

# FLORIDA STATE UNIVERSITY

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## Anthropology Graduate Handbook

2020-2021

COMPILED BY

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Anthropology Graduate  
Program Director

**DEPARTMENT OF ANTHROPOLOGY**  
**FLORIDA STATE UNIVERSITY**



**GRADUATE STUDENT HANDBOOK**

**2020-2021**

Compiled by:

Tanya M. Peres, PhD, RPA  
Anthropology Graduate Program Director



## FLORIDA STATE UNIVERSITY DEPARTMENT OF ANTHROPOLOGY

Dear Graduate Students:

On behalf of the Anthropology faculty and staff we would like to extend our warmest welcome to the department! We are pleased that you have chosen to pursue your graduate education at FSU and we look forward to working with you during your time here. We realize this year is very different than any of us has experienced but know we are dedicated to helping you attain your educational and career goals!

Our graduate program offers rigorous theoretical and methodological training in anthropology that will provide a solid foundation for a career in anthropology or further graduate education at the doctoral level. Our graduate courses provide a strong grasp on core research in the subfields of archaeology, physical anthropology and cultural anthropology while also exploring new and emergent fields of expertise in these subfields. I encourage you to take advantage of our unique opportunities to develop original research projects and to gain experience in fieldwork and lab-based analysis, which hopefully return in the near future.

Your acceptance into our graduate program demonstrates that you have the academic rigor, aptitude and committed work ethic to succeed at the graduate level. Graduate education rewards individual initiative and intellectual curiosity about the broad field of anthropology as well as your specific areas of research interest. It is our expectation that you will successfully complete the requirements for our degree program in a timely manner and that you will represent our department with professionalism, conforming to university honor code standards, the ethical code of the American Anthropological Association and the code of conduct and standards of research performance in your subfield.

This handbook contains important departmental information as well as policies of FSU's Graduate School. Particularly important are the departmental requirements for the respective degrees (i.e., M.A. or M.S.). Please familiarize yourself with these requirements and use the checklists we have provided to make certain you will meet them. If you have specific questions regarding academic matters, please direct them to your faculty advisor. As Graduate Program Director, please contact me if there is anything I can help you with.

Again, welcome to Florida State University! This is an exciting time to be part of the growth and expansion of the Anthropology Department. We encourage you to meet frequently with the faculty members to learn from their expertise and experience as well as get to know your fellow graduate students. We will be a community of colleagues and network of support for you throughout your time in our graduate program.

All best wishes,

A handwritten signature in cursive script that reads "Tanya M. Peres".

Tanya M. Peres, Ph.D., RPA  
Associate Professor  
Graduate Program Director

A handwritten signature in cursive script that reads "Rochelle A. Marrinan".

Rochelle A. Marrinan, Ph.D., RPA  
Associate Professor  
Department Chair

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## INTRODUCTION

The Department of Anthropology offers graduate education for students with an interest in archaeology, physical anthropology, and cultural anthropology. Faculty members are concentrated on research in the Southeastern United States, Caribbean, Mesoamerica, and the Mediterranean. Course work and research experiences are available in prehistoric and historic archaeology, underwater archaeology, geoarchaeology, zooarchaeology, environmental archaeology, climate change and cultural heritage, sociocultural anthropology, folklore, economic anthropology, osteology, skeletal biology, forensic anthropology.

The Florida State University, through the Department of Anthropology, is the host institution for the Southeast Archeological Center (SEAC), which is responsible for archaeological research and collections from U.S. National Park Service installations throughout the southeastern United States, Puerto Rico, and the U.S. Virgin Islands. The SEAC collections exceed three million items and span the period from Paleoindian to the twentieth century. The center offices and laboratories are located in Innovation Park, southwest of the main campus.

As the capital of the state, Tallahassee is home to the Department of State, which is responsible for cultural resources in Florida. The Florida Master Site File, the Bureau of Archaeological Research, the National Register of Historic Places, and Florida Folklife Programs are administered by the Department of State. The U.S. Forest Service and the State Park Service have offices in Tallahassee. Students and department alumni have found internships and employment in all of these agencies.

