M.A. Program

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University of Southern Mississippi

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WELCOME

Dear Fall 2017 Anthropology Graduate Students:

Welcome to the Department of Anthropology and Sociology at Southern Miss! We think you will find your graduate program to be a welcoming and engaging place to pursue your degree. We are excited to have you join the department and to answer any questions you may have about the program and the larger university.

This handbook introduces you to the graduate program in Anthropology at Southern Miss. Herein you will find details regarding requirements, expectations, and policies that will guide your studies in this program. It is our hope that clear information at the start of your program will enable you to anticipate significant steps in progress to your degree and move through those steps comfortably and easily. Please take the time to read through it carefully and make yourself aware of all any changes for the 2017-18 year and all the important policies guiding your progress towards your degree. As you move through the program, please do not hesitate to come see either of us, as we are both happy to help you succeed in this program.

Be aware that this document does not replace *The Graduate Bulletin*, so familiarize yourself with its contents as well. This handbook simply provides further specification about how that *Bulletin* plays out in this department. This department upholds all policies of *The Graduate Bulletin*.

Over the course of the year, we will also be contacting you about other news affecting the program. Such correspondence will be sent to you at your official USM email, and you will be responsible for any information that it might contain. Therefore, be sure to check that address often.

Again, welcome to Southern Miss, and to this program. We wish you the best during your time here and after, and we look forward to working with you.

Ann Marie Kinnell
Department Chair

Marie Danforth
Director of Graduate Studies
2017-18 IMPORTANT DATES/DEADLINES

8/11/17  University-wide orientation and convocation (mandatory for new graduate assistants) (Thad Cochran 3rd Floor Ballroom, 2:00-4:30 pm)

8/12/17  Comprehensive examination (for students entering 2016)¹

8/14/17  Department orientation for graduate assistants (10 am-noon) and all graduate students (1-3 pm) (LAB 433)

8/16/17  Fall 2017 classes begin

9/4/17  Labor Day Holiday – University closed

10/1/17  Deadline for submitting adviser selection¹

10/19-20/17  Fall Break – no classes, University is open

11/23-24/17  Thanksgiving Holidays – University closed

12/1/17  Last day of fall term classes

12/4-7/17  Fall term final examinations

12/20/17  Graduate Assistants’ last day of work

1/2/18  Graduate Assistants return to work

1/15/18  Martin Luther King, Jr, Holiday – University is closed

1/16/18  Spring 2016 classes begin

2/12-13/18  Mardi Gras Holiday – no classes, University is open

3/12-16/18  Spring Break – no classes, University is open

3/30/18  Good Friday – University is closed

4/6/18  Deadline for submitting full committee list²

5/4/18  Last day of spring term classes

5/7-10/18  Spring term final examinations

5/17/17  Graduate Assistants’ last day of work

8/11/17  Comprehensive examination (for students entering 2017)²

¹ Details discussed below. Please send an email to Dr. Danforth, cc’d to Dr. Kinnell and Petra Lamb.

² Discussed in detail later in this document.
FACULTY/STAFF

The graduate program emphasizes three primary fields in anthropology: cultural anthropology, archaeology, and physical anthropology. Because of the range of expertise among the faculty members, students have numerous career paths open to them through this program. Students finish the program prepared for further graduate study, application of anthropological principles in the public service or government sectors, and/or for teaching at the undergraduate level.

The faculty in anthropology include:

**Marie Elaine Danforth** (Ph.D. Indiana, 1989) Professor. *Physical Anthropology.* Dr. Danforth's interests include human osteology, bioarchaeology, dental anthropology, and forensic anthropology. Research areas include Mesoamerica (the Maya region) and southeastern United States. Graduate courses taught include Seminar in Physical Anthropology, Bioarchaeology, and Human Variation. (m.danforth@usm.edu)

**Bridget Hayden** (Ph.D. Michigan, 1999) Associate Professor. *Cultural Anthropology.* Dr. Hayden's interests include the anthropology of migration, space and place, and the socio-cultural aspects of capitalism and globalization. Geographical area of interest is Central America. Graduate courses taught include Seminar in Ethnology (bridget.hayden@usm.edu)

**H. Edwin Jackson** (Ph.D. Michigan, 1986) Professor. *Archaeology.* Dr. Jackson's interests include archaeological method and theory, human ecology, and zooarchaeology. Research areas include southeastern United States. Graduate courses taught include Seminar in Archaeology, Prehistory of Southeastern Indians, Prehistoric Archaeological Analysis, and Archaeology and Public Policy. (ed.jackson@usm.edu)

**Nathan Meissner** (Ph.D. Southern Illinois-Carbondale, 2015) Visiting Assistant Professor. *Archaeology.* Dr. Meissner's research interests include economic anthropology, social network analysis, long-distance exchange, Contact period archaeology, and lithic technology. Research areas of interest are the Lowland Maya region, the central Mexican Highlands, and the Midwestern/Southeastern United States. Courses taught include History of Anthropological Theory and Archaeology of the Maya and Mesoamerica. (nathan.meissner@usm.edu)

**B. Katherine Smith** (Ph.D. Purdue, 2013) Assistant Professor. *Physical Anthropology.* Dr. Smith’s interests include medical anthropology, nutritional anthropology, primatology, and health disparities. Research area of interest is the United States. Graduate courses taught include Medical Anthropology, Nutritional Anthropology and Primate Behavior. (bonnie.smith@usm.edu)
The research associates with the program include:

Jennifer Hotzman (Ph.D. Florida, 2009) Research Associate. *Physical Anthropology.* Dr. Hotzman’s research specialties are human osteology, bone biomechanics, bioarchaeology, and human anatomy. ([jhotzman@hotmail.com](mailto:jhotzman@hotmail.com))

Susan L. Scott (B.A. University of Alabama-Birmingham, 1975) Research Associate. *Archaeology.* Ms. Scott’s research specialty is zooarchaeology. Research areas include southeastern and southwestern U.S.

The staff support for the program is provided by Ms. Petra Lamb, Administrative Assistant for the Department. As you will soon know (if you don’t already), Petra is the go-to person for all matters of paperwork, deadlines that are not clear in here, and many varieties of general questions. When in doubt, check with Petra and she will help you out.
COURSEWORK REQUIREMENTS

Students must take a minimum of 33 semester hours for the M.A. in Anthropology. Eighteen of these hours must be at the 600-level or above.

I. Core Courses – 15 hours
ANT 602 – Researching Anthropology
ANT 621 – Seminar in Ethnology
ANT 631 – Seminar in Archaeology
ANT 641 – Seminar in Biological Anthropology
ANT 696 – Project Hours (6 hours) or
ANT 698 – Thesis Hours (6 hours)

The first four courses must all be taken in the student’s first year in the program. Students must earn a 3.00 GPA average in the three primary core seminars (621, 631, 641) in order to progress to the comprehensive exam. These three courses all count towards your thirty-three hour requirement. ANT 602 is a pass/fail course that does not count towards your total 33-hour requirement. Students nonetheless should take ANT 602 during the fall semester of their first and second years, as it will help focus students on their research as it develops across their time in the program.

ANT 696 or ANT 698 must be taken for a total of six hours during the time students are working on their projects or theses, respectively, after comprehensive exams are passed. Students can take 1-6 hours of ANT 696 or ANT 698 each term, but students must be registered for 1 hour during the semester of graduation. Each time that ANT 696 or ANT 698 is taken, a contract outlining the work to be completed must be filed with the program; at least one assignment must be required to be due by midterm. If the student fails to fulfill the items listed in the contract, they will receive a grade of U.

II. Foreign Language/Research Methods – 0-6 hours
Students must demonstrate competence in either a foreign language or statistics.

1) Taking six hours of a foreign language at the 500-level or above (with a grade of B or better) may satisfy the foreign language requirement. Students who passed at least nine hours in a single foreign language as an undergraduate may petition the faculty to fulfill language requirements without taking additional graduate hours. If you wish to file such a petition, please speak to the Director of Graduate Studies, Dr. Danforth.

