



APPLIED ANTHROPOLOGY

LIBERAL ARTS
IUPUI

GRADUATE PROGRAM HANDBOOK



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Introduction

The faculty and staff of the Department of Anthropology at Indiana University Purdue University-Indianapolis are pleased to welcome you to the Master of Arts Program in Applied Anthropology. This handbook is designed to help guide you through your degree program and help you get the most out of your graduate experience. While comprehensive in scope, the manual is designed to summarize and supplement the more detailed information found in the IU Graduate School Bulletin, IUPUI Campus Bulletin, the IUPUI Registrar's Schedule of Classes, and other publications and web sites regarding University procedures, policies and resources. We will keep you updated on any changes and important information in a timely manner via email.

Indianapolis

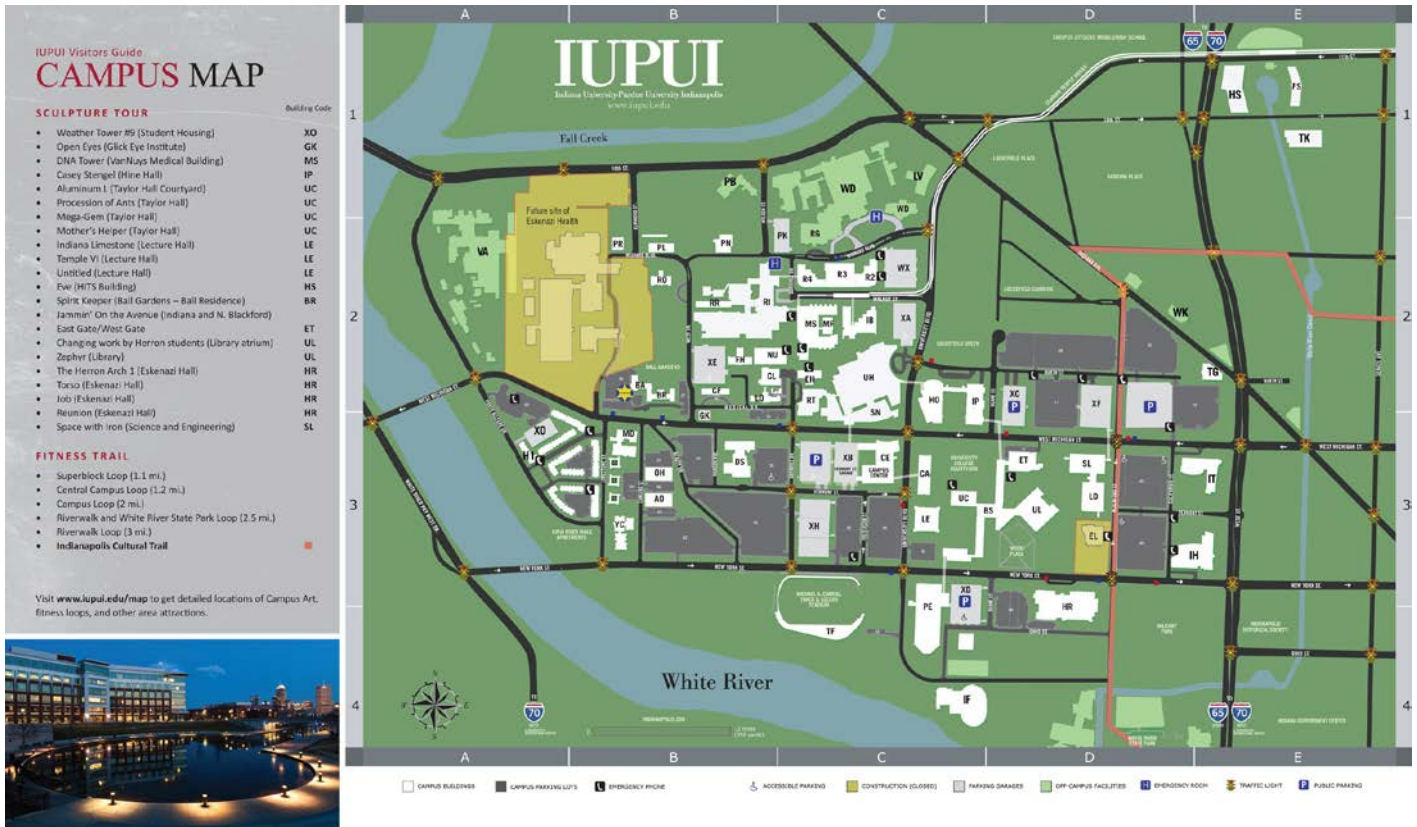
Indianapolis is the capitol of Indiana and the county seat of Marion County. It is currently the 13th largest city in the U.S., with a population of 836,924, and has been nationally recognized for having one of the best downtowns in the country. The city has played host to several national and international conventions and sporting events, such as the Indianapolis 500, the 1987 Pan American Games, Superbowl XLVI, the Men's and Women's NCAA championships, and GenCon. Indianapolis prides itself on its wealth of cultural and arts amenities, such as the world-class Eiteljorg Museum of American Indians and Western Art, the Eugene and Marilyn Glick Indiana History Center, and the Indianapolis Museum of Art, which offer our students myriad opportunities for research and internships.

Indiana University Purdue University-Indianapolis

Formed in 1969 as a partnership between Indiana and Purdue Universities, Indiana University-Purdue University Indianapolis (IUPUI), is Indiana's urban research and academic health sciences campus. Established on a "fast track" over a six month period in 1968, IUPUI was created out of the vision of then Indianapolis Mayor Richard Lugar, IU President Joseph L. Sutton, Purdue President Frederick L. Hovde, IUPUI's first Chancellor, Maynard K. Hine, and other visionary leaders in the community.

IUPUI's mission is to advance the State of Indiana and the intellectual growth of its citizens to the highest levels nationally and internationally through research and creative activity, teaching and learning, and civic engagement. By offering a distinctive range of bachelor's, master's, professional, and Ph.D. degrees from both Purdue University and Indiana University, IUPUI promotes the educational, cultural, and economic development of central Indiana and beyond through innovative collaborations, external partnerships, and a strong commitment to diversity.

Offering more than 250 degrees in 21 schools, IUPUI is Indiana's most comprehensive university. The campus has a health and life sciences focus, with a medical school and a nursing school among the largest in the nation. The University houses 5 major libraries with extensive digital collections and electronic access to books, journal articles, government documents and other research materials. Its convenient downtown location provides easy access to the Marion County Public Library, Indiana State Library, Indiana State Archives, and Indiana Historical Society archives and research facilities.



http://www.iupui.edu/about/maps/iupui_campus_map.pdf

Department

As anthropologists, we are interested in many different aspects of the human experience across time and space. Our faculty research interests include migration, political economy, aging, Native American issues, popular culture, human osteology, bioarchaeology, historical archaeology, indigenous archaeology, archaeology of the Midwest, museum studies and contemporary cultural dynamics in Mexico, East Africa and Great Britain. We conduct an annual summer archaeological field school in Indiana that draws students from across the country.

The IUPUI Anthropology Department focuses on training students to apply anthropological insight to non-academic settings. This means our graduates become practicing anthropologists in such diverse settings as hospitals, state and federal agencies, zoos, museums, archaeological contracting firms, and almost any context in which an understanding of human culture is essential. Many of our students acquire graduate degrees and have been admitted to some of the most competitive graduate programs in the country. Anthropology majors have many opportunities to develop their own research.

Faculty and staff are happy to assist you with any question, problem or concern that may arise during your graduate experience. The Director of Graduate Studies is Dr. Jeanette Dickerson-Putman (jdickere@iupui.edu); her office is Cavanaugh Hall room 434 and her telephone number is 317-274-2995. She is available for walk-in advising during her office hours or you can email her to schedule an appointment. The department secretary is Jenn Lucas, located in Cavanaugh Hall room 410; her email is jplucas@iupui.edu and her telephone number is 317-274-8207. Faculty bios and contact information can be found on our web page at: <http://liberalarts.iupui.edu/anthropology/index.php/faculty/>.

Anthropology Department Graduate Faculty

Paul R. Mullins (Chair)

Campus Address: CA 413B

Phone: (317)274-9847

Email: paulmull@iupui.edu

Appointments: Professor and Chair of Anthropology; Docent in American Historical Archaeology, University of Oulu (Finland)

Academic Interests: historical archaeology, popular culture, race and racism, and modern material culture; urban Midwest, Finland

Jeanette Dickerson-Putman (Director of Graduate Programs)

Campus Address: CA 433

Phone: (317)274-2995

Email: jdickere@iupui.edu

Appointments: Associate Professor of Anthropology; Adjunct Associate Professor of Women's Studies, International Studies and Medical Humanities; Associate Professor of Anthropology IU Bloomington.

