANTHROPOLOGY GRADUATE STUDENT HANDBOOK: REQUIREMENTS, PRIVILEGES & EXPECTATIONS

*Revised January 28 2018

I. REQUIREMENTS FOR PHD CANDIDACY AND ATTAINMENT OF THE PHD IN SOCIOCULTURAL ANTHROPOLOGY

I. Required coursework.

(a) To complete sufficient graduate coursework for the PhD students are expected to be enrolled in a full load of coursework each semester (3 courses of 3 units each) for the first three years of their program. [Note: To maintain their stipend, students *must* be enrolled in at least 9 units of graduate study each semester in the program. To maintain their stipend, students must also enroll in ANTH 600 (6 units minimum) each summer prior to achieving candidacy, and ANTH 800 post-candidacy.] Once advanced to candidacy, all students should enroll in 9 hours of ANTH 800 each semester and during the summer through the completion of the Ph.D. All of the requirements for PhD candidacy (and thus eligibility for an automatic M.A.), must be completed no later than the end of the eighth semester of enrollment in the program.

(b) Undergraduate courses, including language courses, cannot be utilized to satisfy graduate coursework.

(c) Sociocultural graduate students must take at least 4 courses within the Anthropology Department that are designated as 400/600 or 300/500 level courses (in addition to the 5 designated courses listed below).

Sociocultural graduate students must take the following 5 designated required courses:

ANTH 506 History of Anthropological Ideas

ANTH 507 Anthropological Directions from Second World War to the Present

ANTH 601 Proseminar/Ethnographic Research Methods

ANTH 602 Anthropology Proposal Writing Seminar

ANTH 650 Pedagogy (*note: 18 hours of completed graduate credit hours are required in order to be eligible to take this course)

Further details on ANTH 650: Third year students will enroll in ANTH 650 (Pedagogy) in the semester it is being offered in conjunction with the Introduction to Sociocultural Anthropology course (ANTH 201). Graduate students are expected to assist the instructor teaching ANTH 201 in matters of grading, lecturing, conducting review sessions according to the instructor's needs and direction. During the semester that students are enrolled in ANTH 650 they will also (a) attend a specialized pedagogy workshop curated by the Center for Teaching Excellence and (b) (For students matriculating in fall 2015

or later) develop an undergraduate syllabus on a topic of their choosing. The instructor of ANTH 201 will provide feedback on the syllabus and when it is complete (and by the end of the semester at the latest) it should be submitted to the DGS for any further revision.

2. Prior to achieving candidacy, the successful completion of **end-of-year report**.

Students will write a 2-3 page (double-spaced) summary of their achievements for the year, any areas of improvement they identify and their plans for the summer and following year. This report is to be emailed to all sociocultural faculty by the second Sunday of April; a faculty panel will be assembled to discuss progress with each student, to be scheduled in advance and held at the end of the spring semester.

3. **Selection of a Candidacy Committee** by the end of spring semester of the student's second year in the program. At least two members of the 3-member candidacy committee must be regular faculty in the department (tenured or tenure-track). The candidacy committee is often composed entirely of regular faculty in the department.

4. **Submission of a Draft Grant Proposal** on the first day of the fall semester in a student's third year in the program (or following four regular semesters in the program) to the Candidacy Committee. The proposal should be a full draft, developed with all the component elements needed for a competitive extramural grant (e.g. scholarly impact, methods, budget, bibliography).

5. Graduate students have two options for their **PhD Candidacy Assessment**. By the end of the spring semester in their second year students should decide upon which option they would like to take and share this information with the DGS and their Candidacy Committee. In both cases, students will develop an extensive bibliography, or "reading list" related to their research.

5a. Option 1. Qualifying Exams. Students will write two 10-12 page double-spaced papers responding to two separate questions developed by their Candidacy Committee. The exam will be open book and take place on consecutive Saturdays (9a-6p each day) near the end of the spring semester of the student's third year. Following the completion of the Qualifying Exams students will meet with their Candidacy Committee to discuss the Exams and the overall intellectual project. In the spring semester of their third year, students may take a focused Independent Study to prepare for the exam.