Training and field experience are available in archaeology (terrestrial and underwater), physical anthropology, forensic sciences, and ethnography. Programs sponsored by other University departments of interest to anthropology students include courses offered in Classical Archaeology (Department of Classics), Geographical Information Systems (Department of Geography), computational forensics (Scientific Computing), historical administration (Department of History), Museum and Cultural Heritage Studies (Department of Art History), ethnomusicology (College of Music), international and intercultural education program (College of Education), Digital Humanities, and the interdisciplinary program in Museum Studies.

## GENERAL INFORMATION

### Assistantships

To remain eligible for an assistantship after the first academic year, and in each subsequent year, a student must perform the assigned duties satisfactorily as determined by the Graduate Program Director and maintain a “**good standing**” status. The department’s criteria for “**good standing**” are:

- 1) the student must not have received a grade below a B in any **anthropology** course,
- 2) the student must have a satisfactory GA performance evaluation,
- 3) the student may not have any incomplete grades older than one semester, and
- 4) the student must pass the departmental master’s comprehensive examinations on the first attempt.

Master's students who are not in good standing are not eligible for continued support as a graduate assistant beyond their initial 9-month appointment. In other words, master's students who are not in good standing after their first two semesters in the graduate program will no longer be eligible for departmental funding.

Assistantships are subject to the Constitution and laws of the State of Florida and the United States, the regulations of the University and the Collective Bargaining Agreement between Florida State University and the United Faculty of Florida - Florida State University - Graduate Assistants United (UFF-FSU-GAU). All graduate assistants at FSU work under the Collective Bargaining Agreement negotiated by the UFF-FSU-GAU and the Florida State University Board of Trustees. UFF-FSU-GAU is the labor union certified as the exclusive bargaining agent for graduate assistants at FSU. To find out more information about the UFF-FSU-GAU, or to join their action newsletter, visit <http://www.fsugau.org> or email [info@fsugau.org](mailto:info@fsugau.org).

### Outside Employment

The department recognizes that sometimes there are opportunities for outside employment that enhance a student’s professional portfolio. These may warrant exceptions to a general policy discouraging outside employment. In general, accepting a graduate assistantship in our department implies a dual commitment to your studies and to your employment here. The combination of scholarly and pedagogical/research activities will do much to prepare you for the profession. Because of the importance and intensity of your responsibilities for the department, graduate assistants are strongly discouraged from accepting outside employment. It is virtually impossible to honor satisfactorily your commitment to your professors, students, and peers if you have obligations to another employer, and the distraction of other work too often interferes with your progress as a graduate student. Moreover, there are other available resources for funding if necessary: student loans, university and departmental awards, fellowships, etc. **Should you want to accept outside employment while under contract as an assistant in our department, you must first notify the Graduate Program Director in writing with the details of that employment (funding source, number of hours, location, etc.) and get written approval that there is no conflict of interest.**



## Estimated Tuition and Course Fee Charge Per Credit Hour in 2019-2020

**Full-Time Status: 9 hours per semester without an assistantship and 12 hours per semester with an assistantship.** Please note that the tuition waiver that comes with an assistantship covers the cost of 12 credit hours per semester, with some exceptions. The tuition waiver will not cover the cost of courses taken outside of the College of Arts and Sciences *without* prior approval from the Department and the Dean. The tuition waiver does not cover the costs of fees assessed per credit hour.

**Resident Rate** per Credit Hour: \$403.51 + Fees: \$75.81 = \$479.32

**Non-Resident Rate** per Credit Hour: \$1,004.85 + Fees: \$105.87 = \$1,110.72

**For more up-to-date information regarding other non-credit hour fees, refer to the Student Business Services Website:** [https://studentbusiness.fsu.edu/sites/g/files/upcbnu1241/files/2020-2021%20Tuition\\_Main.pdf](https://studentbusiness.fsu.edu/sites/g/files/upcbnu1241/files/2020-2021%20Tuition_Main.pdf)

Students registered in courses for zero (0) credit hours [master's comprehensive examination, master's thesis defense, dissertation defense, or other graduate level-zero (0) credit-hour courses] will be charged for one (1) Florida resident graduate credit hour, unless also enrolled in other credit courses at Florida State University during the same academic term.