Academic Interests: Economic development, political economy, gender and development, aging, life course transitions, applied anthropology, field methodology, East Africa, Oceania.

Holly Cusack-McVeigh

Campus Address: CA431

Phone: (317)274-1400

Email: hmcusack@iupui.edu

Appointments: Assistant Professor of Anthropology & Museum Studies. Public Scholar of Collections and Community Curation.

Academic Interests: Social, Medical and Cultural Anthropology, Folklore Studies and Oral History, Museum Studies and Material Culture, Native American Studies, Arctic Studies.

Gina Sánchez Gibau

Campus Address: CA 413C

Phone: (317)274-4926

Fax: (317)278-5220

Email: gsanchez@iupui.edu

Appointments: Associate Dean of Student Affairs Associate Professor of Anthropology, Faculty of University College. Academic Interests: Cultural anthropology, Cape Verde, diasporas, race and ethnicity, migration, multicultural education

Susan Brin Hyatt

Campus Address: CA 413E

Phone: (317)278-4548

Fax: (317)278-5220

Email: suhyatt@iupui.edu

Appointments: Associate Professor of Anthropology; Adjunct Associate Professor of Anthropology (Bloomington); Adjunct Associate Professor, School of Philanthropy.

Academic Interests: Urban anthropology, service learning and ethnographic methods, social movements, anthropology of policy, anthropology of contemporary Europe and North America.

Elizabeth Kryder-Reid

Campus Address: CA 419

Phone: (317)274-1406

Fax: (317)278-5220

Email: ekryderr@iupui.edu

Appointments: Associate Professor of Anthropology and Museum Studies

Academic Interests: museum studies, archeological public programs, New World archeology, landscape archeology, and material culture studies, cultural heritage management, California mission landscapes

Wendy A Vogt

Campus Address: CA413D

Phone: (317)278-6025

Email: wvogt@iupui.edu

Appointments: Cultural Anthropology

Academic Interests: Migration, Violence, Political Economy, Transnational Feminisms, Borders & Transit Spaces, Race & Gender, Historical Anthropology, Engaged Anthropology, Mexico, Latin America

Richard E. Ward

Campus Address: HO 202F

Phone: (317)274-0419

Email: reward@iupui.edu

Appointments: Professor of Anthropology and Dentistry; Faculty of University College

Academic Interests: medical anthropology, human variation, growth and development, human nature and human adaptability from the biocultural perspective, and the study of facial variation in congenital syndromes

Jeremy J. Wilson (Undergraduate Advisor)

Campus Address: CA 413C

Phone: (317)274-5787

Email: wilsojer@iupui.edu

Appointments: Assistant Professor of Anthropology and Research Associate at the Glenn A. Black Laboratory of Archaeology at IU-Bloomington

Academic Interests: archaeology of the Eastern Woodlands, bioarchaeology, archaeological/anthropological demography, human skeletal biology, human behavioral ecology, lithic technology, quantitative modeling

Elee Wood

Campus Address: ES 3125

Phone: (317)274-7332

Email: eljwood@iupui.edu

Appointments: Director, Museum Studies Program Associate Professor of Museum Studies and Teacher Education Public Scholar of Museums, Families, and Learning, The Children's Museum of Indianapolis

Academic Interests: museum studies, nonformal and informal learning in community, phenomenology and hermeneutics, object-based learning

Larry J. Zimmerman
Campus Address: CA 433
Phone: (317)274-2383
Fax: (317)274-2347
Email: larzimme@iupui.edu

Appointments: Professor of Anthropology & Museum Studies Public Scholar of Native American Representation (shared position with the Eiteljorg Museum of American Indians and Western Art)
Academic Interests: North American archaeology, ethics in anthropology, indigenous and community archaeology, Native American issues, cultural and intellectual property, archaeology of the contemporary world

Associate Faculty

Ian S. McIntosh
Campus Address: ES2129
Phone: (317)274-3776
Email: imcintos@iupui.edu

Appointments: Director of International Partnerships, IUPUI Associate Director of the Confucius Institute in Indianapolis Adjunct Professor - Anthropology
Academic Interests: Indigenous rights, with a focus on Aboriginal Australia and Armenia, and the vehicles for 'truth and reconciliation' including treaties, peace accords, apologies, reparations and apologies.

IUPUI Master of Arts in Applied Anthropology

Program Overview

The M.A. in Applied Anthropology at IUPUI is the only applied anthropology MA program in the state of Indiana and one of only forty applied anthropology graduate programs in the United States. Our program offers students the opportunity to use anthropological theories and methods toward the goals of solving real world problems. It seeks to prepare graduate-level students to use anthropological theory and method to develop solutions for real world problems both in the U.S. and abroad. The program is constructed around a set of core courses together with independent research and internships. The degree takes advantage of our long-standing departmental strengths in Public Archaeology, Bioarchaeology, Urban Anthropology, International Development, Globalization, Bioanthropology, Medical Anthropology and Museum Studies. Students are well-trained in a broad range of anthropological theories and methods and those with specific interests may follow a targeted curriculum focusing on a particular aspect of the discipline. This integration of three of the four sub-fields in Anthropology (Archaeology, Biological Anthropology and Cultural Anthropology) makes this program distinctive. All department members have active collaborations with faculty in other departments and schools which afford our students opportunities to develop the interdisciplinary knowledge and research skills that are essential for today's job market in applied anthropology.

Another notable program feature is its emphasis on civic engagement in student research and faculty instruction. These values reflect current trends in the discipline, which emphasize the need for an anthropology that is engaged and serves the public interest. In keeping with the emphasis of the Indianapolis campus, the MA in Applied Anthropology seeks to attract non-traditional students and students who are employed part- or full-time while undertaking coursework. Many classes are taught at night and occasionally on weekends.

Course Requirements

The MA in Applied Anthropology will require completion of 36 credit hours, including a core curriculum consisting of 6 credits of Required Core Courses (Fundamentals of Applied Anthropology; Anthropological Thought); 3 credits of a Methods Course in the students' sub-disciplinary area; 21 credits of Elective Courses and 6 internship or thesis credits. Course electives may be chosen both from within and outside of Anthropology including appropriate cognate courses from programs that are already well-developed at IUPUI including Museum Studies; Urban Policy (SPEA); Urban Education; Geographic Information Systems (GIS); Community Nursing and Public History. A full course listing can be found in Appendix B.

Required Core courses (6 credit hours):

- ANTH-E501: Fundamentals of Applied Anthropology (3 credits)
- ANTH-E565: Anthropological Thought (3 credits)

Methods Courses (3 credit hours) chosen from one of the following courses:

- ANTH-E606: Field Methods in Ethnography (3 credits)
- ANTH-A560 (Special Topics): Theory and Method in Biological Anthropology (3 credits)
- ANTH-A560 (Special Topics): Archaeological Method and Theory (3 credits) **or** participation in a summer archaeological field school (3-6 credits)
- ANTH-A560 (Special Topics): Anthropological Statistics (3 credits)
- ANTH-L 605 Field Methods in Anthropological Linguistics (3 credits)

Electives (21 credit hours) Some (but not all) of our elective courses are listed below:

(Two cognate classes can also be taken outside the department with the advisor's approval, as long as they are at the 500 level or above).

Archaeology Courses

- **ANTH-P501: Community Archaeology** (3 credits): Community archaeology implies direct collaboration between a community and archaeologists. Collaboration implies substantial adjustment in archaeological methods and epistemologies incorporating community members in setting research agendas, working on excavations, and interpreting results. This course examines a wide range of issues and looks at both successful and unsuccessful projects to arrive at an assessment of best practices.
- **ANTH-A560/E316: Prehistory of North America** (3 credits): This course will introduce students to the cultural variety and complexity of prehistoric native North Americans. The course focuses on the various environmental adaptations, lifeways, social systems, and material culture that have been revealed through archaeological research.
- **ANTH-A560/P330: Historical Archaeology** (3 credits): We will examine the ways in which historical archaeologists investigate Colonial and American cultures and lifeways in various regions of North America throughout time. Special attention will be given to understanding the long and complex history of Native American/European interactions. North American social systems, interaction with and exploitation of the environment, technologies, and material culture. The theory and methods used by historical archaeologists will also be emphasized.
- **ANTH-E509: Modern Material Culture** (3 credits): This course examines how contemporary social experience is impacted by material culture ranging from toys to theme parks. Focuses on how consumers perceive themselves and others in modern consumer culture through the medium of commodities and examines systems of inequality that are reproduced and subverted through consumption.