5b. Option 2. Qualifying Essays. Students will write two 25-30 page double-spaced papers based on two questions provided by the Candidacy Committee. Over the course of the spring semester, each student will write, revise and edit their papers for submission to their Candidacy Committee; no preliminary drafts are to be sent to the faculty, only the finished essays. Following the completion of the Qualifying Essays students will meet with their Candidacy Committee to discuss the Essays and the overall intellectual project. In the spring semester of their third year, students may take a focused Independent Study to undertake the essays.

The reading list for the qualifying exam or essay will be developed by the student and reviewed by the Candidacy Committee before finalizing. Reading lists should be completed and finalized no later than the end of the 4th week of classes in the spring semester of the student's third year in the program. The list itself should be divided into two categories: "theoretical" and "substantive." Many titles will be suited to both categories and it is up to the student to decide how they will categorize each text; the faculty committee will produce one question based on the substantive list and one based on the theoretical list. The expectation is that each section of the list will be comprised of 25-30 texts, with a balance of books and articles. When creating the reading list, students should think of this as composing the body of knowledge in which they must have expertise in order to successfully complete their project and to produce scholarly work on it. Students who are using the semester-long option for the exam essay will receive their questions within 7 working days of submitting their finalized list; those taking the short-term exam will receive their questions, one at a time, at the beginning of each exam day which are to be scheduled well in advance by the student. The final essays, for both forms, should not exceed the page limit (the bibliographic reference list does not count toward the overall page limit).

6. An **approved dissertation proposal** of 10-12 pages (double-spaced) is also required to obtain candidacy for the PhD; this is to be submitted to the Candidacy Committee and DGS no later than the last week of the spring semester of the student's third year.

7. The passing of a **language examination** for students not bilingual in their field language or a relevant scholarly language. The translation of at least 1,000 words into English in a period of 90 minutes is required, with the help of a dictionary. Language to be assessed is either the relevant field language or a major scholarly language, such as French, German or Spanish. The translation will be evaluated by an expert in the language or a native speaker who holds a Ph.D.

8. The maintenance of **good academic standing**. The departmental requirements for good academic standing are more stringent than those set by the university. The department will consider any student whose cumulative grade point average falls below 3.0 in any semester to be on academic probation. It will dis-enroll from the program any student whose grade point average falls below 3.0 for two consecutive semesters. Good academic standing is also evaluated in the end of year faculty panel and self-report.

FOR ATTAINMENT OF THE PHD

1. Selection of a **Dissertation Committee**. Faculty serving on the dissertation committee should be invited and confirmed by the end of the student's third year. A committee chair should also be named. (When submitting forms for the advancement to candidacy students must name committee members and submit a tentative title for the dissertation.) The Dissertation Committee *must* include two regular (tenured or

tenure-track) faculty in the department and one Rice faculty member from outside the department. Seating an extra-departmental member from outside the university is possible, but must be coordinated well in advance and several restrictions apply. Official signatories for the dissertation will be the two department faculty Dissertation Committee members with the third as the extra-departmental reader. Students must have three Dissertation Committee members, with one additional member possible for a maximum of four.

2. Successful **completion of extended fieldwork** with regular reports made back to the Dissertation Committee. All students must successfully complete the specific requirements for candidacy before being authorized to undertake sustained fieldwork for the PhD.

3. A total of **90 semester hours** of graduate study are required for successful completion of the PhD.

4. **Successful completion of the dissertation** in accordance with the expectations of the student's Dissertation Committee. When writing the dissertation, students are to be enrolled in ANTH 800 to ensure that they will obtain 90 units of graduate course credit required for the PhD.

Guidelines for the dissertation. Please note that the organization and content of the dissertation are to be developed by the student in consultation with their faculty dissertation committee. The body of the text should be approximately 250 double-spaced typed pages (or 62,500 words); endnotes and bibliography do not count toward the overall 250 page count. In the bibliography, citations will generally number between 200-400.

It is recommended that the dissertation follow The Chicago Manual of Style, per the social sciences. The Chicago Manual of Style is available on line. The journal *Cultural Anthropology* also follows these guidelines, meaning that any article in the journal can be used as a convenient shorthand for many style related questions.

Rice has clear requirements for PhD Dissertation formatting and adherence to these guidelines will be required prior to filing the completed and approved dissertation; the guidelines can be found on the Graduate and Postdoctoral Studies website: <https://graduate.rice.edu/thesisformat>

5. A **public oral defense** of the dissertation material with all faculty Dissertation Committee members present.

II. BENEFITS AND PRIVILEGES

1. Upon entering the graduate program, each student will be paired with one sociocultural faculty member to serve as an initial advisor.