## Communications with FSU and the Department of Anthropology

FSU has instituted a new email policy effective July 12, 2018. Florida State University provides electronic mail (email) services and accounts for employees, students and others to support the university's mission. The policy in its entirety may be found here:

<http://policies.vpfa.fsu.edu/policies-and-procedures/technology/electronic-mail-policy>. Some policy highlights are:

- Primary email addresses for employees end with [@fsu.edu](mailto:@fsu.edu)
- Primary email addresses for students end with [@my.fsu.edu](mailto:@my.fsu.edu)
- Employees may use a secondary, unit-specific domain as an alias email address (e.g., [@med.fsu.edu](mailto:@med.fsu.edu)), but their primary address will remain [@fsu.edu](mailto:@fsu.edu)
- University-provided email addresses are to be used for all student and employee official university communications; external accounts, such as Gmail, should not be used for official university communications
- Employee access to email is disabled when an employee separates from FSU employment unless continued access is requested and approved by the employee's department
- Supervisors may request filtered access to former employee emails
- Students may maintain access to their FSU email account for life

Be sure to check your FSU email – that is where all official university and department emails are sent. Keep up-to-date with FSU Anthropology via our Anthronet – Listserv for anthropology. Sign up here (you can use any email address for this): <https://lists.fsu.edu/mailman/listinfo/anthronet>. Like and Follow the department on Facebook: <https://www.facebook.com/FSUAnthropology/> and Instagram [@fsu\\_anthro](https://www.instagram.com/fsu_anthro)

## Graduate Assistants – Dates of Work

Graduate students on Departmental assistantships **are required** to be on campus as follows:  
August 12, 2020 – December 18, 2020 and January 4, 2021 – May 6, 2021.

<b>2020 Thanksgiving Holiday Schedule</b>	
Tuesday, November 24, 2020	Normal Business Hours
Wednesday, November 25, 2020	Fall Break Holiday
Thursday, November 26, 2020	University Holiday
Friday, November 27, 2020	University Holiday
Monday, November 30, 2020	Normal Business Hours

<b>2020/2021 Winter Break &amp; Holiday Schedule</b>	
Friday, December 18, 2020	Normal Business Hours
Monday, December 21, 2020	Winter Break Holiday
Tuesday, December 22, 2020	Winter Break Holiday
Wednesday, December 23, 2020	Winter Break Holiday
Thursday, December 24, 2020	Winter Break Holiday
Friday, December 25, 2020	University Holiday
Monday, December 28, 2020	Winter Break Holiday
Tuesday, December 29, 2020	Winter Break Holiday
Wednesday, December 30, 2020	Winter Break Holiday
Thursday, December 31, 2020	Winter Break Holiday
Friday, January 1, 2021	University Holiday
Monday, January 4, 2021	Normal Business Hours

## UNIVERSITY AND COLLEGE OF ARTS AND SCIENCES REQUIREMENTS FOR MASTER'S DEGREE

Students pursuing a thesis-type master's degree must complete the following university and college requirements. Please see the additional departmental requirements starting on page 5.

**Total hours:** Minimum 30, of which at least 18 must be taken on a letter-graded basis.

**Time limit:** Master's students must complete all requirements for the degree within 7 years of beginning coursework. (A student starting in Fall 2020 would have until the end of Summer 2027 to complete the master's degree.)

**G.P.A.:** A graduate student must have a minimum 3.0 cumulative graduate grade-point average (GPA) to be eligible for the degree.

**Thesis hours/ final term registration:** Student must successfully complete a minimum of 6 hours of thesis credit and must be enrolled in a minimum of 2 hours of thesis credit during each term in which they are working on their thesis. This includes the term in which they graduate (even if they have already completed the minimum of 6 hours).