Biological Anthropology Courses

- **ANTH-A560/B370: Human Variation** (3 credits): Variation within and between human populations in morphology, gene frequencies, and behavior. Biological concepts of race, race classification, along with other taxonomic considerations, and evolutionary processes acting on humans in the past, present, and future.
- **ANTH-A560/B371: The Anthropology of Human Nature** (3 credits): An examination of the foundations of human behavior as viewed from the biocultural and evolutionary perspective of anthropology. This course strives to provide the student with a rational middle ground in the nature/nurture debate by demonstrating that human behavior is innately plastic.
- **ANTH-B526: Human Osteology** (3 credits): This course provides an intensive introduction to the human skeleton emphasizing the identification of fragmentary skeletal remains. This knowledge forms the under-pinning for advanced study in forensic anthropology, paleo-anthropology, bio-anthropology and human osteology. Pathological conditions as well as bone growth and development will be studied. This course will consist of three hours of class per week, with both lecture and laboratory time given. You should anticipate at least 20 hours per week of independent laboratory time. There will be a series of practical quizzes, completion of exercises from a lab manual, compilation of an individual osteology notebook that contains class notes and drawings, and a final burial report.
- **ANTH-A560/B480: Human Growth and Development** (3 credits): The study of human growth and development from a biocultural perspective including the physical mechanisms, and social, cultural, and environmental factors that lead to normal growth and development throughout the human life cycle. Causal factors, patterns of expression, and methods of assessment are stressed. Also available for graduate credit.
- **ANTH-A560/E445: Medical Anthropology** (3 credits): A cross-cultural examination of human biocultural adaptation in health and disease, including biocultural epidemiology; ethnomedical systems in the prevention, diagnosis, and treatment of disease; and sociocultural change and health. Also available for graduate credit.

Cultural Anthropology Courses

- **ANTH-E521: Indians of North America** (3 credits): An ethnographic survey of native North American culture areas and ethnic groups.
- **ANTH- E681: Seminar in Urban Anthropology** (3 credits): Anthropological perspectives on contemporary American cities. Topics to be covered include (among others): changes in the nature of cities from manufacturing sites to spaces for consumption and tourism; gentrification; racial and ethnic diversity in cities; urban social movements and new models for social services.
- **ANTH-A560/E384: African Diaspora** (3 credits): This course examines the cultural formation of the African Diaspora in the Americas. The course focuses specifically on the development of the African diasporic populations in the Caribbean, Central America and South America in comparative perspective. Students will develop a critical understanding of the African Diaspora as a geographical displacement, as an assemblage of cultural groups, and as a process of political identification.
- **ANTH-A560/E391: Women in Developing Countries** (3 credits): This course explores the nature of women's roles in developing countries. Particular emphasis is placed on examining how development and cultural change have affected the lives of women.
- **ANTH-A560/E402: Gender in Cross-Cultural Perspective** (3 cr.) This course considers the meaning and social implications of gender in human society. Cultural definitions of "male" and "female" gender categories as well as associated behavioral and structural differentiation of gender roles will be analyzed using current anthropological concepts and theories.

- **ANTH-A560/E411: Wealth, Exchange, and Power in Anthropological Perspective (3 credits):** This course examines cultural patterns of production, exchange, and consumption, with an emphasis on non-Western societies and how these factors influence economic development in the Third World.
- **ANTH-A560/E421: The Anthropology of Aging (3 credits):** This course explores age and the aging process cross-culturally by looking at the specific cultural context in which individuals age and by analyzing similarities and differences across cultures.
- **ANTH-A560/E457: Ethnic Identity (3 credits):** A cross-cultural analysis of the nature of ethnic groups and identity, including the effects of colonialism and nationalism on ethnic groups, stereotyping groups, ethnic symbols and styles, and persistence and change in ethnicity.
- **ANTH-A560/E402: Gender in Cross-cultural perspective (3 credits):** This course considers the meaning and social implications of gender in human society. Cultural definitions of “male” and “female” gender categories as well as associated behavioral and structural differentiation of gender roles will be analyzed using current anthropological concepts and theories.

Options for completion of MA requirements (6 credit hours)

There are three options for the completion of the MA project.

Thesis Option (6 credits)

For this option, a student will develop and write a thesis supervised by a three-member committee of full-time faculty. This thesis will explore a research question related to some aspect of the urban setting of Indianapolis or the regional setting of Central Indiana, and will demonstrate the ability of a student to work independently on that topic, and to apply both theoretical insight and methodological skills to a substantive issue. A student would be required to successfully defend the thesis before his/her committee.

Internship Option (6 credits)

For this option, a student will be placed with a non-governmental organization, a city or county agency, a museum or other Cultural Resource Management organization, or a community-based organization and will arrange with the sponsoring organization to complete an applied project that will be mutually agreed upon by the Graduate Committee of the Anthropology Department and by the organization.

- Note: The internship may be taken for variable credits depending on the amount of contact hours with the equivalence of 50 hours per credit hour unless constructed as a graduate assistantship in accordance with Anthropology department policy, in which case the contact hours may be greater.

Evidence of Publishable and Professional Research Option (6 credits)

Rather than producing a traditional MA thesis, in accordance with the student’s advisor, students will be allowed to write a research paper that is assessed to be publishable in a refereed journal. Alternatively, for students primarily interested in a focus on Museums or in Cultural Resource Management, the advisor might suggest that the student develop and produce a public exhibit in Indianapolis or Central Indiana; lastly, students may be permitted to produce a report that contributes significantly to a policy issue in Indianapolis or Central Indiana.

Advising

You will attend a graduate student orientation meeting prior to the beginning of your first Fall semester. The orientations are normally held the week before classes begin. At the orientation you will meet the other students in your cohort, continuing students, and department faculty members. You will also be introduced to your initial faculty advisor and receive a general overview of the department and graduate program.

Graduate Director

The Director of Graduate Studies, Dr. Jeanette Dickerson-Putman, oversees the graduate program and serves as the Chair of the department's three person Graduate Committee. Each student is required to meet with the DGS in the early weeks of each semester to discuss progress and address any questions or concerns. She can help you plan your curriculum and advise you on policies and procedures relevant to the program.

Initial Faculty Advisor

Upon being accepted into the program, you will be assigned a faculty advisor, matched to your individual academic interest(s). This is to ensure that you have at least one faculty member guiding you through the process and tracking your progress, and who is available to advise you on important issues during your first year in the program. Responsibilities of the initial faculty advisor include:

- Meeting with the student regularly throughout the course of the first year of study
- Assisting in the planning of the program of study for the first year, or until the Program Committee Chair and members have been selected
- Helping identify a major advisor and appropriate advisory committee members
- Reporting progress and any problems or concerns to the DGS during the first year of study

This advisor may become your Program Committee Chair, but you are permitted to change advisors at any time over the course of your studies. By no later than the start of the third semester of study, you should identify your choice of major advisor. This individual will assist you in selecting the additional members of your program committee.

MA Program Committee

Master's degree committees generally consist of a minimum of three tenured or tenure-track IU/IUPUI faculty members at the rank of Assistant Professor or above who have graduate faculty status (for a list of eligible faculty, please refer to appendix A). The committee selection process consists of finding faculty members with interests that match your own. You should meet with prospective committee members and discuss each other's roles, responsibilities, limitation, expectations and timelines. Committee formation requires the mutual consent of all committee members. Once your MA Program Committee members have been identified and agreed upon, you must complete the "Applied Anthropology MA Program Committee Appointment Form" (see Forms section) and submit it to the DGS for approval.

Program Committee Chair

You will need to identify one faculty member to serve as your Program Committee Chair, who will help you identify appropriate members. The Program Committee Chair's responsibilities include:

- Meeting with the student at least once per semester and supervising the course of study.
- Guiding the Master's project development and reviewing drafts of proposals and project forms.
- Serving as Principle Investigator for the Master's project if it requires approval from the University's Institutional Review Board for the Protection of Human Subjects.
- Keeping the department secretary apprised of any changes in student status, contact information and advisory committee composition.

- Monitoring student progress and reporting any problems or concerns to the DGS.

Program Committee members

There must be a minimum of two additional faculty members having graduate faculty status on your program committee. It is strongly recommended that students meet regularly with all committee members for guidance. Any changes in the advisory committee must be agreed to by all parties and a revised “Applied Anthropology MA Program Committee Appointment Form” must be submitted to the DGS for approval.