2) Taking six graduate hours in statistics or other research methods courses approved by the faculty (and earning a grade of B or better) may satisfy proficiency in statistics. If you want to identify appropriate courses, please talk with Dr. Danforth.
III. Anthropology Electives – 12-18 hours

516. Ethnographic Field Methods
522. Environmental Anthropology
523. Economic Anthropology
524. Religion and Healing
525. Kinship and Social Organization
528. Political Anthropology
529. Topics in Cultural Anthropology
531. Advanced Prehistoric Analysis
533. Prehistory of Southeastern Indians
534. Historical Archaeology
535. Urban Archaeology
536. Archaeological Field Methods
537. Heritage Resources and Public Policy
539. Topics in Archaeology
541. Human Variation and Adaptation
542. Medical Anthropology
545. Bioarchaeology
549. Topics in Biological Anthropology
552. Language, Gender, and Culture
593. Irish Studies
599. British Studies
691. Cooperative Internships
692. Special Problems
696. Project
697. Independent Study and Research
698. Thesis

**ANT 601 – Teaching Anthropology**
This course is a special “elective” in that it must be taken by any first-year student who wishes to be considered for teaching his or her own independent course during the second year. In addition, students who do teach their own courses must enroll in ANT 601 while teaching.

IMPORTANT NOTES: We limit the number of hours of certain types of courses that can count towards the thirty-three hour requirement. These limitations include:
- No more than six hours of field courses (ANT 516, ANT 536)
- No more than nine hours of “special problems” classes (ANT 692)
- No more than six hours may be transferred in from another graduate program and counted towards the Anthropology M.A.
MINORS/DUAL MASTERS PROGRAMS

Students with interests in other disciplines have options for ways to integrate those disciplines into their anthropology graduate program. For some areas, students may choose to pursue a graduate minor. In other cases, a dual MA degree program may be well-suited to the student’s career goals. Neither a minor nor a dual degree are required or expected of students, but the options are there for those who wish to pursue either.

Graduate Minor in Another Discipline
Students sometimes wish to complete a minor in a related field to augment their specific anthropological interests. If this is the case for you, speak to the Graduate Program Director about your interests first to determine whether your field of interest is acceptable as a minor. If it is, you will need to get a memo from the Chair of the Department that houses the minor you wish to pursue. This memo should be written to the Graduate School and cc’d to the Chair of Anthropology and Sociology and must state exactly what classes must be taken and how many hours are required for the minor. Once this paperwork is on file in the Graduate School and in the department, you may begin taking courses and be confident that those courses will count towards that minor.

Dual MA Programs Offered with Anthropology
The graduate program currently offers three dual degree master’s programs with other departments: History; Library and Information Sciences; and Public Health. Completion of any of these dual programs will result in two separate master’s degrees. Students must thus apply and be admitted to both programs separately and, if admitted, complete all course requirements of both programs. Typically, students can take a single set of comprehensive examinations (except for Public Health) and write a single thesis. The committee for the student will include faculty members from both departments.

1. History
Since fall 1999, the graduate programs in History and Anthropology have offered a dual-master's degree to train students specifically to work in the public sector. The student will complete coursework in both departments and write a single thesis. Courses will include ANT 605 and ANT 606 (seminars titled Presenting Heritage I and II), in which students will be exposed to a variety of topics, including public folklore and festivals, designing museum displays, architectural history and preservation, and working with lay people through clubs and neighborhood associations. Graduates will be prepared for employment with government agencies, such as the National Park Service, historic homes, and museums.
Course Requirements Common to Both Degrees:

1. HIS 605 – Presenting Heritage I and/or HIS 606 – Presenting Heritage II
2. ANT 537 - Heritage Resources and Public Policy
3. 3 hours of Internship (HIS 695 or ANT 691)

<table>
<thead>
<tr>
<th>History</th>
<th>Anthropology</th>
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<tbody>
<tr>
<td>1. HIS 710 - Philosophy and Methods of History (to be taken at first offering)</td>
<td>1. ANT 621 - Seminar in Ethnology</td>
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<tr>
<td>2. Choose at least one of the following: HIS 720 – Modern European History; HIS 725 – Interpretations and Themes in American History to 1865; HIS 726 – Interpretations and Themes in American History Since 1865; HIS 781 – Themes and Interpretations in Latin America I; HIS 782 – Themes and Interpretations in Latin America II</td>
<td>2. ANT 631 - Seminar in Archaeology</td>
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<tr>
<td>3. Choose at least one of the following: HIS 711 – Research Seminar in American History; HIS 712 – Research Seminar in European History; HIS 732 – Seminar in British History; HIS 745 – Seminar in Latin American History</td>
<td>3. ANT 641 - Seminar in Physical Anthropology</td>
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<td>4. 12-18 hrs of electives</td>
<td>4. ANT 602 – Researching Anthropology</td>
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<td>5. HIS 698 – Thesis (3 hrs)</td>
<td>5. 12-15 hrs of electives</td>
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<td>6. ANT 698 – Thesis (3 hrs)</td>
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</table>

In addition to the above, students must demonstrate proficiency in one foreign language or take 6 hours of graduate level quantitative research methods. One comprehensive examination for both departments will be administered.

2. Library and Information Sciences

Since fall 1999, the graduate programs in Library and Information Science and Anthropology have offered a dual-master’s degree to train students to work in the public sector or in private libraries. The student will complete coursework in both departments and write a single thesis (although the thesis committee will include faculty members from both programs). Graduates will be prepared for employment with libraries at academic institutions and in positions requiring archival training.

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<thead>
<tr>
<th>Library and Information Science</th>
<th>Anthropology</th>
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<tbody>
<tr>
<td>1. LIS 501 - Introduction to Reference Resources and Services</td>
<td>1. ANT 621 - Seminar in Ethnology</td>
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<tr>
<td>2. LIS 505 - Cataloging and Classification</td>
<td>2. ANT 631 - Seminar in Archaeology</td>
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<tr>
<td>3. LIS 511 - Development of Library Collections</td>
<td>3. ANT 641 - Seminar in Physical Anthropology</td>
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<tr>
<td>4. LIS 605 - Library Management</td>
<td>4. ANT 602 – Researching Anthropology</td>
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<tr>
<td>5. LIS 636 - The Library in American Society</td>
<td>5. 18 hrs of electives</td>
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<td>6. LIS 651 - Introduction to Information Science</td>
<td>6. ANT 698 – Thesis (3 hrs)</td>
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<tr>
<td>7. Choose two of the following: LIS 533 - History of the Book; LIS 646 - Special Collections and Archives; LIS 647 - Introduction to Archival Administration; LIS 649 - Preservation of Documentary Materials; LIS 666 - Social Science Resources</td>
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<tr>
<td>8. LIS 691 – Thesis (3 hrs)</td>
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</table>
In addition to the above, students must demonstrate proficiency in one foreign language or take 6 hours of graduate level quantitative research methods. One comprehensive examination for both departments will be administered.

3. Public Health
In fall 2007, this dual program was established to allow students interested in Anthropology and Public Health to complete requirements for each degree simultaneously. The combination of disciplines prepares graduates for a variety of career opportunities in the public, voluntary, and private community health sectors. Training in social and behavioral studies, statistics, disease epidemiology, and data analysis from the Department of Public Health combined with training in physical anthropology, ethnology, and archaeology from the Department of Anthropology and Sociology, afford an opportunity for the graduates to manage programs concerning health and disease as related to diverse populations with specific cultural backgrounds and associated needs.