**Thesis defense:** Students writing a thesis must register for Thesis Defense and have a grade of "P" posted. Students should only register for defense once. If defense is not completed the term of registration, the grade will remain "I" (Incomplete) until successfully defended.

**Additional Requirements for the Master of Arts (M.A.):** In addition to the requirements listed above, candidates for the Master of Arts degree must meet the following requirements:

- 1) Proficiency in a foreign language demonstrated by satisfactory performance on the Graduate Reading Knowledge exam, or certification by the appropriate language department as proficient, or completion of 12 semester hours in a foreign language at the university level with an average grade of "B," or four years of a single language in high school.
- 2) Six or more semester hours of graduate credit in the following fields: art; classical language, literature, and civilization; English; history; humanities; modern languages and linguistics; music; philosophy; religion; and theatre.

## DEPARTMENTAL REQUIREMENTS FOR MASTER'S DEGREE

### Requirements for Admission

The Department of Anthropology offers the thesis-type master of arts and master of science degrees. Acceptance into the degree program is based on satisfactory revised Graduate Record Examination (rGRE) scores of 150 on the Quantitative Reasoning section, 150 on the Verbal Reasoning section, and a 3.0 or better on the writing section, an undergraduate grade point average (GPA) of 3.0 or better, the applicant's statement of interest and research objectives, three letters of recommendation, and available space within the program. For students whose native language is not English, an official TOEFL score of 80 is required by the University.

### Course Work Requirements

Students should review all college-wide degree requirements summarized in the “College of Arts and Sciences” section of the current *Graduate Bulletin*. Each student seeking a master’s degree in the Department of Anthropology must satisfy the following specific course requirements:

1. Completion of a minimum of 31 semester hours of graduate course credits, to include 24 hours of graded graduate credit with a B- or better in each course (i.e., not to include courses taken S/U). Of these, 18 hours must be anthropology courses and all hours must be 5000-level courses. Special permission may be given to credit 4000-level courses toward this requirement in cases where there is not a 5000-level equivalent. The maximum number of credit hours is 70.
2. Each student is required to take the following core courses (3 hours each):
  - ANG 5117: Core Seminar in Archaeology
  - ANG 5493: Core Seminar in Cultural Anthropology
  - ANG 5513: Core Seminar in Physical Anthropology
3. **ANG 5002: Proseminar** should be taken during the first semester of the student’s graduate studies or as soon thereafter as possible (1 hour).
4. For the **M.A.**, completion of 6 semester hours of graduate credit in the humanities at the 5000 level. For the **M.S.**, completion of 6 hours in a related science field is recommended but not required.
5. Students must also register for **ANG 8966: Master’s Comprehensive Examination** during the fall semester of their second year in the program. The examination will be administered during the week before fall semester classes begin and graded during the first month of the fall semester.
6. Completion of **ANG 5971: Master’s Thesis** (minimum of 6 semester hours; a maximum of 6 hours may be counted toward completion of credit hour requirements for the degree). Two of these hours will be in the **Thesis Boot Camp** the Fall of your second year.
7. During the semester in which the thesis is completed, students must register for **ANG 5976: Master’s Thesis Defense**.
8. **Fieldwork:** FSU Anthropology faculty offer terrestrial and underwater field schools, and we expect and encourage our graduate students to enroll in them.

9. **Underwater Archaeology:** If you want to participate in underwater archaeological research you will need to be an American Academy of Underwater Sciences (AAUS) diver with FSU.
- a. If you already are AAUS at your current institution, you will need to get a VOT (Verification of Training) from your DSO to transfer to Chris Peters ([cpeters@fsu.edu](mailto:cpeters@fsu.edu)) the FSU DSO. Please contact Chris to start making arrangements for this if you have not done so.
  - b. If you are not AAUS already, you will need to take the scientific diving course. It is offered in the spring semester, and is usually most of Wednesday afternoon with some diving on the weekends.
    - i. To take this course, you need to already be certified as an open water diver with any diving agency;
    - ii. Please either email Chris or Dr. Halligan ([jhalligan@fsu.edu](mailto:jhalligan@fsu.edu)) with questions about this.