Responsibilities of advisory committee members include:

- Advising the student during the development of the project proposal.
- Reviewing and approving the project proposal.
- Reviewing and approving the final Master’s project.

Program Policies

Email distribution list

Upon acceptance to the Program, you will set up an IUPUI email account (procedures are described below). This email address will be used for all official department communication, so check it often. It will also be added to the graduate student group listserv, so that you can receive information about professional and academic events, conferences and scholarships, in addition to departmental activities. University regulations do not permit sending certain information to non-IUPUI email addresses, so it is crucial that you set up your IUPUI email account promptly and check it regularly.

Academic Standing

Graduate students are required to maintain acceptable academic standing at all times. You must attain a minimum grade of C (2.0 grade points) in each class, and must maintain an overall cumulative minimum Grade Point Average of B (3.0). Dropping below a 3.0 GPA will result in being placed on academic probation.

Time limit

Coursework for the Master’s in Applied Anthropology degree must be completed within five years preceding the awarding of the degree. Full-time students should be able to complete the program within 2-3 years; for part-time students, completion will take slightly longer. Extensions will only be granted for extenuating circumstances. You may petition for an extension by submitting a request, signed by your committee Chair, to the Graduate Committee for approval. Approval is contingent upon revalidation of expertise, as determined by the Graduate Committee, in consultation with your committee Chair.

Evaluation of Academic Progress

Your progress towards the Master’s degree will be monitored by the Graduate Committee and your Program Chair. At the end of each academic year, the Committee will meet and determine whether each graduate student has made exceptional, satisfactory, or unsatisfactory progress. The Committee will look at each student’s individual academic and personal situations, and take all factors into consideration when making a determination. It is crucial that you keep your advisor informed of any situations that slow your progress, as slow progress coupled with a lack of communication with your advisor can result in an “unsatisfactory” evaluation. All students will receive a formal progress evaluation. A rating of “excellent” will result in you being considered for funding support opportunities within the department and School of Liberal Arts. Students receiving an “unsatisfactory” rating will be informed of what needs to be done to get back on track to satisfactory progress. Failure to take prompt and appropriate action to address the concerns will result in penalties ranging from exclusion from consideration for grants and assistantships to expulsion from the program.

The Graduate Committee will consider the following criteria when they undertake an annual review of your progress in the MA Program.

- **Graduate students are expected to meet regularly with their Advisor/Program Chair/Committee.**
Upon your admittance into the program, you will be assigned an initial advisor, based on your academic interests. You will meet your advisor at the orientation, a few days prior to the start of classes. You should meet with your advisor early in the semester to discuss your schedule of classes and address any questions or concerns you may have upon entering the program. You should also meet with the DGS at some point during your first semester, to keep her informed of your progress and address any outstanding issues. You should work with your initial advisor and DGS to start identifying your Program Committee Chair and members by the end of your first year in the program. Toward the end of your first semester, and each successive semester, you should meet with your Program Chair for guidance on your curriculum and project research, including the development of your thesis proposal. Once your Program Committee has been established, you should meet with your committee members once a semester.
- **Graduate students must fulfill all Program requirements.**
The Master's degree in Applied Anthropology requires a minimum of 36 credit hours of graduate-level course work at the 500 level or higher, with a grade of C or better (2.0) in each course. Program requirements are ANTH-E501: Fundamentals of Applied Anthropology, ANTH-E565: History of Anthropological Thought, three credit hours of a research methods course, and six credit hours are for the Master's Project. Students must maintain an overall cumulative minimum Grade Point Average of B (3.0). Dropping below a 3.0 GPA will result in being placed on academic probation.
- **Graduate students must submit an annual Self-evaluation and Curriculum Plan.**
At the beginning of each Spring semester, you are required to submit an annual self-evaluation of your progress towards the degree, a curriculum plan form and a current Curriculum Vita (see Forms section). This must be signed by your Advisor or Program Chair and submitted to the Anthropology office and becomes a part of your permanent file. Your Program Chair will send a statement of progress to the Graduate Committee and the Committee will review the statement and your self-evaluation to determine whether you are making satisfactory progress towards your degree.
- **Graduate students must maintain continuous enrollment in the Program.**
Once all coursework has been successfully completed, students must enroll in ANTH-G598 for one credit-hour until completing their program and petitioning for graduation. If you allow your registration to lapse, you must reapply to the program with no guarantee of readmission. If you must interrupt your studies for any reason, you must apply for a formal leave of absence. Regardless of whether you are granted a leave of absence, semesters for which you were not enrolled will be counted toward your overall time-to-degree.
- **Graduate students must submit an MA project.**
There are three options for completing the requirements of the MA in Applied Anthropology. The MA topic/project should be identified in coordination with your Program Committee members. It is crucial to identify your research topic early in the program to ensure all deadlines are met and your project proceeds smoothly. The final six credit hours of course work are thesis hours devoted to research and writing the project, usually in your final year of the program. All students are required to complete a research/internship proposal (see Forms section below for guidelines) by the third semester in the program.

You should work with your entire committee to develop the proposal, and it should be reviewed and accepted by your Program Committee Chair. If your study involves human subjects, you must receive approval from Indiana University’s Institutional Review Board (IRB) before beginning your research. A designated section of your proposal should detail your plan for IRB approval and any other relevant ethical considerations. Upon completion of the Project, the final copy of the document must be submitted in accordance with Graduate School requirements. An oral defense of the Project must be conducted within two weeks of submission of the final thesis draft. A copy of the bound Project will be kept on file in the anthropology department office.

- Graduate students must submit an application for graduation and curriculum review:**
 The Graduate School requires an “Application for Advanced Degree” form (see Forms section below) be completed and signed by your advisor, and submitted to the Graduate School at least 60 days prior to your desired graduation date. The student should complete the form and notify the department secretary of your intent to graduate. The Graduate School also requires a “Recommendation for Advanced Degree” form be completed and signed by your advisor or the department Chair and submitted at least 30 days prior to graduation. This form will be completed on your behalf once you have given your notice of intent to graduate.

Generalized Timelines

Below are generalized timelines for degree completion. Individual progression will vary, and part-time students will take longer to complete the degree.

| 2-Year Plan | 1st semester (Fall) | | | | 2nd semester (Spring) | | | | | |
|---------------------------------------|---------------------|---------------|-------------------|-------------------------|-----------------------|--------------------------------------|---|----------------------------|--|--|
| Orientation; meet advisor & DGS | meet w/advisor | meet w/DGS | meet w/advisor | register for classes | meet w/advisor | select Program Chair & Cmte | prepare proposal; submit IRB (if nec.) | register for classes | submit self-eval & curriculum plan | |

| Summer | 3rd semester (Fall) | | | | 4th semester (Spring) | | | | |
|---------------------|-----------------------------|----------------------------|---------------------------|--|----------------------------|---------------------------|-------------------------------|-------------------------|--|
| Begin MA project | Submit final proposal | meet w/program Chair | meet w/program cmte | register for classes/ research hours | complete course work | complete MA project | submit & defend project | apply for graduation | |

| 3-Year Plan | 1st semester (Fall) | | | | | 2nd semester (Spring) | | | |
|--|---------------------|---------------|-------------------|----------------------------|-------------------|--------------------------------------|---------------------------------|----------------------------|--|
| Orientation; meet advisor & DGS | meet w/advisor | meet w/DGS | meet w/advisor | register for classes | meet w/advisor | select Program Chair & Cmte | identify research project | register for classes | submit self- eval & curriculum plan |

| Summer | 3rd semester (Fall) | | | | | 4th semester (Spring) | | |
|----------------------|---|-----------------------------|----------------------------|----------------------------|--|--|--|--|
| complete proposal | Apply for IRB approval (if nec.) | submit final proposal | meet w/program Chair | meet w/progra m cmte | register for classes/ research hours | conduct research component of project | | submit self- eval & curriculum plan |

| Summer | 3rd Year | | | |
|-----------------------------------|---------------------------------|--|----------------------------------|-------------------------|
| complete research component | initiate project write-up | complete & submit final project | oral defense/ presentation | apply for graduation |

IUPUI Department of Anthropology's Research/Internship Proposal Guidelines

Preamble: Graduate students in the Master's of Arts in Applied Anthropology program have three options with regards to their capstone experience. The first option is to undertake an internship with an approved sponsoring organization (e.g., city/county agency, non-profit, etc.) and produce a formal report that meets the expectations of both the organization and program. The second option is the traditional thesis where a student plans and executes a research project and subsequently produces a defensible thesis. The third option can be undertaken in lieu of the first or second. Instead of producing a thesis, students have the option to produce a research paper of publishable quality in a refereed journal (as deemed by the student's committee). The selection of one of these options is undertaken by the student in consultation with their Committee Chair and other members of the Program Committee. The three options will occur under the supervision of a student's three-member committee. Regardless of the option chosen, the student is expected to 1) develop a research or internship proposal, 2) form a Program committee prior to project commencement, and 3) defend the final report/thesis/paper in front of their committee and a public audience. Initial discussions between the student and advisor(s) should take place during their second semester in residence. A final draft of a student's research/internship proposal should be submitted to their committee for approval by the end of this second semester. Any subsequent modifications to the project must be approved by the student's committee.