Emphases available within the MPH degree include 1) Epidemiology and Biostatistics and 2) Health Education. The required coursework for each emphasis is outlined below:

<table>
<thead>
<tr>
<th>Public Health (Epidemiology and Biostatistics Emphasis)</th>
<th>Anthropology</th>
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<tbody>
<tr>
<td>1. DPH 622 - Epidemiology</td>
<td>1. ANT 621 - Seminar in Ethnology</td>
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<tr>
<td>2. DPH 623 - Biostatistics</td>
<td>2. ANT 631 - Seminar in Archaeology</td>
</tr>
<tr>
<td>3. DPH 625 - Health Administration</td>
<td>3. ANT 641 - Seminar in Physical Anthropology</td>
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<tr>
<td>4. DPH 655 - Environmental Health</td>
<td>4. Choose four of the following courses: ANT 516 - Ethnographic Field Methods; ANT 522 – Ecological Anthropology; ANT 524 – Religion and Healing; ANT 529/549 Topics in Anthropology (must be approved by chair); ANT 541 – Human Variation; ANT 542 – Medical Anthropology; ANT 545 – Bioarchaeology; SOC 523 – Sociology of Health</td>
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<tr>
<td>5. DPH 656 - Social and Behavioral Aspects of Health</td>
<td>5. 3 hrs of electives</td>
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<tr>
<td>6. DPH 611 - Internship (6-9 hrs)</td>
<td>6. ANT 698 - Thesis (6 hrs)</td>
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<td>8. DPH 680 - Research Techniques</td>
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<td>9. DPH 722 - Infectious Disease Epidemiology</td>
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<td>10. DPH 723 - Biostatistics II</td>
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<tr>
<td>11. DPH 785 - Data Management and Analysis in Public Health</td>
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<tr>
<td>Public Health (Health Education Emphasis)</td>
<td>Anthropology</td>
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<tr>
<td>6. DPH 611 - Internship (3-9 hrs)</td>
<td>6. ANT 698 - Thesis (6 hrs)</td>
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<tr>
<td>7. DPH 602 – Health Disparities in the United States</td>
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<td>8. DPH 606 – Health Education Among Rural Populations</td>
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<td>9. DPH 609 – Community Health Education Planning</td>
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<td>10. DPH 647 – Public Health Marketing</td>
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<td>11. DPH 720 – Community Organization for Health Education</td>
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<tr>
<td>12. DPH 784 – Qualitative Research Methods in Public Health</td>
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</tbody>
</table>

In addition to the above, students must demonstrate proficiency in one foreign language or take 6 hours of graduate level quantitative research methods. Given the specific requirements associated with MPH certification, however, this dual program entails two sets of comprehensive examinations, one in each discipline. The exams may be taken at separate times.
Grading/Student Evaluation
The Graduate School at Southern Miss has established the standards of performance for those enrolled in graduate programs. Class performance also plays an important role in determining the allocation of scarce resources, such as the allocation of graduate assistantships. According to the Graduate Bulletin (quoted from 2010-2011, pp. 39-40):

- A — indicates excellent work and carries 4.0 quality points per semester hour.
- A- — indicates excellent work and carries 3.7 quality points per semester hour.
- B+ — indicates good work and carries 3.3 quality points per semester hour.
- B — indicates good work and carries 3.0 quality points per semester hour.
- B- — indicates good work and carries 2.7 quality points per semester hour.
- C+ — indicates average work and carries 2.3 quality points per semester hour.
- C — indicates average work and carries 2.0 quality points per semester hour.
- C- — indicates average work and carries 1.7 quality points per semester hour.
- D+ — indicates inferior work and carries 1.3 quality points per semester hour.
- D — indicates inferior work and carries 1.0 quality point per semester hour.
- E — indicates a course in progress. Not included in the grade point average, a grade of E shall be awarded for graduate thesis, recital, project, and dissertation courses and for such self-paced or skill courses as the Graduate Council may designate. An E shall be changed to a P only in the case of credit for thesis and dissertation and then only for the last recorded credit for these courses. Otherwise, the E remains on the record indicating that to receive credit the student must re-register for the course, repeating it on a regular basis until completing it. Upon completion, the appropriate grade, whether P or valuative, shall be assigned.
- F — indicates failure and carries no quality points.
- NA — indicates the instructor reported the student as not attending. The grade is considered as attempted, but no quality points are earned. The grade is calculated as an “F” in the student’s grade point average.
- I — indicates that a student was unable to complete course requirements by the end of the term because of extraordinary circumstances beyond his or her control. If an I has not been removed by the end of the next semester (excluding summer term), it automatically becomes an F. Students are prohibited from enrolling in any course for which the current grade is I. The I grade is not used for thesis or dissertation hours.
- AW — indicates administrative withdrawal.
- WP — indicates withdrawal from a course passing after deadline for dropping courses.
- WF — indicates withdrawal from a course failing after the deadline for dropping courses. (This grade is computed in the GPA as F.)

Grading Policies for ANT696/698
Those students enrolled for ANT696/698 will be given a grade of Satisfactory (S), Unsatisfactory (U), or Pass (P) according to the following criteria:
- A grade of S indicates satisfactory research progress as measured against a set of expectations developed in consultation between the student and the supervising professor; a written copy of the expectations must be signed by the student and given to the secretary to keep on file by the end of the first week of the semester. An S carries
no quality points. A pass (P) grade will be awarded instead of an S the final time the student enrolls in thesis or project hours if the student successfully defends the thesis or project and submits the final document to the Graduate School.

- A grade of U indicates unsatisfactory research progress as measured by the agreed upon research expectations. A student who earns a U will be placed on probation during the following semester; he/she will be returned to regular status if a grade of S is earned in 696/698 during the probationary semester. One U grade can be removed from the transcript by petition for a grade change by the faculty member if the student earns two consecutive S grades. A second U grade at any point in these courses will result in dismissal from the program.

- The grade of P indicates that the student has passed his/her thesis defense and has submitted the final document to the Graduate School. Typically it is awarded in the semester in which the defense is passed, but if the student defers graduation, the P will be awarded during the last semester of enrollment. A P carries no quality points.

**Probation**

Those students on regular status will be placed on academic probation for the next regular semester of enrollment if one of the following occurs: 1) the cumulative GPA falls below 3.0, a grade of C- or below is awarded, a seventh hour of C+ or below is awarded, or a U is earned in thesis or project research. The student will be placed on probation for one semester if full time and two semesters if part time. While on probation, a student may not defend a project or thesis nor take a comprehensive examination. He/she will receive a letter from the program outlining the expectations that must be met in order to return to good standing. If these expectations are not met, the student will be dismissed from the program. For those on conditional status, a GPA below 3.0 will result in dismissal from the program with no interim probationary semester.

Non-degree students who wish to be admitted to regular status must a B or better in nine hours of non-fieldwork, graded lecture courses in order to be considered for admission as regular status (excluded courses: ANT 516, 536, 593, 594, 599, 601, 602, 691, 696, 697, 698). All nine hours must be completed within two semesters.

**Incomplete Grades & Repeats**

As noted above, the grade of “Incomplete” is reserved for situations in which a student is “unable to complete course requirements by the end of the term because of extraordinary circumstances beyond his or her control.” Running out of time during the semester, having a particularly busy schedule, or working on other academic projects are not sufficient reasons, and the Graduate School will refuse to approve requests for Incompletes for which such explanations are given. If a student has such an extraordinary circumstance, he or she must petition the Department Chair, Director of Graduate Studies, and faculty member who is teaching the course for an Incomplete. This petition should be a formal, written memo sent to all of these parties requesting
the Incomplete and explaining the circumstances. The awarding of an Incomplete is at the discretion of the three aforementioned parties. If awarded, the student must complete all work by a date agreed upon by both the student and the faculty member teaching the course. A memo indicating what work remains and when it will be completed must be signed by both the student and the faculty member, and then placed in the student’s file. If the work is not completed by that date, the faculty member may elect to give the student an F. If all work is not completed by the end of the semester following the term in which the Incomplete was given, the student will receive an F in the course.

The University allows students to repeat one course once during their graduate career, but in order to do so permission must first be obtained from the chair of the department as well as the appointed representative of the Office of Graduate Studies. If you wish to petition to repeat a class, please see the Graduate Program Director.

Expected Academic Progress/Registration Requirements

Students are expected to progress through the stages of the program in a timely fashion, completing all requirements and following the rules outlined in this handbook and The Graduate Bulletin. Students must submit a Plan of Study (see http://www.usm.edu/graduate-school/plans-study-masters-programs, and click on Anthropology) to the program by October 15 of their first semester. This document will outline milestones in your program and help you chart your plans during the MA process.

Students are expected to enroll for at least nine credit hours each semester. If you are receiving any form of university funding (e.g., teaching assistantship), the program requires that you register for 12 hours. If you are on other forms of financial aid or are paying tuition yourself, nine credit hours is considered full-time enrollment. From the time students enter the MA program, they need to be continuously enrolled each year for at least one hour during each semester every fall and spring semester until graduation. If a student fails to register for at least one semester, he/she will be required to apply for readmission and will have to pay back tuition in order to re-enter the program. Students must register for one credit hour of ANT 696 or ANT 698 during the semester that they will defend their thesis/project and they graduate. All Graduate School (see https://www.usm.edu/graduate-school/deadlines-graduation-thesis-dissertation-and-nursing-capstone-project) and Department of Anthropology & Sociology (see p. 5) deadlines must be followed in order to graduate.