### **Register of Professional Archaeologists**

Students concentrating in archaeology are encouraged to read the current standards of the Register of Professional Archaeologists (RPA). It is expected you will keep documentation of your field and lab work experiences so you may successfully apply for certification at the completion of the Master's degree. Below are the basic requirements for RPA membership. Additional information and application instructions can be found here: <https://rpanet.org/>

There are four basic requirements to become a member of the **Register of Professional Archaeologists:**

1. The applicant must have an advanced degree (such as an M.A., M.S., Ph.D., or D.Sc.) from an accredited institution in archaeology, anthropology, art history, classics, history, or other germane discipline with a specialization in archaeology.
2. As part of that advanced degree, the applicant must have designed and executed an archaeological study and have reported on that research in the form of a Master's thesis and/or Ph.D. dissertation. The thesis or dissertation must show a substantive data analysis by the applicant directed toward an explicit archeological research problem.
3. The applicant must accept the responsibilities and standards described in the Code of Conduct, Standards of Research Performance, and Grievance Procedures of the Register of Professional Archaeologists.
4. If the applicant has an advanced degree as described above, but the thesis/dissertation did not include specific research on an archaeological topic and a substantive data analysis on that topic, and the applicant can document a similar research project with data analysis equivalent to that required for a thesis or dissertation through another report or publication, application can still be made by use of the documentation of such other reports or publications.

## Standards of Performance – Professional, Personal, and Academic

The department is responsible for ensuring that students meet standards of behavior that are congruent with expectations of the anthropological profession, as outlined in the American Anthropological Association's [Principles of Professional Responsibility](#), the Society for American Archaeology's [Principles of Archaeological Ethics](#), the Register of Professional Archaeologists' [Codes of Ethics & Professional Standards](#),

Our students are also expected to comply with the

FSU Academic Honor Policy (<https://fla.st/2K05KJO>), and the FSU Student Conduct Code (<https://dos.fsu.edu/srr/conduct-codes/student-conduct-codes>).

### Academic Performance Standards

A student is expected to:

1. Maintain required grades for their academic program.
2. Correct any deficiencies related to academic probation within one semester.
3. Meet the generally accepted standards of professional conduct, ethics, personal integrity, and emotional stability required for practice. This includes, but is not limited to, the following: appropriate and respectful behavior with peers, faculty, staff, and professionals outside the university.
4. Consistently demonstrate effective interpersonal skills.
5. Consistently demonstrate respect and responsibility in matters of punctuality and presentation of self.
6. Fully meet the academic, personal, and professional standards set by FSU's [Academic Honor Policy](#) and [Student Code of Conduct](#), the [American Anthropological Association](#), the [Society for American Archaeology](#), and the [Register of Professional Archaeologists](#).
7. Consistently demonstrate abilities at an expected level in the areas of verbal and written communication skills.

### Research Compliance & Integrity

All research must comply with federal, state, and local research regulations. These may include, but are not limited to: conflicts of interest, crowdfunding, use of drones, export controls, research data, research misconduct, responsible conduct of research, and human subjects committee. The current FSU policies on research compliance are available from the Office of Research Compliance Programs (ORCP): <https://www.research.fsu.edu/research-compliance/>.

## **Departmental Master's Comprehensive Examination**

1. The faculty members of each subfield will work together to create the format and standard set of exam questions. All subfield faculty members will be responsible for grading the exams from their respective subfield within 15 days of the completion of the comprehensive exams.
2. Comprehensive exams will be taken as follows: Archaeology and Cultural will be taken in January of your first year before Spring classes start, immediately following the semester in which the student takes the corresponding Graduate Core Seminar; the Physical comprehensive exam will be taken at the end of the Spring semester in which the student takes the Graduate Physical Anthropology Core Seminar.
3. Students will enroll in ANG 8966 Master's Comprehensive Exams in the Fall and Spring semester in which they take the exams. The Graduate Program Director will be the faculty of record.
4. Students must pass all three comprehensive exams in order to progress to the prospectus and thesis stage.
5. If a student fails any exam, they will have the option for one more attempt at each failed exam. The student must re-take each failed exam within 45 days of the first attempt, at a date and time agreed upon by the student, Graduate Program Director, and subfield faculty members. Faculty members of the subfield will write new exam questions for the re-take exam and grade them within 15 days.
6. Students who fail any portion of their comprehensive exams on their first attempt will be placed on departmental probation and will not be eligible for funding in the subsequent academic semester.
7. If a student fails the same comprehensive exam twice they will not be able to remain in the graduate program.