Why is a research proposal necessary?: The development of a research proposal can prove stressful and demanding. However, when done in consultation with your academic advisor and committee, a well-crafted proposal will clearly identify the research question(s) at hand, briefly review scholarship related to the subject, describe the methods and materials that will be used during the research process to answer these questions, provide a timeline for project completion, and elaborate on the intellectual merits and broader impacts of the project. A high-quality proposal makes the execution of the research project easier and less amorphous, while simultaneously enumerating the expectations for the researcher and supervising committee. Research is a craft- with experience, comes expertise. Your advisor(s) has crafted dozens of research proposals over their career and you should lean on their experience when necessary. You are not expected to revolutionize the discipline while crafting your proposals. In fact, we encourage you to focus on the process and tangible goals. It is not uncommon to then make broader connections to the scholarship while your project is ongoing or towards the end of your research.

Crafting a research proposal: A research proposal should be well written, clear and structured in a manner that an individual without direct involvement in your project can understand it. We encourage you to review the National Science Foundation's (NSF) Directorate for Social, Behavioral & Economic Sciences' guidelines on Doctoral Dissertation Improvement Grants (DDRIG). While the NSF's guidelines on developing and justifying a budget can be ignored for the purposes of your proposal, the general format of a 1) cover page, 2) project summary, 3) project description, 4) references, 5) biographical sketch, and 6) data management plan should be closely followed (see additional details below). We expect a one-page, single-spaced project summary and a five to six-page project description in 12 pt. font. In addition to the NSF's guidelines, there are many other resources available to you on how to craft an effective research proposal. Regardless, we expect a research proposal to include all of the following elements.

1. **Cover Page:** The cover page on your research proposal should include a project title that is clear and interesting. Beneath this title, include your name, the date, and a list of your committee members with signature lines for each. You must obtain an original signature from each of your committee members. Digital signatures will be accepted in extenuating circumstances (e.g., committee member's sabbatical). If an external mentor is involved in your project or supervision as part of an internship, you must obtain their signature and request that they email your academic advisor to indicate their willingness to serve in said position.
2. **Project Summary:** Many researchers find that the one-page project summary is the most difficult aspect to write when crafting a research proposal. Like an abstract, you have finite space (ca. 550 words at 12 pt. font) to convey the scope and breadth of your research, subject of study, project elements, and succinctly state how your proposed work will contribute to the discipline(s) and benefit society. The NSF refers to these latter two points as the "Intellectual Merits" and "Broader Impacts" of proposed research. Intellectual merits refers to a project's "potential to advance knowledge," while the broader impacts include "the potential to benefit society and contribute to the achievement of specific, desirable outcomes" (SBE DDRIG 2011: 14). With these in mind, we expect a project summary of approximately 250 to 300 words (i.e., ½ of the project summary page), which should be followed by a description of your proposed research's 1) intellectual merits and 2) broader impacts. For reference, NSF award-winning project summaries can be found here for cultural anthropology, archaeology and biological anthropology. Please note that many scholars find it easier to craft the Project Description (see below) before coming back to the Project Summary and explaining "what it all means."

3. **Project Description:** The project description of your research proposal is a detailed plan of your proposed research. In five to six pages, you need to accomplish several goals in light of the audience, which may include your committee and community partners. You need to justify why your research is well merited and important. It may prove useful to treat the project description as containing several sub-sections (e.g., Section 1.1: Introduction, Section 1.2: Research Question, Section 2.1: Literature Review, etc.), which are described here sequentially. First, introduce your project and provide a synopsis. This is where you identify, for example, where the project will occur and the subject of study, which are logistical concerns, as well as the central research question(s) and the specific goals and objectives of your project. When developing this description, ask yourself why the proposed research is significant from a theoretical, methodological, and/or applied standpoint. We recommend that this first section of the project description be followed by a literature review where you discuss the scholarly and/or applied literature relevant to the project. Contrary to an annotated bibliography, you must effectively connect existing trends and themes in scholarship to each other and your proposed work. You can conclude this sub-section by reiterating the significance of your proposed research in light of recent developments. Your methodology and subject of study should be described in the next sub-section (e.g., Section 3.1). It is important that you make it abundantly clear how your methodology will assist you in answering the specific research questions that you have posed. Note: at the undergraduate level, the methodology section is often waxed over or provides a vague description about how the research will be conducted. Contrary to this, we expect a very clear and detailed methodology from graduate students. It is not enough to cite a methodological approach; you must demonstrate that you understand the methods and how they represent a “middle ground” between data and theory. Once again, as if you were asking for funding from an agency, you need to be persuasive and demonstrate your competencies. For example, why is your methodology more appropriate than another one? And will your approach actually be able to answer your research question(s)? A similar argument can be made for your materials or subject of study. Will the study of sample or population “X” achieve your stated goals? These are not trivial matters and must be addressed in an effective research proposal. Similarly, if your study involves human subjects, you must receive approval from Indiana University’s Institutional Review Board (IRB) before commencing research. This section of your proposal should detail your plan for IRB approval and any other relevant ethical considerations.

A timeline for the proposed research should follow the materials and methods section. Please keep in mind that you are conducting a thesis or internship and not a dissertation. Six credits amounts to 300 hours of working time. Inevitably, you may exceed 300 hours through the writing and editing processes, but a detailed timeline will establish expectations for both you and your committee. You can tabularize this timeline or use bullets to demarcate spans of time devoted to different aspects of your proposed research. We then suggest that you end the project description with a summary or conclusion sub-section. Similar to the one-page project summary, this is where you want to get across the main points of your research in a succinct way. It is here that you often see research proposal writers reiterate (or first develop) the intellectual merits and broader impacts of their proposed research.

4. References: Your references must be complete, pertinent to your proposed study, and reflect the current body of scholarship on the subject. While we leave the specific formatting decisions up to you and your Program Committee, all references should be in alphabetical and chronological order. Please do not include additional citations that are not referenced in the project description.

5. Biographical sketch: We request that you include a two-page curriculum vitae (C.V.) or resume with your research proposal. This achieves several goals. First, it provides a subtle means to document your experience and training while the committee is reviewing your proposal (e.g., lists of relevant coursework, previous research, internships). In other words, it demonstrates your capabilities to conduct the described project. Second, you need to learn to tailor yourself to a specific audience and context. A biographical sketch for research will look different than, for example, one for a teaching position. Third, you should be building a more comprehensive and longer C.V. for future purposes. A C.V. is a living document that will change with every semester and new experience. As you emerge from our program, you may be searching for a job or a doctoral program that will also ask for this type of document. Please consult with your primary advisor if you are struggling to craft a biographical sketch of yourself.

6. Data management plan: The long-term curation, security and stability of data collected during research have become serious concerns in every discipline. Likewise, in the digital age, calls for free and open access to other scholars' original data are common. With these considerations in mind, we expect you to include a half- to one-page data management plan to accompany your research proposal. An adequate data management plan should include a description of how collected data will be stored and maintained in several locales to avoid corruption. In addition, a plan for the final disposition of your data should be included in this final section. The Department of Anthropology can house this information on its virtual server. A plan for sensitive data or personal information must follow Indiana University's IRB guidelines. In instances where external agencies or mentors are involved, consultation is necessary to craft and implement a data management plan.

Financial Assistance & support

Various sources of financial aid are available to graduate students at IUPUI. Applicants should consult the website of the Office of Financial Aid for details: <http://www.iupui.edu/~finaid/>. Long-term loans and Federal Graduate Work-Study are available to graduate students through the Office of Scholarships and Financial Aid, Cavanaugh Hall room 103, 425 University Blvd., Indianapolis, IN 46202. More information and application requirements are on the Indiana University Web site: www.indiana.edu/~sfa/. IUPUI students can also contact the Office of Student Financial Services, CE 250A, 420 University Boulevard, Indianapolis, IN 46202 (telephone [317] 274-4162).