As noted above (see “Coursework,” pp. 8-9), the MA program requires 33 semester hours, including 15 hours of core classes, 0-6 hours of foreign language or statistics, and 12-18 hours of anthropology electives. Students should identify a subfield area of interest and an appropriate adviser by November of their first semester (see dates noted on p. 5). In the second semester, a committee should be formed, and the student
should decide on a research topic. In conjunction with the committee, the student should select either the thesis or project format for his or her research. By the end of the first year, all subdiscipline seminars should be completed and the student should be ready to prepare for comprehensive exams, to be taken just prior to the start of the second year. Ideally, a thesis/project proposal should be written and defended in the third or fourth semester, and the student should be ready to graduate in the fall semester of the third year. It is realized that those completing a dual degree may have a schedule that deviates from that outlined for students pursuing a single degree.

According to Graduate School policy, the master’s degree must be completed within five calendar years from the time of first enrollment in the graduate program. The average time finish the degree is three to three-and-a-half years. Nonetheless, it is possible to graduate in approximately two to two-and-a-half years, and we have created a program designed to facilitate this timeline. For those students receiving funding for their graduate study, that funding typically only lasts for the first two years, so graduating in this time frame is important.
ASSISTANTSHIPS

Departmental Teaching and Research Assistantships
The program provides support for full-time graduate students to the extent that it is fiscally possible to do so based on our allocation of funding from the Graduate School. Awards are made on an annual basis and are limited to two years of funding. Generally, assistantships are only awarded to students in their first two years in the program, even if they did not receive funding during their first year. Exceptions may be made to those in dual degree programs. Those who receive funding through Anthropology are expected to take at least nine hours in content coursework designated ANT (i.e., not ANT 697 or others graded P/S/F) during the fall and spring semesters that they are being supported.

Renewal of assistantships for the second year is not automatic. Performance as a graduate assistant will be taken into consideration when assigning assistantships for the following year. Those students wishing to receive funding during their second year, regardless of whether they have received funding during their first year, must submit an application to the Director of Graduate Studies by March 1 to be considered for the following fall. The application form may be obtained from the Director. Students enrolled in the dual degree programs are required to formally seek funding in the companion program as well and provide evidence of this to the DGS (e.g., copy of emails or applications); if an assistantship is offered to them by the other program, it must be accepted.

Each student awarded an assistantship (teaching or research) should meet with his/her assigned faculty member at the start of the term to discuss responsibilities and hours for work. Graduate assistants are required to work 20 hours each week according to the dates in their award letters; the 20 hours includes two hours in the ANT 101 Tutoring Lab. This includes those times such as Fall Break and Spring Break when classes are not in session but the university is open as well as times such as midterm and finals week; having other academic or non-academic obligations is not an appropriate excuse for not completing work hours. Graduate assistants should be available Monday-Friday during normal business hours and during the evening if the faculty to whom they are assigned is teaching a given night class.

Occasionally a student may work fewer than 20 hours during a week, but if it occurs consistently, he/she may be assigned to assist an additional faculty member; if working fewer than 20 hours/week continues, it is possible that the assistantship might be reduced to half-time. Under no circumstances should a student work more than 20 hours; therefore, it is not allowable to work 25 hours one week and 15 the next. If a student is given a task that he/she believes will take more than 20 hours, he/she should discuss schedule for completion with the appropriate faculty member.
**Teaching Your Own Class**
A limited number of second year students may be selected to be instructor of record of their own section of ANT 101. In order to be considered, students must have completed 18 hours of graduate courses in anthropology, including ANT 601 – Teaching Anthropology. Students will be selected based on motivation, quality of prior classroom work, performance in ANT 601, demonstration of reliability and responsibility, and level of professionalism. Taking ANT 601 does not guarantee that one will be able to teach independently. The faculty, in conjunction with the Department Chair, will determine which individuals, if any, are prepared and able to teach ANT 101. If chosen to teach, students must enroll in ANT 601 during the semester(s) in which they are teaching.

**Other Funding**
Other funding opportunities, such as through grants and contracts, may become available. If so, such awards are made at the discretion of the principal investigator and are not necessarily subject to the same rules applying to program assistantships. Graduate students funded through grants or through work study are paid hourly for the time they work. When there are school breaks or other circumstances during which no work occurs, such students do not get paid. The circumstances of each grant or other funding source are unique and should be discussed fully with the principal investigator who hires the student.

Additional funding resources have been identified by The Graduate School and can be reviewed on their website (see [http://www.usm.edu/graduateschool/funding.php](http://www.usm.edu/graduateschool/funding.php)).

**Revocation of Funding**
Continuation of funding is dependent upon successful performance of duties. If a student receiving support does not carry out their assigned responsibilities in a timely and professional manner, he or she will be given written notice of areas needing improvement. Should the unsatisfactory behavior not be resolved within one month, the program will discontinue the assistantship, in which case the student will be responsible for back payment of tuition and all other fees for the semester. The student may also be asked to refund the amount paid to them as their stipend.
COMPREHENSIVE EXAMINATION

All students pursuing a single master’s degree must take a comprehensive examination, as required by The Graduate School at Southern Miss. This exam is given once each year, in August, prior to the start of fall semester classes. Those enrolled in a dual degree program may apply to take their comprehensive examinations at a later date, most typically the following August but also at time in the following January. The written application, outlining the reasons for the delay as well as the proposed date to take the exams, must be submitted to both the student’s adviser as well as the Director of Graduate Studies by May 15.

Eligibility
Students must have successfully completed the three core seminars with an overall average of 3.0 for these three classes in order to take the exam; they must be on regular status in good standing.

Format
The examination is a six-hour, closed-book written examination, administered on campus. The exam will consist of three questions developed and graded by members of the student’s thesis committee:

- One question will address general theoretical knowledge of the student’s subfield
- One question will address general anthropological appreciation of the chosen geographic or emphasis area
- The third and final question will focus on more specific theoretical or methodological knowledge relevant to the thesis topic

Copies of questions from previous exams are available for students to review.

Grading
Students will be separately graded on each of the three questions. Faculty members will independently read and evaluate each question, and then together decide on the overall grade assigned for each question.

Students may receive one of the following grades for each question:

- **High Pass** – The student demonstrated an exceptionally high level of knowledge as well as clear, sophisticated, and well-organized writing.
- **Pass** – The student demonstrated a strong level of knowledge and a solid writing style.
- **Conditional Pass** – Although the student generally demonstrated knowledge of the area and wrote clearly, there were some significant problem areas that are unclear or incomplete.
- **Fail** – The student does not demonstrate adequate knowledge or understanding of the material.
If a student receives a “Pass” or “High Pass” on all three questions, he or she has completed the comprehensive examination process.

If the student receives a “Conditional Pass” on any of the questions, he or she will be required to write a supplement to the exam in order to address the deficit areas. This supplement will be assigned by the committee and graded by the committee as a whole. The due date for this assignment will be within one month of the original exam.

If a student receives a “Fail” on question 1, the general subfield question, he or she will be given a grade of “Fail” for the entire examination and will need to sit for the entire examination again at a time arranged in the following January. If a student receives a grade of “Fail” on question 2 or 3, he/she will re-take only those sections of the exam the following January.

If students “Fail” the entire examination on two occasions, they must leave the program or meet with the chair of the department and the Graduate Program Director to petition to continue in the program.
THESIS/PROJECT

Identifying & Working With Your Adviser
When you enter the program, you will be assigned an adviser based on your area of interest. You should consult with this adviser about your academic decisions and thesis/project interests during your first semester. Based on conversations with your adviser, you should determine which of the faculty would be the best fit for your research interests. You are not obligated to stay with your original adviser. By October 1 of your first year, you should approach whichever faculty member seems most appropriate for your interests to see whether he or she would be willing to work with you on your research. Once you have identified an adviser and he/she has agreed, send an email to the Director of Graduate Studies, cc’d to the Department Chair and Petra Lamb (see p. 5, above).