## **Graduate Reading Lists**

Graduate reading lists in cultural anthropology, physical anthropology, and archaeology are included as part of this handbook. Graduate reading lists are created by the faculty in each subfield and updated annually. The comprehensive exams are based, in part, on these reading lists.

## **Schedule of Classes**

Usually by mid-semester, the department staff assembles the schedule of classes for the upcoming semester. The list will be available on-line by the university, however, the department version is available earlier and may be obtained from the Graduate Program Director.

A one-year proposed schedule of classes is included in this handbook to facilitate planning (see below). Please note however, that courses can change depending on faculty schedules and the teaching needs of the department. Some classes are offered with greater frequency than others. Many classes are on a two-to-three year rotation.

## Plan of Course Work

The student, with his or her faculty advisor, should plot out several years of course work using the two-year proposed schedule of courses. This process should begin early in the Fall semester and should be updated or revised each semester. A copy of the form is included in this handbook.

## Graduate Students with an Interest in Underwater Archaeology

Underwater archaeology at FSU is focused upon the discovery, excavation, and interpretation of inundated terrestrial sites, and therefore is methodologically oriented towards geoarchaeology and earth sciences research.

Students entering the Department of Anthropology to earn the Master of Arts or Master of Science degree are advised that courses in underwater archaeology are available, but these courses and technical preparation in this specialty will require additional time in the degree program. The usual course load for graduate students is 12 credit hours per semester. Most courses provide 3 hours credit, but techniques and field courses may carry more credit.

A minimum of 31 semester hours is required for the M.A. or M.S. degree. Students with no previous experience in either terrestrial archaeology or diving techniques can expect to graduate with significantly more (field and dive) hours than the average student.

Students who wish to participate in diving must be certified as an A.A.U.S. Science Diver through the Academic Diving Program at FSU. Students must have current First Aid and CPR training including training in AED and Oxygen Administrator training.

**Students with no previous diving preparation** are advised to take a diving certification course during the summer before admission to graduate students at Florida State University or to take the PEN 1136 course for elementary diving certification during the first semester of registration (Fall). Because the PEN course is a 1000-level undergraduate course, it must be taken in addition to the regular course load. Tuition waivers, available to graduate students with assistantships or fellowships, do not apply to courses at this level.

**Students with basic diving certification** must, after admission to graduate studies, be evaluated by the Academic Diving Program as a first step in becoming certified as an A.A.U.S. Science Diver. FSU offers the following course for students wishing to become a certified A.A.U.S. Science Diver in order to take underwater archaeology courses or to participate in underwater archaeology courses.

**Students with no previous terrestrial archaeological field school experience** are advised to enroll in a summer field school prior to entering graduate studies at Florida State University or enroll in the department Field School in Archaeology (ANG 5824—9 hours credit) as soon as appropriate for their courses of studies.



## Major Professor

Upon admission, each graduate student is assigned to a major professor from the department's eligible graduate faculty. These assignments are based upon research interests and expertise. The major professor will be the student's advisor and mentor, and should be consulted regularly on the program of study and progress toward the degree. The relationship is an important one; students who find that the assigned major professor was not a good match may move to another major professor, providing that one is available and agrees to accept the student.

## M.A./M.S. Supervisory Committee

The supervisory committee consists of the major professor and two other faculty members, preferably those with expertise in the area of the student's thesis project. An appropriate committee member may come from outside the department. The student and the major professor should work together in selecting a committee. Students must fill out the "[Graduate Supervisory Committee Formation or Revision Form](#)" and obtain signatures from the major professor and all committee members. The form is turned into the Graduate Program Director and/or the Program Specialist. Any revisions to the committee must be approved and formalized using this same form and the same procedures.