Some possible avenues for obtaining financial assistance are listed below:

- IUPUI Office of Student Scholarships: <http://www.iupui.edu/~scentral/>
- Center for Service & Learning: <http://csl.iupui.edu/>
- School of Liberal Arts: <http://in-lart-linux1.indysla.iupui.edu/scholarship/>
- Graduate School support for student research and professional travel: <http://www.iupui.edu/~gradoff/students/travelfell.html>
- Educational Enhancement Grants: <http://gso.iupui.edu/EducationalEnhancementGrantsEEG/tabid/65/Default.aspx>

In addition to programs offered through financial aid and first-year fellowships offered by the Graduate School, our Department may offer a limited number of research internships, research assistantships and teaching assistantships. These are awarded on a competitive basis and may be renewable.

The Anthropology department has a Graduate Student Travel Fund (GSTF) to encourage graduate student participation in conferences, thereby enhancing academic growth and providing opportunities to network with scholars outside of IUPUI. A maximum of \$1000 per academic year, limited to \$250 per student per academic year, will be awarded for travel related to presentation at a regional, national or international conference. Eligibility for the GSTF is contingent upon a good academic standing within the department and University, as well as the support of your department academic advisor. Applications for the GSTF are accepted on a rolling basis during the Fall and Spring semesters. Students are encouraged to discuss their intent to apply with their advisor(s) and/or a member of the department's Graduate Committee prior to their attendance and participation at the professional meeting.

Campus resources

Academic Handbook: https://www.indiana.edu/~vpfaa/academicguide/index.php/Main_Page

Adaptive Educational Services (AES): <http://www.iupui.edu/~divrsity/aes/> . AES coordinates support services and academic accommodations for students with documented disabilities. AES provides students with disabilities services such as testing accommodations which may be extended time on exams, scribes for writing down answers on tests, enlarged formatted tests, readers, or a quiet testing environment.

Athletics: <http://www.iupuijags.com/>

Bursar's office (for tuition and fee payment): <http://www.bursar.iupui.edu/>

Campus Center Student Health: <http://www.iupui.edu/~iupuishc/> . Located in the Campus Center, 420 University Blvd., room CE 213. Hours are: Mondays and Thursdays 9:00am – 4:00pm; Tuesdays and Wednesdays 9:00am – 6:00pm; and Fridays 9:00am – 2:00pm.

Center For Teaching and Learning: <http://ctl.iupui.edu>. The Center has staff that provide training for Teaching Assistants and help with preparation of teaching portfolios. They are located in the University Library room 1125.

Counseling and Psychological Services (CAPS): <http://healthcenter.indiana.edu/counseling/index.shtml>

Graduate Office: <http://www.iupui.edu/~gradoff/> . They are located in the University Library, Room 1170; phone number is: 317-274-1577.

Graduate Student Organization: <http://gso.iupui.edu/>

Health Insurance (Available from Indiana University through Aetna Student Health): <http://health.iupui.edu/students/insurance.html> : Participation in the Student Health Insurance Plan is voluntary for Indiana University undergraduate and graduate students. All domestic graduate students enrolled in three or more credit hours or registered for thesis or dissertation hours are eligible to enroll in the plan.

Housing: <http://life.iupui.edu/housing/>

ID Card (JAGTAG): <http://www.jagtag.iupui.edu/> . The student photo identification card – the “Jag Tag” – also functions as a library card. You can load money on the Jag Tag that can be used as a debit card for use at the campus bookstore, vending and copy machines, Parking and Shuttle services, the Natatorium, most campus dining facilities and many other campus and local establishments. You will also need the card to print from campus computers. Jag Tags are free for students (the charge is \$25 to replace a lost/stolen card) and can be obtained at Campus Card Services - Campus Center, 420 University Blvd., Suite 217.

IUPUI Newscenter: <http://newscenter.iupui.edu/>

JagNews (campus-wide newsletter): <http://www.iupui.edu/~iuihome/jagnews/>

Liberal Arts Career Development Services: <http://liberalarts.iupui.edu/careers/> . This office provides students assistance with finding internships and part-time employment, writing resumes and personal statements, and conducting a professional job search. Located in CA 243, their hours are Monday – Friday from 8:30am to 5:00pm.

Museum Studies Program: <http://liberalarts.iupui.edu/mstd/> . Located in CA 419. For further information, contact the department secretary, Becky Ellis, at rsmallma@iupui.edu , phone 317-274-1490.

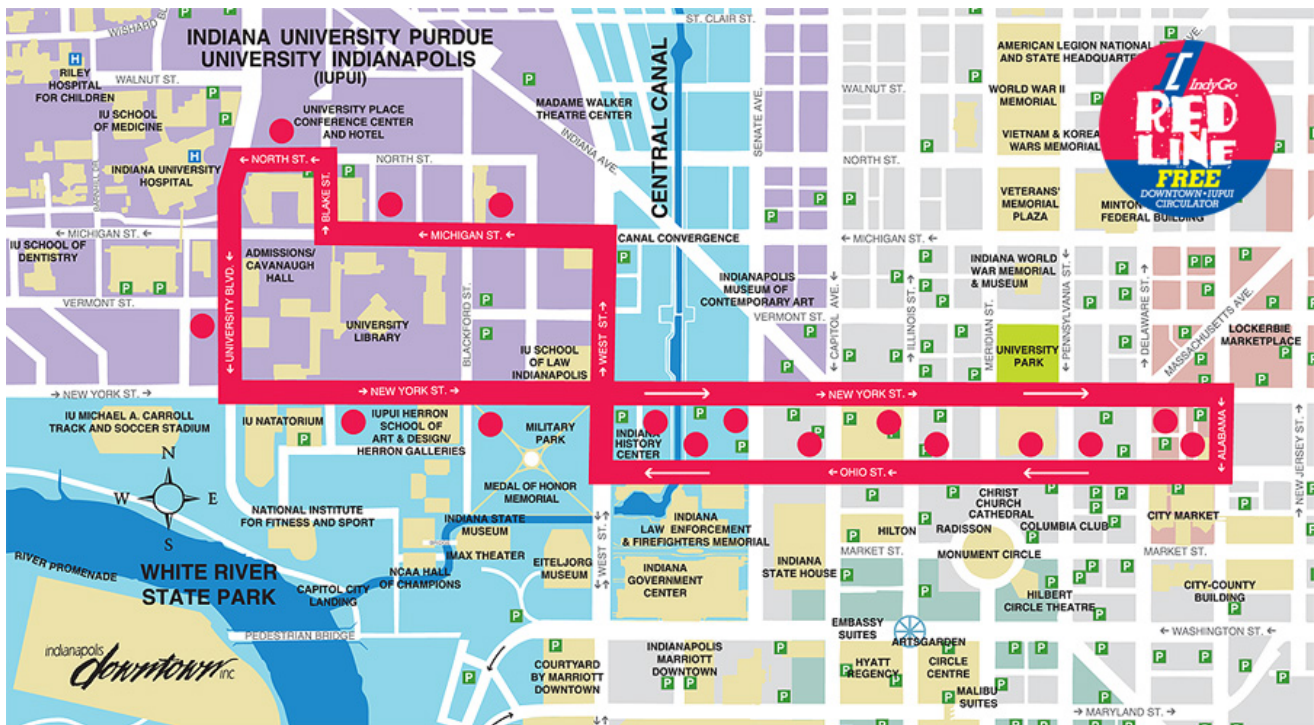
National Institute for Fitness and Sport: <http://www.nifs.org/>

Office of Student Financial Aid Services: <http://www.iupui.edu/~finaid/> . Located at 420 University Blvd., CE 250, Indianapolis, IN 46202-5145, phone number 317-274-4162. . Regular Office Hours are Monday - Thursday from 8:00am-6:00pm, Friday from 9:00am-5:00pm. Telephone Advising Hours are Monday – Friday from 8:30am-5:--pm.

One Start: <http://www.onestart.iu.edu> . Students will set up their email accounts, register for classes, maintain personal information, and access their financial and academic information online through OneStart.