Your adviser will serve as your primary mentor through the thesis project. He or she will advise you regarding the appropriateness of your topic, the development of your research, and the writing of your thesis or project. Please be considerate about giving your adviser adequate time to respond to your written material (at least 2-3 weeks), as she or he has many obligations to schedule in addition to commenting on your work. As you get closer to completing your research proposal (see below), your adviser is the one who will decide when you are ready to defend your proposal before your committee. The same is true for your thesis or project. It is STRONGLY advised that you meet with your adviser at least twice a semester to discuss your progress, get advice, and present him or her with work you have done. Consistent work, on-going communication, and timely response to adviser feedback are the best formula for moving through the program smoothly.

Forming Your Committee
Regardless of whether you choose the thesis or project format, you must form a committee with whom you will work. This committee will oversee your research and, in conjunction with your committee chair, evaluate your work. The composition of your committee should reflect your area(s) of interest and include faculty with expertise in your research focus or related areas. The graduate committee consists of three (and possibly four) faculty members, one of whom may come from outside the program. Your chair must be an anthropologist, but if your interests include other disciplines, it may be appropriate to ask faculty from other disciplines to serve on your committee (e.g., History, Sociology, Geography, Religion). You may also have a member from another institution provided that he or she applies for and is approved as a member of the graduate faculty at Southern Miss. Your advisor can explain this process to you. Students in dual degree programs also must have two anthropologists on their committees, but they may wish to have four members of their committee to allow two members from their other program.

Your committee serves both advisory and administrative functions. Although your chair is your primary “go-to person” with whom you work closely on your thesis, your committee members also will have input and should be consulted throughout the thesis project to the extent your chair deems appropriate. The committee is also the group that will develop your
comprehensive exam, grade that exam, evaluate your thesis/project proposal, and evaluate the thesis/project itself.

It is the student's responsibility to recruit faculty to serve on his or her MA committee. Most of the time, committee members are faculty with whom you have had classes, but not always. Remember please that faculty members are very busy, so do not assume they have time and will be able to serve on your committee. Make an appointment to talk with them about your interests and see whether they willing to serve.

Choosing the Thesis or the Project

Whether you choose a thesis or a project is a decision you should make in conjunction with your adviser. Your research topic and your career interests should drive this decision. Both the thesis and the project will summarize, present, and contextualize the independent research you have done in your area of interest. The thesis and the project are an equal amount of “work” – the difference is not in what is required in terms of research but rather the format and tone of the product that results. A list of thesis titles in Anthropology that have been completed by USM students since 2004 may be found at https://www.usm.edu/anthropology-sociology/ma-graduates. Electronic copies of those theses written since 2014 may be found on Aquila (aquila.usm.edu) and paper copies of those written before 2016 may be found in the department Conference Room (LAB 433). Check them out – they will give you good ideas about the variety of topics that might be undertaken as well as the scope of the studies involved.

The thesis follows a traditional format, the details of which are outlined by The Graduate School (see http://www.usm.edu/graduate-school/graduate-reader). A significant part of the thesis is a literature review that includes a strong theoretical foundation locating the research in a tradition of scholarly work. The thesis should include a theoretical framework as well as a substantial review of previous research. The format of the thesis, established by the Graduate School and the department, is exclusively a written document, which is then bound and archived at the library and in the department and also posted to Aquila. Examples of theses can be seen in the department conference room. The thesis is most appropriate for students who intend to go on to pursue a Ph.D., and/or for students whose interests include a focus on theory.

The project option was introduced in 2010 as an alternative to the thesis, primarily for students with a more applied focus and plans for the MA to be their terminal degree. In some cases, the kinds of research students are doing (especially in physical anthropology and archaeology) do not easily fall into the traditional thesis format. Instead, students may wish to devote less time to the theory/prior literature and more time to data analysis and presentation, as well as discussion of the practical importance of the research. The project must also include a written document, similar to a thesis in rigor, but this document is evaluated and housed solely within the department rather than The Graduate School. The project may also include non-written components, such as a film or website.
Some aspects of the relationship between the thesis and project are summarized in the following table:

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<th>Thesis</th>
<th>Project</th>
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<tr>
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<tr>
<td>Includes an in-depth literature review</td>
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<td>May include visual or other components</td>
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<td>Is reviewed by the Reviewer</td>
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<td>Is archived at The Graduate School</td>
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**Your Thesis/Project Proposal**

Your proposal should be defended during your second year in the program (see p. 5 for deadlines), but minimally it must take place at least one semester prior to graduation. The specific format of your thesis or project proposal will vary somewhat depending on the type of research you are doing. You should work with your adviser and committee members to determine the details of what is appropriate for you. Generally, however, the proposal will introduce the readers to your topic, outline the problem to be addressed, briefly review literature, discuss your methods for data collection and analysis, describe the relevance of the proposed research to anthropology, and assess the overall feasibility of the research. The length of the proposal may vary, but should be in the range of 15 pages; it should not be the first three chapters of your thesis or project.

The proposal will help you develop a clearer focus and direction for your project or thesis, and it will also serve as a time to come to agreement with your committee regarding what you will do for your thesis or project. You should write the proposal while communicating with your chair and, as appropriate, committee members. Once your chair agrees that your proposal is ready to defend, you will communicate with your committee members and schedule a time for the defense. Once scheduled, communicate with Petra Lamb about this defense and make sure to have appropriate forms in hand.

All committee members should have the full proposal in hand two weeks prior to the scheduled defense. You also will be required to have in hand IRB or IACUC approval, should they be required. You will then formally present and defend the proposal at a meeting with your committee. Other faculty may also attend the meeting at their discretion. The proposal defense is best seen as a presentation followed by a conversation about your proposed research. It is a time to get feedback and guidance about your ideas, and it is a crucial part of development as a researcher.
The Thesis
The Graduate School’s website contains detailed instructions on preparation of your thesis. Read these carefully and follow the instructions to the letter. The requirements and deadlines are not flexible.

Format & Style
The Graduate School has produced a set of on-line templates that must be used in preparing your thesis. They may be found in Sections A and B at http://aquila.usm.edu/graduateschooldocs/outlines. It will assist you with organization of the front matter (e.g., abstract, table of contents) and formatting of figures and tables.

When it comes to reference style and citation format, the Graduate School allows each program to have their students use what is appropriate for their discipline. For Anthropology, we follow the Chicago Manual of Style whose guidelines may be found at http://www.chicagomanualofstyle.org/tools_citationguide.html. In this style guide, you will find information about many important aspects of writing, including how to cite sources in the text, how to integrate long and short quotes properly, how to use footnotes (if necessary), and how to format your reference section.

We highly recommend you consult both of these sources early in the writing of your thesis. Trust us: Reformattting the entire thesis from one style guide to another is no fun – it’s very time-consuming and likely to result in errors.

The Reviewer of Dissertations, Nursing Capstone Projects, & Theses (formerly The Graduate Reader)
Your first formal contact with the Reviewer of Dissertations, Nursing Capstone Projects, & Theses (henceforth, referred to as “the Reviewer”) is to submit the title page of your thesis. The guidelines may be found in Part C at http://aquila.usm.edu/graduateschooldocs/. This is usually done during the semester before you intend to graduate.

Once completed your thesis will need to be approved for formatting by both the DGS and the Reviewer. It must be submitted to the DGS at least one week before it is submitted to the Reviewer; the deadline for the latter may be found at https://www.usm.edu/graduate-school/deadlines-graduation-thesis-dissertation-and-nursing-capstone-project. If the formatting of the thesis is approved, the DGS will write a memo to the department chair; the chair will not sign approval of the thesis to be submitted to the Reviewer until this memo is received. Therefore, it is in your best interests to have the thesis carefully proofed before it is submitted to the DGS. If the formatting issues are sufficiently serious so that they cannot be taken care of before the submission date, especially if it involves a second reading by the DGS, you risk not being able to meet the deadline along with its consequences. Your adviser also will need to run a copy of your thesis through TurnItIn and send an email with the results to the Reviewer.