## Thesis Requirement

A thesis is required for the Master of Arts or the Master of Science degree in anthropology. A student must register for a minimum of 6 hours of thesis credit and must be registered for at least two thesis hours during the term in which they graduate. The subject of the thesis must be in one of the four fields. The thesis must demonstrate independent investigation and knowledge of research and analytical methods of the chosen subfield. It is the responsibility of the major professor to work closely with the student in the selection of a topic and to supervise the preparation of the thesis. Students are required to write a prospectus (see section below). The major professor and the student will work together to schedule the defense with the other committee members. The student is responsible for communicating the thesis defense date, time, and location to the committee members and to the Graduate School.

All research must comply with federal, state, and local research regulations. These may include, but are not limited to: conflicts of interest, crowdfunding, use of drones, export controls, research data, research misconduct, responsible conduct of research, and human subjects committee. The current FSU policies on research compliance are available from the Office of Research Compliance Programs (ORCP): <https://www.research.fsu.edu/research-compliance/>.

## Thesis Prospectus

Following the successful completion of the comprehensive examination, the student will present, within three months, a thesis prospectus to be approved and signed by their committee and placed on file in the department. This prospectus will contain a description of the proposed research and whatever other information and materials the student's committee deems appropriate. Please see the "Guidelines for Writing A Master's Thesis Prospectus" below.

### Graduation Check

A form outlining the current departmental requirements is included in this handbook. The student will work with the Anthropology Program Specialist to determine that all requirements have been met before applying for graduation.

### Course Offerings

For Fall 2020, all Anthropology courses will be offered remotely. Please check with the course professor to find out about meeting times and method (synchronous, asynchronous, hybrid). Below is a list of proposed classes for Fall 2020 and Spring 2021. Please know that course offerings are subject to change due to a variety of factors.

<b>Proposed Anthropology Graduate Course Offerings, AY 2019-2020</b>			
<b>Fall 2020</b>		<b>Spring 2021</b>	
ANG 5002 Proseminar	Dr. Peres	ANG 5491 Gender and Violence	Dr. Chakrabarti
ANG 5111 Forager Societies	Dr. Halligan	ANG 5155 Southeastern US Archaeology	Dr. Mehta
ANG 5117 Core Seminar in Archaeology	Dr. Peres	ANG 5115 Peopling of the Americas	Dr. Halligan
ANG 5111 Seminar in Archaeology: Spanish Mission Archaeology	Dr. Marrinan	ANG 5116 North American Archaeology	Dr. Halligan
ANG 5493 Core Seminar in Cultural Anthropology	Dr. Chakrabarti	ANG 5513 Core Seminar in Physical Anthropology	Dr. Thomas
ANG 5971 Thesis Boot Camp	Dr. Peres	ANG 8966 Master's Comprehensive Exams	Dr. Peres

COLLEGE OF ARTS AND SCIENCES

NAME \_\_\_\_\_

**DEPARTMENT OF ANTHROPOLOGY - MASTER'S DEGREE PLAN OF STUDY**

Undergraduate Degree (circle) BA BS

Institution: \_\_\_\_\_

Date Conferred: \_\_\_\_\_ Undergraduate

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

Undergraduate Minor(s): \_\_\_\_\_

Graduate Degree sought (circle) MA MS Date Degree Expected: \_\_\_\_\_

**COURSES TO BE APPLIED TO THE MASTER'S DEGREE**

Semester	2020	2021	2022
<b>FALL</b>			
<b>SPRING</b>			
<b>SUMMER</b>			



## GRADUATION CHECKLIST

### Master's Degree in Anthropology

#### Course Work Requirements

Each student seeking a Master's Degree in the Department of Anthropology must satisfy the following specific course requirements: completion of a minimum of 31 semester hours of graduate course credits, to include 24 hours of graded graduate credit with a B- or better in each course (i.e., not to include courses taken S/U). 18 hours must be anthropology courses and all hours must be 5000-level courses.