Parking & shuttle services, maps, and permits: <http://www.parking.iupui.edu/> . Students who drive to campus will need to purchase a parking pass from the IUPUI Parking & Transportation Services office, located on the first floor of the Vermont Street parking garage, 1004 W. Vermont St., Indianapolis, IN 46202. Permits can be purchased during registration, online at <https://www.parking.iupui.edu/students.permit.sales.do> , or in person at the office. Hours are Monday-Thursday 7:00am-5:30 pm (closed Thursdays 2:00p-3:00p) and Fridays 8:00am-5:00pm; phone: 317-274-4232. There is a free parking lot south of Bush Stadium on 16th Street, just west of Indiana Avenue, with free shuttle bus service to the central campus area. The shuttle stops on the north side of Michigan Street at University Blvd., and runs every 10 minutes between 7:00a-9:40pm Monday through Friday.

The University offers a free weekday shuttle service when classes are in session. Buses run every ten minutes between 6:30 am and 10:00pm, Monday through Friday. The shuttle stops just outside Cavanaugh Hall at the intersection of Vermont Street and University Blvd. See the map below for routes and stops. There is also a low-cost downtown shuttle bus service through Indygo that picks up at the same intersection. The shuttle operates from 7:00am to 10:00pm Monday through Saturday, and departs every 15 minutes. Students can purchase an “S-pass” in the Jag Tag office in the Campus Center or at Parking Services in the Vermont Street garage.



(<http://www.iupui.edu/graphics/inside/060915/redlinemap.jpg>)

Registrar(Registration, Schedule of classes & Academic calendar): <http://registrar.iupui.edu/>

Student Advocate: <http://www.life.iupui.edu/advocate/>

Student Health Center: The IUPUI Student Health Center is located on the Medical Center Campus in Coleman Hall. The telephone number is (317) 274- 8214. Their hours are from 7:30 a.m. to 5 p.m., Monday through Wednesday; 9 a.m to 5 p.m. on Thursdays; and 7:30 a.m. to 5 p.m. on Fridays

Textbooks – Barnes & Noble IUPUI, Campus Center, 420 University Blvd: <http://iupui.bncollege.com>

University Information Technology Services (UITS): <http://uits.iu.edu/>

University Writing Center: <http://liberalarts.iupui.edu/uwc/> . The University Writing Center (UWC) is a service available to all IUPUI students, faculty, and staff, at both the graduate and undergraduate level. It is a place where students can go for help with writing assignments and projects. The UWC offers students the opportunity to work one-on-one with experienced readers and writers. There are two locations: Cavanaugh Hall room 008H and University Library room 2125. You can schedule a session online at <https://iupui.mywconline.com/> or by calling 317-274-2049.

Forms

The following forms are required at various points in the degree progression as referenced in the handbook. They can be obtained in the Anthropology department office in Cavanaugh Hall room 410.

APPLIED ANTHROPOLOGY MA PROGRAM COMMITTEE APPOINTMENT FORM

Name of Student: _____ **Student University ID:** _____

Instructions to Student: By the end of your second semester of studies, take this form to the Anthropology graduate faculty member whom you wish to chair your Program Committee. The Director of Graduate Studies can help you select this faculty member.

With the help of your Program Committee chair, choose two other faculty members for your Program Committee; ordinarily these two people are also members of the graduate faculty of the Anthropology Department.

After all three members of your Program Committee have signed this form, submit it to the Director of Graduate Studies for approval.

I agree to chair this student's Program Committee, and to serve as his/her academic advisor and thesis director.

Name: _____ **Date:** _____

I agree to serve as a member of this student's Program Committee, and to assist in advising this student and supervising his/her thesis.

Name: _____ **Date:** _____

I agree to serve as a member of this student's Program Committee, and to assist in advising this student and supervising his/her thesis.

Name: _____ **Date:** _____

I approve this Program Committee.

Director of Graduate Studies: _____

Date: _____

**MA in Applied Anthropology Curriculum Plan
For MA students starting the Program after August 2010**

Student name: _____
 Student ID #: _____
 Start date in Program: _____
 Targeted completion date of degree requirements: _____
 Advisor: _____

| Course # | Course title | Semester taken | # of Credits | Grade Received |
|---|---|----------------|--------------|----------------|
| Required Core Courses (6 credit hours) | | | | |
| ANTH-E501 | Fundamentals of Applied Anthropology | _____ | 3 | ___ |
| ANTH-A565 | History of Anthropological Thought | _____ | 3 | ___ |
| Methods Course (3 credit hours) | | | | |
| ANTH-E606 | Research Methods in Cultural Anthropology (3 credits) | _____ | | ___ |
| ANTH-B521 | Bioanthropology Research Methods (3 credits) | _____ | | ___ |
| ANTH-A560 | Archaeological Method & Theory (3 credits)/participation in a summer archaeological field school (3-6 cr) | _____ | 3-6 | ___ |
| Electives (21 credit hours) | | | | |
| ANTH-B526 | Human Osteology | _____ | 3 | ___ |
| ANTH-E507 | Popular Culture | _____ | 3 | ___ |
| ANTH-E509 | Modern Material Culture | _____ | 3 | ___ |
| ANTH-E521 | Indians of North America | _____ | 3 | ___ |
| ANTH-E681 | Urban Anthropology | _____ | 3 | ___ |
| ANTH-P501 | Community Archaeology | _____ | 3 | ___ |
| ANTH-A560 | Special Topics: _____ | _____ | 3 | ___ |
| ANTH-A560 | Special Topics: _____ | _____ | 3 | ___ |
| ANTH-A560 | Special Topics: _____ | _____ | 3 | ___ |
| Cognate electives | | | | |
| _____ | _____ | _____ | ___ | ___ |
| _____ | _____ | _____ | ___ | ___ |
| _____ | _____ | _____ | ___ | ___ |
| _____ | _____ | _____ | ___ | ___ |

| Master's Project in Applied Anthropology (6 credit hours) | | | | |
|--|-----------------------------------|-------|--|--|
| | Thesis | _____ | | |
| | Internship | _____ | | |
| | Publishable/Professional research | _____ | | |

Project Title: _____

Project Supervisor: _____
 Committee Member: _____
 Committee Member: _____
 Committee Member: _____

Date Project Proposal Approved: _____
 Date of Project Defense: _____

Advisor signature: _____ Date: _____
 Student signature: _____ Date: _____

2012-2013 ANTHROPOLOGY M.A. STUDENT SELF-EVALUATION

Please return this form, ATTACHED TO A CURRENT CURRICULUM VITAE, to Jennifer Lucas in the Anthropology Main Office, CA 410 no later than March 20, 2013.

Name _____ SID _____
Email _____ Phone _____
Address _____ City _____ State _____ Zip _____

Major Subfield _____ Graded credit hours toward degree _____

Semester/Year Entered Program _____ Expected date of final degree at IUPUI _____

Advisor: Printed Name _____ Signature _____

**If your advisor is not in residence, please obtain signature of*

Signed: _____ Date: _____

- 1. Have you submitted a Plan of Study? Yes No
- 2. Print the names of your current M.A. committee members. Be sure all members know they are involved.

_____ (Advisor)
_____ (Committee Member)
_____ (Committee Member)

3. When do you plan to defend your MA paper or thesis? Month: _____ Year: _____

4. Tentative Title or Topic of M.A. Thesis/Report/Capstone Activity

5. List the Core courses completed and date of completion

7. List all courses taken in the past year, your final grades, and your current cumulative GPA:

| Course | Grade |
|--------|-------|
| _____ | _____ |

INDIANA UNIVERSITY GRADUATE SCHOOL

Application for Advanced Degree (MA, MS, MAT)

Application for Advanced Degree must be submitted to the IUPUI Graduate Office at least sixty (60) days prior to the 10th of the month student intends to graduate.

Student: _____ Campus 10 digit ID: _____

Earliest expected date of graduation: _____ (month & year)

Department/Program: Anthropology/MA in Applied Anthropology

Mark appropriate entries student will complete for this degree

Master of Arts

- (x) with thesis
- (x) with research skills / course work
- () with language
- () with essay, internship, or project
- () with exam

Master of Science

- () with thesis
- () with research skills / course work (specify courses)
- () with language (specify language _____)
- () with essay, internship, or project
- () with exam

Master of Arts for Teachers*

* Students who wish to obtain certification for teaching Spanish in K-12 public schools must work with the School of Education.

Student: Verify your name and the Student Home address (diploma mailing) through OneStart.

I certify the above named student will meet the department requirements for this degree.