You must meet several other deadlines with the Reviewer in order to graduate within your intended time framework; a list of these additional deadlines may be found at https://www.usm.edu/graduate-school/deadlines-graduation-thesis-
For example, a Contact Reviewer of Dissertations, Nursing Capstone Projects, & Theses form must be filed in the semester prior to your graduation. Another is that you must present a copy of your title page for approval by midterm of the semester in which you are graduating. Once your committee has accepted the content of your thesis draft and it has been approved by the DGS and the chair, submit an electronic version of the clean copy (complete with front matter, bibliography, appendices, tables and figures) to the Reviewer. This must be the final draft of your thesis; the only changes you will be allowed to make after this point are those required by the Reviewer. The deadline for this step occurs just before midterm.

**Important note on deadlines:** As noted above, the deadlines posted on The Graduate School webpage are absolutely crucial to attend to or else you will not be allowed to graduate at your desired time. These deadlines are not flexible and may be far earlier than you expect. Typically, in order to graduate in May, you must apply for the degree the preceding November, submit your title page and defend your thesis in mid-March, and submit the thesis to the Reviewer by the end of March. Don’t let the deadlines of The Graduate School or the department sneak up on you!

**The Project**

Students may choose to do a graduate project rather than a traditional thesis if they and their committee think this format is most appropriate for their topic and their career goals. As noted above, the project requires the same amount of research and work as a thesis, but the format of the product is different and more flexible.

Unlike the thesis, the project format does not require following any particular Graduate School guidelines or due dates. The evaluation of and deadlines for the project are the responsibilities of in the department, not the Graduate School. Nonetheless, the deadlines for committee formation and proposal defense are the same as the thesis and are firm. The deadline for defense of the final project is one month prior to the last day of classes, and the deadline for submission of all materials is the last day of regularly scheduled classes.

The project must have a written component, similar to a thesis, but it may have a less in-depth literature review and a more substantial discussion of data and its applied relevance. Writing for the project must also follow Chicago Manual of Style guidelines (see discussion above, under “Thesis”), and in general, should adhere as much as possible to the formatting guidelines for thesis outlined by the Graduate School. In addition to the written component, where appropriate the project may also contain material in other formats – for example, a documentary film, or a website.

You must work with your committee to determine the focus, organization, and format of your graduate project, and all details about these elements must be outlined in the project proposal that you defend before your committee.

**Thesis/Project Defense**

Do be aware that a thesis generally takes at least a semester to produce, and that you minimally must have a draft of all chapters of the thesis submitted to your chair at least one month before the desired defense date. This, however, will not in any way guarantee that you will be allowed to defend since there may be extensive revision required. It is up to your
chair to decide when your work is ready for defense. When your thesis/project is complete and your chair approves, you will provide all committee members with a complete copy of your work in anticipation of a final thesis/project defense. Communication with your chair throughout the research and writing process is thus crucial to timely progress to the defense. When your chair gives you the go ahead to plan for a defense, communicate this to Petra Lamb and she will help you and your committee with the appropriate paperwork. Your committee members need a minimum of two weeks to review your final thesis/project, longer if they have not seen pieces of it along the way. Please be mindful of deadlines, especially in the summer when faculty schedules are highly variable, and plan your defense with room to spare.

The defense itself is similar to the proposal defense. You will present your work to the committee then take questions on your work. After the discussion is finished, you will be asked to step out of the room and the committee will vote on whether you pass your defense. Once passed, the end is in sight! However, as with theses, you will need to get the formatting of the final draft of the project approved by the DGS.

**Submitting the Thesis/Project**

As with all the procedures concerning the writing of the thesis, The Graduate School has very specific requirements about how the final copies of the thesis are to be turned into their office. Much of the submission and review process is now taken care of on-line. A very detailed description of the steps to be taken may be found in Section D at [http://aquila.usm.edu/graduateschooldocs/](http://aquila.usm.edu/graduateschooldocs/), including policies concerning verification of IRB and IACUC approval (should they be required), response to revisions requested by the Reviewer, and submission of a digital copy of the final product to Aquila. You will also need to submit a digital copy to the Director of Graduate Studies for the departmental archives.

The project does not require the same review process by the Graduate School as does the thesis. However, an electronic copy of all parts of the project (the written portion plus any other aspects such as visual products or databases) must be submitted to the Director of Graduate Studies to be archived in the department.
IMPORTANT POLICIES

Disability Accommodations
As discussed in The Graduate Bulletin: http://catalog.usm.edu/content.php?catoid=8&navoid=470#Office_for_Disability_Accommodations__ODA_), the University complies with the Americans with Disability Act:

The University of Southern Mississippi complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. No otherwise qualified individual with disabilities, shall solely by reason of his/her disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination in the administration of any educational program or activity, including admission or access thereto or in treatment or employment therein by The University of Southern Mississippi. All reasonable accommodations for students must be approved through the Office for Disability Accommodations (ODA); accommodations for faculty and staff must be approved through the Human Resources director. Students who need assistance in reasonably accommodating a disability in the classroom or on campus should contact the ODA director at (601) 266-5024 or (228) 214-3232; faculty/staff should contact the director of Human Resources at 266-4050. Individuals with hearing impairments can use Mississippi Relay Service at 1-800-582-2233 (TTY) to contact campus offices.

If any student feels that she or he has a qualifying disability, he or she is encouraged to contact the Office for Disability Accommodations (see http://www.usm.edu/oda).

Research Involving Human and Animal Subjects
In some cases, graduate students will be working with people (e.g., interviews) or animals for their thesis or project research. If so, the student must follow appropriate ethical and legal guidelines. To ensure that procedures are properly followed, all researchers must formally propose their programs to the appropriate university board, either the Institutional Review Board (IRB) or the Institutional Animal Care and Use Committee (IACUC), that will evaluate their plans. Permission must be obtained from these boards prior to any data being collected. As noted in The Graduate Bulletin http://catalog.usm.edu/content.php?catoid=8&navoid=472):

Institutional Review Board

The U. S. Department of Health and Human Services has established standards and guidelines to protect individuals from risks associated with participating in research studies. The University of Southern Mississippi complies with these guidelines. The Institutional Review Board acts as a monitor to ensure the university’s research using human subjects as participants is in compliance with the U. S. DHHS policies and other procedures. The IRB, through an appointed chair person, reports to the Vice President for Research.

All investigations, experiments, surveys, or demonstrations involving human subjects, regardless of funding or the source of the funds, must be reviewed and approved by
the IRB before the activity is begun. This includes activities in which a faculty member
is supervising research activities, including class projects, master's theses, specialist's
projects, and doctoral projects and dissertations.

Application forms for submission of protocols for review by the IRB are available from
each college’s representative and in the Graduate School. Prior to submitting the
required copies of an application for approval by the IRB, students should do the
following:

- Have the application approved by their thesis, project, or dissertation director
  or professor teaching a course
- Secure the appropriate signatures
- Have the application reviewed by the appropriate college representative to
  the IRB.

The current IRB chair is Dr. Lawrence Hosman, Department of Communication Studies,
601-266-4271.

All IRB and IACUC applications must be approved by the time of the proposal defense.
The signed and approved IRB application forms and approval letter should be included
in the appendix of the thesis, project, and/or dissertation. All form as well as the
names of the college representatives to the IRB may be found at the webpage for the
Office of Research Integrity (http://www.usm.edu/research/office-research-integrity).

**Institutional Animal Care and Use Committee**

The Institutional Animal Care and Use Committee (IACUC) is a standing committee of
the university. The IACUC is qualified through the experience and expertise of its
members to oversee the university’s animal program, facilities, and procedures. The
IACUC consists of eight members and its membership meets the compositional
requirements set forth in the Public Health Service Policy. The IACUC, through an
appointed chairperson, reports directly to the Vice President for Research. The IACUC
acts as a monitor to ensure the university's facilities are operated in compliance with
the Public Health Service and other federal policies.

Federal law requires that any university activity (whether research or instructional in
nature) involving the use of vertebrate animals be reviewed by the IACUC and
approved by that body before the activity may proceed. The original completed form,
signed by the project director (a faculty member, not a student), the appropriate
departmental chair and dean, and should be forwarded to the chair of the IACUC for
processing. Review of applications requires approximately two to six weeks. The
approved IACUC protocol application and approval letter should be included in
appendix of the thesis, project, or dissertation. IACUC protocol forms and instructions
may be obtained at the webpage for the Office of Research Integrity
(http://www.usm.edu/research/office-research-integrity).
In the department, going through the IRB and/or IACUC approval process is routine for many faculty members. If your research will involve human or animal subjects, please talk to your adviser as soon as you know what you will be doing and go through this process early. Your adviser can help walk you through the process. The timeline from submission to approval varies a great deal, and you do not want to be in a situation where your research is on hold while you await IRB and/or IACUC approval.