2. Each student will be provided with space in an office; students leaving for the field or who will otherwise be away from campus (officially categorized as “away students”) should vacate their offices before they depart and must let the Department Administrator know how long they intend to be away.

3. Students may use our copying and scanning services free of charge, being mindful about excessive use.

4. Students may check out books from the Anthropology Library; please register books removed from the library on the check-out sheet posted near 570A.

5. Students may have an opportunity to teach a course in the department once they have their master’s degree (from the department) in hand (and thus have achieved candidacy). In some cases, students with 18 hours of graduate course credit completed, and in good standing in the department, may be invited to teach a course.

6. Students who can provide documentation of their official participation (the presentation of a paper, the organization of a panel, etc.) in an academic conference or other academic venue are eligible for the reimbursement of travel expenses up to \$250.00 once each academic year. These funds are not available only for conference attendance. All requests for funding must be made prior to the event (at least 1 month in advance with suitable documentation) to the department Chair with a cc to the Department Administrator. Please submit receipts for reimbursement promptly after returning from the event. Receipts must be itemized and formal in order to be accepted by the Rice accounting office.

7. Summer research funding will be provided to each graduate student to be used for research expenses incurred during preliminary field work. This is a one-time disbursement (in the amount of \$1500) that is for *pre-candidacy* students and therefore must be used in either the first or second summer of the student’s program. Requests for funding must be submitted to the Chair (with a cc to the DGS) by the Tuesday immediately following spring break. The request should be no more than 500 words and must describe how the funding will be used with a short budget showing costs including a sample flight itinerary if applicable.

8. Students may make use of the water cooler, refrigerator and microwave in the department’s photocopy/supplies room. Coffee is also available for a donation of 25 cents per cup.

III. EXPECTATIONS

Students are expected to:

1. Attend classes in accord with the schedule of meetings.

2. Be in residence at Rice until they have achieved candidacy and thus have the consent of the faculty to undertake dissertation fieldwork.
3. Attend all department-sponsored talks and dissertation defenses barring exceptional circumstances.
4. Contribute to the collaborative environment by volunteering for committees (e.g. colloquium speakers' committee; website committee; visiting weekend coordination, etc.) and other tasks that may need attention. Students are expected to balance their scholarly work with extracurricular activities.
5. Recognize that the department is invested in cultivating a collaborative, courteous, and nondiscriminatory space. In classrooms, professional offices, and other collegial settings it is expected that graduate students comport themselves in such a way that they do not impede the intellectual and professional development of their peers or negatively affect the collegial dynamics within the department more broadly.
6. Report any concerns wherein a graduate student may feel unsafe, intellectually inhibited, or disconnected from collegial dynamics within the department in any way. Students are welcome and encouraged to contact the Director of Graduate Studies, Department Chair, or other faculty member(s) as soon as possible. Such communications will remain confidential and appropriate support will be immediately sought.
7. Heed and comply with all university deadlines concerning enrollment and the submission of required forms. It is the responsibility of students to be informed about deadlines and requirements.

IV. PROTECTIONS

Rice encourages any student who has experienced an incident of sexual, relationship, or other interpersonal violence, harassment or gender discrimination to seek support. There are many options available both on and off campus for all graduate students, regardless of whether the perpetrator was a fellow student, a staff or faculty member, or someone not affiliated with the university.

Students should be aware when seeking support on campus that most employees are required by Title IX to disclose all incidents of non-consensual interpersonal behaviors to Title IX professionals on campus who can act to support that student and meet their needs. The therapists at the Rice Counseling Center and the doctors at Student Health Services are confidential, meaning that Rice will not be informed about the incident if a student discloses to one of these Rice staff members. Rice prioritizes student privacy and safety, and only shares disclosed information on a need-to-know basis.

If you are in need of assistance or simply would like to talk to someone, please call Rice Wellbeing and Counseling Center, which includes Title IX Support:

33II/(7I3) 348-33II Policies, including Sexual Misconduct Policy and Student Code of Conduct, and more information regarding Title IX can be found at safe.rice.edu