Chair of Department or Departmental Graduate Advisor

Date

Associate Dean, University Graduate School

Date

INDIANA UNIVERSITY GRADUATE SCHOOL

Recommendation for Advanced Degree (MA, MS, MAT)

Recommendation for Advanced Degree must be submitted to the IUPUI Graduate Office at least thirty (30) days prior to the 10th of the month the student intends to graduate.

| | | | |
|---|----------------------------|---------------------------|--|
| Student | | Campus 10 digit ID | |
| Earliest expected date of graduation | | | |
| Department/Program | MA in Applied Anthropology | | |

Please indicate requirements for this degree that student will have fulfilled:

| | | |
|---|-------------------------------|--|
| | Thesis | |
| X | Essay, Internship, or Project | |
| | Comprehensive Exam | |
| | Language | |
| X | Research Skills | |
| X | Required Courses | |

I certify that the above named student will meet the departmental requirements for this degree.

| | |
|--|------|
| Chair of Department or Departmental Graduate Advisor | Date |
|--|------|

| | |
|--|------|
| Associate Dean, University Graduate School | Date |
|--|------|

Sample Curriculum Vita

(from: *A Guide to Academia: Getting Into and Surviving Grad School, Postdocs, and a Research Job* by Prosanta Chakrabarty, 2012 John Wiley & Sons, Inc.)

Prosanta Chakrabarty
pchakrab@hotmail.edu, 718-647-2192

Education

- | | |
|--------------|---|
| 1996–2000 | McGill University, B.Sc. (with Great Distinction) in Applied Zoology, Montréal, Québec. |
| 2001–current | University of Michigan, Ph.D. Student, Ann Arbor, Michigan. |

Publications

- | | |
|--|---|
| Stiassny M.L.J., P. Chakrabarty, P. Loiselle. (2001) | Relationships of the Madagascan cichlid genus <i>Paretroplus</i> , with a description of a new species from the Betsiboka River drainage of northwestern Madagascar. <i>Ichthyological Explorations of Freshwaters</i> 12 (1): 29–40. |
| Chakrabarty, P. (2001) | Cichlid biogeography: comment and review. <i>Fish and Fisheries</i> 5 (2): 97–119. |

Published Presentation Abstract

- | | |
|---------------------------|--|
| Chakrabarty, P. (2001) | Abstract: Relationships and biogeography of Antillean Cichlids. In: Stevenson, D. W., Abstracts of the 22 nd Annual Meeting of the Willi Hennig Society. <i>Cladistics</i> 20 (2004): 76–100. |
|---------------------------|--|

Popular Articles

- | | |
|---------------------------|---|
| Chakrabarty, P. (2000) | Faculty of Agriculture and Environmental Sciences. McGill University Guide 2000–2001. p. 20. |
| Chakrabarty, P. (1998) | The tragic life of Alfred Russell Wallace, <i>The Afterthought: MacDonald Campus, McGill University</i> . March 1998, p. 5. |

A Guide to Academia: Getting into and Surviving Grad School, Postdocs, and a Research Job, First Edition. Prosanta Chakrabarty.

© 2012 John Wiley & Sons, Inc. Published 2012 by John Wiley & Sons, Inc.

Web Articles

- Chakrabarty, P. (2001) *Huso huso* (European sturgeon and great sturgeon). University of Michigan Museum of Zoology Animal Diversity Web, http://animaldiversity.ummz.umich.edu/site/accounts/information/Huso_huso.html

Professional Societies

- ASIH American Society of Ichthyologists and Herpetologists, since 1999
SSB Society of Systematic Biologists, since 2000

Field Experience

- Winter 1999 *January 4–14, Dominican Republic* I collected freshwater and marine spp. from 10 localities for morphological and molecular analyses. The purpose of this trip was to collect individuals of the two endemic nominal species of cichlids and discover if they are valid taxa. One of these, *N. vombergae*, has not been collected in more than 60 years. Sites visited include the respective type localities of these two cichlids. Specimens collected were used in molecular and morphological analyses testing the validity of these species and in tests of biogeographic hypotheses.

Research Experience

- Summer 1999–2000 *NSF funded Research Experience for Undergraduates (REU) student at the American Museum of Natural History in New York* I described a new species of cichlid from Madagascar, and synonymized two genera under the supervision of Curator of Ichthyology, Dr. Melanie Stiassny.
- Fall 2000–2001 *Research Assistant for the Wildlife Conservation Society, Marine Program at the Bronx Zoo* I prepared a review and proposal for the conservation of sturgeon and paddlefish species of the world. I helped in a campaign to establish a CITES I listing for the endangered beluga sturgeon (*Huso huso*). I geo-referenced the Townsend Whale Charts for sperm whales and northern right whales. I was supervised by the Director of the Marine Program, Dr. Ellen Pikitch.

Contributed and Invited Talks at Conferences

*Presenter **Poster

- | | |
|--|---|
| Stiassny, M.L.J., Chakrabarty, P.*, Loiselle, P.V. 2000. | Relationships of the Madagascan cichlid genus <i>Paretroplus</i> Bleeker 1868, with a description of a new species from the Betsiboka River drainage on northwestern Madagascar. Annual Meeting of the American Society of Ichthyologists and Herpetologists, La Paz, Mexico (14–20 June 2000). |
| Lauck, E.W.*, Pikitch, E.K., Chakrabarty, P. 2001. | A policy and consumer strategy for sturgeon conservation. Society for Conservation Biology 15th Annual Meeting Hilo, Hawaii, (29 July–August 1, 2001) |

Non-Conference Talks

- | | |
|------|---|
| 2001 | <i>WCS Sturgeon/Caviar Campaign</i> to the Wildlife Conservation Society, Marine Program at the Bronx Zoo |
| 2001 | <i>Caviar Emptor</i> to the Wildlife Conservation Society Marine Program at the Bronx Zoo |
| 2001 | <i>Sturgeon and Paddlefish, Ancient Lineage at Risk of Extinction</i> to the Wildlife Conservation Society at the Bronx Zoo |
| 2000 | <i>Carboniferous Rhizodont Cranial Fossils; from Horton Bluff</i> to Vertebrate Paleontology Class of Dr. Robert Carroll |
| 2000 | <i>Saving the St. Lawrence Beluga</i> presented with Nahanni Fry to the Conservation Biology Class at McGill University |

Major Awards & Honors

- | | |
|------|---|
| 1999 | <i>McGill University Macdonald Campus Gold Key Award</i> for outstanding contributions to extra curricular activities |
| 2000 | <i>Valedictorian Class of 2000</i> , of the Macdonald Campus of McGill University |

Grants and Fellowship

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|-----------|---|
| 1997 | <i>Jean Brown Scholarship</i> \$500, for outstanding contributions to extra curricular activities |
| 1998–2000 | <i>Quebec Bursary for Undergraduates</i> , covered all tuition costs for undergraduate degree |

Teaching Experience

Summer 1993 & 94 Docent at the Aquarium for Wildlife Conservation in Coney Island, Brooklyn, New York.

Workshops/Symposia Attended

Winter 2001 OSU Phylogenetics Symposium and Workshop, Ohio State University, Museum of Biological Diversity, December 3–4
Fall 2000 Learning the Sciences: Moving active learning from the lab to the lecture Dr. Chris O'Neal, Instructional Consultant, Center for Research on Learning and Teaching (CRLT), University of Michigan

Contributions/Synergistic Activities

2005 Selected as outside reviewer for submissions to *Journal of Fish Biology*, *Copeia*.
2004–2005 Led guided tour of the Bronx Zoo for underprivileged children
1996–2000 McGill University, Agriculture, Environmental Sciences Undergraduate Society (AESUS) President, president of over 800 undergraduate students
1998–1999 Teaching Excellence Awards Committee, student representative on committee to select the MacDonald Campus teacher of the year

Research Interests

My research interests stem from my desire to understand fundamental aspects of biological diversity. These fundamental aspects include the relationships of organisms and their morphological complexity. I would like to study these aspects using phylogenetic systematics and geometric morphometrics. These tools will allow me to understand broader themes such as historical biogeography, conservation and the evolution of morphological diversity. I would like to study all three themes by investigating the biology of freshwater fishes. In my biogeographic study I propose using phylogenetic analyses to understand the relationships of Greater Antillean and Central American cichlids. One of the great unknowns in biogeographic studies is the origin of the fauna of the Great Antilles and Central America. By studying the relationships of the fishes on these landmasses we will gain a better understanding of Earth history.

Another great unknown is the relative magnitude of morphological diversity as it is distributed among groups. I would like to use geometric morphometric techniques and analyses of disparity to test hypotheses about cichlid morphological evolution. These hypotheses would be tested by quantifying morphological diversity. I would like to investigate how Rift Lake cichlid groups differ in morphological diversity relative to species richness and ecological diversity. This project would help us get a better understanding on the role of ecology and evolution on morphology.