**Responsible Conduct of Research Training**

Responsible Conduct of Research (RCR) training is accomplished through the Collaborative Institutional Training Initiative (CITI) as part of the university’s Research and Scholarly Integrity Assurance Program. CITI consists of a series of on-line course modules which emphasize research integrity. All students must complete RCR training during their first semester of graduate school. This is most commonly done as part of ANT 602 – Researching Anthropology. Further information can be found at [http://www.usm.edu/research/research-and-scholarly-integrity-assurance-program](http://www.usm.edu/research/research-and-scholarly-integrity-assurance-program).

**Conference Travel**

Many graduate students have the opportunity to travel to conferences to present their research. Because the experience of attending a professional meeting is beneficial to students, the department tries to work with student schedules (work and classes) to make such travel possible. Although funding usually is not available, students often are able to travel fairly inexpensively. **Whether you receive funding or not, be sure to fill out a “Permission to Travel” form** as soon as you know you are traveling ([http://www.usm.edu/procurement/travel.html](http://www.usm.edu/procurement/travel.html)). It must be done at least two weeks prior to travel, and all travel must be approved through the appropriate departmental channels. Any faculty member can help you complete this form. In addition, be sure to notify your professors and work supervisor(s) as soon as you know about your travels so that they can try to work with you to make up anything you miss.

**Plagiarism**

The Department of Anthropology and Sociology takes academic dishonesty seriously and expects all students to take necessary measures to educate themselves about what plagiarism is and how to avoid it. The definition of “plagiarism” used by the university may be broader than you what you are used to. According to [The Graduate Bulletin (2014-2015)](http://catalog.usm.edu/content.php?catoid=8&navoid=471#Plagiarism):

> One of the most common acts of academic misconduct is plagiarism. The following description may aid students in understanding what constitutes plagiarism.
>
> o Plagiarism is scholarly theft, and it is defined as the unacknowledged use of secondary sources. More specifically, any written or oral presentation in which the writer or speaker does not distinguish clearly between original or borrowed material constitutes plagiarism.
>
> o Students, as scholars, must make frequent use of concepts and facts developed by other scholars. Plagiarism occurs when students present the work of other scholars as if it were their own work. Students may refer in their own words to generally known and widely accepted ideas or theories.
without fear of plagiarism as long as they do not copy the plan or organization scheme used by another scholar.

- Plagiarism is committed in a number of ways including the following: (1) reproducing another author's writing as if it were one's own; (2) paraphrasing another author's work without citing the original; (3) borrowing from another author's ideas, even though those ideas are reworded, without giving credit; and (4) copying another author's organization without giving credit.

- Plagiarism is avoided when appropriate citations are used giving credit to the original source in the following instances: (1) when quoting directly from someone else's writing (a direct quotation must always be enclosed in quotation marks); (2) when paraphrasing someone else's writing (to paraphrase means to restate a passage from someone else's writing in one's own words); or (3) when following the outline or structure of another author's argument, explanation, or theory, even though the material is summarized in one's own words.

- When in doubt about how widely known ideas are, a student should observe these steps: (1) ask his/her instructor; (2) provide credit to the original source.

Other types of academic misconduct include the following:

- **Acquiring Information Inappropriately** – The act of obtaining course assignments or examination questions or answers in ways or from sources not approved by the instructor or proctor (includes, but is not limited to, unauthorized use of the internet).

- **Lying of Falsification of Data** – Any statement of untruth in all matters related to the academic experience, including false claims or authorship; falsification of information, data, or results derived from or related to research or to laboratory experiments; the misrepresentation of information, data, or results by any means with intent to mislead administrators, faculty, or others acting as officials of the University.

- **Stealing or Defacing** – The act of intentionally taking, transferring, defacing or destroying, without right or permission, any property related to the academic mission of the University.

- **Multiple Submission** – The submission, more than once, without authorization by all instructors involved of substantial portions of the same work, including oral reports or work submitted for retaken courses.

- **Conspiracy** – The act of agreeing or planning with any person to commit a violation of the Academic Integrity Policy.

The Department of Anthropology and Sociology will report all instances of plagiarism to The Graduate School and reserves the right to dismiss any students in the program who plagiarize.

**Sexual Misconduct**
The University of Southern Mississippi website defines sexual conduct as including sexual assault or sexual abuse, sexual harassment, and other forms of nonconsensual sexual conduct. Detailed definitions and discussions of these terms maybe found at:
As is further noted (http://www.usm.edu/sexual-misconduct/policy-and-procedures):

The University’s Sexual Misconduct Policy sets forth the resources available to students and employees and describes prohibited conduct. Sexual misconduct is inconsistent with the standards and ideals of our community and will not be tolerated.

The University is committed to fostering an academic, work, and living environment that is free from all forms of discrimination and sexual misconduct including sexual harassment and sexual assault.

Additionally, federal law prohibits all forms of sexual harassment under Title IV, Title VII and Title IX. This policy assists the University in complying with federal and state legal mandates and University policies in relation to such misconduct and applies to all members of the University community. The full Sexual Misconduct Policy (Policy No. PRES-AA-001) can be accessed by clicking here.

The Department of Anthropology and Sociology fully supports the University’s position on sexual misconduct. If anyone at Southern Miss believes that he or she has experienced sexual misconduct, they should contact the Affirmative Action/Equal Opportunity office at 601-266-6618.

**Consensual Relationship Policy**

Although the University recognizes that relationships do sometimes develop among people who do not share the same status at the University, the University strongly discourages consensual relationships in situations where one party has authority over the other (e.g., academic, evaluative, supervisory, etc.). The details of the University policy governing such situations can be found online at the AA/EEO office’s website (see http://www.usm.edu/aa-eeo/aaeeo-policies). The bottom line is that a university employee may not start or continue a pre-existing relationship with anyone over whom he or she has any authority or influence. If such a situation arises, the employee must immediately contact his or her supervisor to discuss the problem and remove him or herself from the situation in question (e.g., teaching a class).

**Professional Conduct**

Being a graduate student means that you are in a more professional position than when you were an undergraduate student. Part of your graduate education is professional training, including the knowledge and skills to work as an anthropologist. The graduate experience should also include professionalism in a broader sense. As a student in this program, you are a representative of it and the department wants you to keep this fact in mind. Students are expected to demonstrate integrity, respect for others, and responsibility in their classes, as teaching/research assistants, and as members of the university community. Unprofessional, disrespectful, dangerous, or uncivil conduct is inappropriate for graduate students, and the department reserves the right to remove students from assistantships or from the program for such behavior. We strive to create and maintain a community of scholars in the program.
and the broader department, and we want our students to be part of that. We enjoy working with our graduate students and look forward to seeing them develop as anthropologists during their time in this program.
APPENDIX A: SCHEDULE FOR COMPLETION OF DEGREE IN TWO CALENDAR YEARS

Students are expected to graduate in roughly two years. This outline offers a suggested schedule for passage of the major milestones within this time frame. Other degree requirements (6 hours of foreign language or research methods, 6 hours of project or thesis or credit (ANT 696 or ANT 698), 9 hours of additional electives) will be coordinated between you and your graduate adviser. Specific deadlines for certain milestones may be found at https://www.usm.edu/graduate-school/deadlines-graduation-thesis-dissertation-and-nursing-capstone-project. Numbers in parentheses following certain entries refer to milestones in degree progress in the checklist located in the next section.

1. By the end of the first semester:
   a. Identify an area of specialization
   b. Identify an adviser and complete the appropriate form. (1)
   c. Complete at least one required seminar
   d. Complete CITI training
   e. Complete the Plan of Study
      https://docs.google.com/spreadsheets/d/1RFcRwrgyWflHnsAFpOs4DYIxzJ8oWDIlykPtW216X6U/edit?pref=2&pli=1#gid=0 and give a copy to Petra.

2. By the end of the second semester:
   a. Complete the remaining required seminars
   b. Identify an area of thesis/project research
   c. Establish a thesis/project committee and file Graduate Committee Form (3)
   d. Develop a reading list for thesis/project

3. By the end of the first interim summer:
   a. Prepare for and take comprehensive examination (4)
   b. File for IRB or IACUC approval, if applicable

4. By the end of the third semester:
   a. Consult Graduate School guidelines concerning thesis preparation
      http://aquila.usm.edu/graduateschooldocs/ (Sections A & B)
   b. Prepare and defend thesis proposal. Include IRB approval if required. (5)
   c. Conduct thesis research
   d. Submit an outline of thesis to committee members

5. By the end of the fourth semester:
   a. File Application for Degree, Progress to Degree Form, and Exit survey (forms are available at https://www.usm.edu/graduate-school/application-graduate-degreecertificate with Office of Graduate Studies and pay required fees at Business Office (6, 7)
   b. File Contact Reviewer form at https://apps.usm.edu/graduate-school/contact-graduate-reader/ (8)
c. Complete a full first draft of thesis

6. During the **second interim summer** (also will be semester of graduation):
   a. Submit a signed copy of the title page with Office of Graduate Studies
      [http://aquila.usm.edu/graduateschooldocs/](http://aquila.usm.edu/graduateschooldocs/) Section C (9)
   b. Complete revisions of thesis by midterm
   c. Defend the thesis (10) and submit a draft to DGS for formatting review
   d. Submit near final draft of thesis to the Reviewer (11)
   e. Submit final copies of thesis to Office of Graduate Studies
      [http://aquila.usm.edu/graduateschooldocs/](http://aquila.usm.edu/graduateschooldocs/) Section D (12) as well as a digital copy to program
APPENDIX B: CHECKLIST FOR DEGREE PROGRESS

The following requirements must be satisfied before you can receive a graduate degree. Use this form to keep track of your progress in completing requirements. A copy will also be kept by your adviser and placed in your departmental file.

1. Selection of a Graduate Adviser  
   Date Completed _____________  
   This should be accomplished by October 1. Send a memo to the Chair, DGS, and administrative assistant.

2. Submission of Plan of Study  
   Date Completed _____________  
   This must be filed with the program by mid-October after advising has taken place. It is available at http://www.usm.edu/graduate-school/plans-study-masters-programs. An example of a completed form is included in the Graduate Studies in Anthropology handbook. Provide copies to the Chair, DGS, and administrative assistant; the program will submit copies to the Graduate School.

3. Creation of the Graduate Committee  
   Date Completed _____________  
   This should be accomplished by April 6. After you have asked people to serve on your committee and are ready to formally establish your committee, see Petra and she will help you complete the appropriate form, which may be found at http://www.usm.edu/sites/default/files/groups/graduate-school/pdf/graduate_committee_request_form.pdf.

4. Comprehensive Examination  
   Date Completed _____________  
   This is taken in mid-August after completion of the three required seminars. See Handbook for more information.

5. Defense of the Thesis Proposal  
   Date Completed _____________  
   This should be accomplished by December 10. The program will file the appropriate form with the Graduate School.

6. Application for Degree, Progress to Degree Form and Exit Survey  
   Date Completed _____________  
   All of these forms are to be filed in the semester before intended graduation (deadline: _____________), and may be found at http://www.usm.edu/graduate-school/application-degree. They are completed on-line.

7. Graduation Fees Payment  
   Date Completed _____________  
   The required fees are given in the Application for Degree Materials (see above). They are to be paid at the Business Office (deadline: _____________).
8. **File Contact Reviewer Form**

   Date Completed _____________

   The form, available at [https://apps.usm.edu/graduate-school/contact-graduate-reader/](https://apps.usm.edu/graduate-school/contact-graduate-reader/), is filed in the semester before intended graduation (deadline: ______________). Submit three copies to Petra; the program will file a copy with the Graduate School.

9. **Submission of Signed Copy of Title Page**

   Date Completed _____________

   A copy of the title page (the template may be found at [http://www.usm.edu/graduate-school/reviewer-dissertations-nursing-capstone-projects-theses-formerly-graduate-reader](http://www.usm.edu/graduate-school/reviewer-dissertations-nursing-capstone-projects-theses-formerly-graduate-reader)) is filed during the semester of intended graduation with Office of Graduate Studies (deadline: ______________). Submit to the Graduate School.

10. **Defense of Thesis/Project**

    Date Completed _____________

    This usually takes place during the semester of intended graduation (deadline: ______________). Students must be enrolled for one hour during the semester of the defense. The program will file the appropriate form with Graduate Studies.

11. **Submission of Thesis to Reviewer**

    Date Completed _____________

    A near final draft is submitted to the Reviewer during the semester of intended graduation (deadline: ______________). A description of the process may be found in the Theses Guidelines ([http://www.usm.edu/sites/default/files/groups/graduate-school/pdf/thesis_guidelines_06192015.pdf](http://www.usm.edu/sites/default/files/groups/graduate-school/pdf/thesis_guidelines_06192015.pdf)).

12. **Submission of Final Thesis/Project Copies**

    Date Completed _____________

    A description of the procedures involved in submission of the final copy may be found in the Theses Guidelines ([http://www.usm.edu/sites/default/files/groups/graduate-school/pdf/thesis_guidelines_06192015.pdf](http://www.usm.edu/sites/default/files/groups/graduate-school/pdf/thesis_guidelines_06192015.pdf)). Copies must be filed with Office of Graduate Studies (deadline: ______________), and a digital copy must be filed with the Chair and DGS.
### APPENDIX C: TIMELINE FOR SUBMISSION OF GRADUATE SCHOOL PAPERWORK

<table>
<thead>
<tr>
<th>When to submit</th>
<th>*What to submit</th>
<th>Who submits</th>
</tr>
</thead>
<tbody>
<tr>
<td>During 1st semester →</td>
<td>Plan of Study</td>
<td>Student</td>
</tr>
<tr>
<td></td>
<td>Integrity Assurance Program Completion form (CITI)</td>
<td>Student</td>
</tr>
</tbody>
</table>
| After 1st semester grades are posted | Change of Status form (conditional to regular status) if student earned adequate GPA on 9 hours graduate coursework  
- GPA ≥ 3.0 for master’s  
- GPA ≥ 3.25 for specialist  
- GPA ≥ 3.5 for doctoral | Advisor |
| In progress through completion of coursework → | Transfer Credit Approval form (if applicable) | Advisor |
| | Graduate Committee Request form | Student |
| | Proposal Approval Form (Thesis/Dissertation/ Nursing Capstone) | Student |
| | Results of Comprehensive/Omqualifying Exam form (Doctoral Students) | Advisor |
| | Change of Status form for emphasis/program changes (if needed)  
- Must include new Plan of Study | Student |
| | Coursework Retake Approval form (if needed)  
- One course may be retaken to improve the GPA | Student |
| Semester before planned graduation (See specific deadlines on website) → | Application for Degree/Certificate Cover Sheet | Student |
| | Payment receipt | Student |
| | Updated Plan of Study with required signatures | Student |
| | Exit Survey | Student |
| | Contact Graduate Reviewer form (Thesis/Dissertation/ Nursing Capstone) | Student |
| | Thesis/Dissertation/Nursing Capstone title page to Reviewer  
- Use one of the templates found in the Reviewer section of the Graduate School website. | Student |
| | IRB/ACUC approval letter to Reviewer | Student |
| Before end of planned graduation semester (See specific deadlines on website) | Comprehensive Exam Results form (Master’s/Specialist/Doctoral) | Advisor |
| | Results of Oral Defense form (Thesis/Dissertation/Nursing Capstone) | Advisor |
| | Turnitin form to Reviewer (Obtain from Reviewer) | Advisor |
| | Signed Thesis/Dissertation/Nursing Capstone Title Page to Reviewer | Student |
| | Submit Thesis/Dissertation/Nursing Capstone to Reviewer through Aquila | Student |
| | Complete review process with Reviewer | Student |
| | Final paper copy and electronic file of Thesis/Dissertation/Nursing Capstone to Reviewer | Student |
| After receiving instruction from Reviewer | Graduation Deferment Form to Auditor (if needed)  
- Submit receipt of fee payment (1st deferment free)  
- Notify Reviewer | Student |

*Forms are available on the Graduate School website. Most advisor-submitted forms are password protected and cannot be accessed by students.*