Requirements	Semester Taken	Credit Hours	Grade
<b>I. Core Courses</b> ANG 5117: Core Seminar in Archaeology ANG 5493: Core Seminar in Cultural Anthropology ANG 5513: Core Seminar in Physical Anthropology			
<b>II. ANG 5002: Proseminar</b>			
<b>III. Elective Courses</b> 1. 2. 3.			
<b>IV. Electives outside of Department:</b> <b>M. A. - 6 hours of Humanities courses required</b> <b>M. S. - 6 hours of Science courses optional</b> 1. 2. 3.			
<b>V. ANG 8966: Master's Comprehensive Examinations—Dates Passed</b> Archaeology Cultural Physical			
<b>VI. Thesis Prospectus Submitted, Approved, and Filed</b> Major Professor Committee Member Committee Member Committee Member (optional)			
<b>VII. ANG 5971 (6 Thesis Hours Minimum, 2 of Thesis Boot Camp)</b>			
<b>VIII. ANG 5976: Master's Thesis Defense—Date Passed</b>			
<b>Total Hours (31 minimum)</b>			

## Guidelines for Writing A Master's Thesis Prospectus

The following information is provided to assist the student in writing a prospectus for approval by the student's master's thesis committee. For questions specific to the thesis topic, students should consult with their major professor.

The thesis prospectus has four distinct parts:

- 1) **Title page** (1 page)  
This page includes a working title, the student's name, and the names and signature lines for faculty members serving on the committee. A sample title page follows.
- 2) **Problem Orientation** (3-5 pages, double-spaced)  
This section of the prospectus presents the research question or questions to be addressed in the thesis. It is appropriate to introduce the questions in the environment of the current literature or thinking about the topic question, the significance of this area of research for the discipline, and the contribution that is intended by this study. It is important to indicate what materials will be used, how they have been collected and the methods that the student will use to make them useful for the proposed study. It can be helpful to detail briefly the approach the thesis will take (chapter by chapter).
- 3) **Chapter Outline** (1 page, single-spaced)  
The chapter outline is a framework. To some extent, it may reiterate the chapter descriptions presented in the problem orientation section.
- 4) **Working Bibliography** (of appropriate length)  
The working bibliography permits the student's committee to see with what source materials the student is familiar and to make suggestions about additional sources. The student should indicate what style guide is to be used (i.e. *American Anthropologist*, *American Antiquity*, *American Journal of Physical Anthropology*, etc.)

Please remember that the prospectus is a working document that may change in scope as the student's work progresses. The student and their major professor will work on the first draft of the prospectus until the major professor indicates that it may be circulated to the other members of the committee.

**DEPARTMENT OF ANTHROPOLOGY  
FLORIDA STATE UNIVERSITY**

**A PROSPECTUS  
FOR THE MASTER'S THESIS ENTITLED**

**[TITLE]**

**By**

**[NAME]**

**Members of the Thesis Committee**

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<b>[Name of Professor directing thesis]</b>	<b>Signature</b>	<b>Date</b>
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<b>[Name of Committee Member]</b>	<b>Signature</b>	<b>Date</b>
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<b>[Name of Committee Member]</b>	<b>Signature</b>	<b>Date</b>
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<b>[Name of Committee Member]</b>	<b>Signature</b>	<b>Date</b>
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## Mechanics and Procedures For The Thesis

### A. Preliminary copies of the thesis:

The student will normally submit chapters of the thesis to the major professor as they are written. After the major professor's corrections and changes have been completed to the satisfaction of both the student and the major professor, the preliminary copy should be offered to each member of the supervisory committee for reading and comment. It is the student's responsibility to see that this is done.

A.1. The student should follow the agreed upon citation style for their subfield (i.e., "American Antiquity" Style for archaeologists).

A.2. The student should obtain guidelines for thesis writers from The Graduate School, 314 WES or at [http://www.fsu.edu/gradstudies/Graduate\\_Handbook.pdf](http://www.fsu.edu/gradstudies/Graduate_Handbook.pdf).

A.3. File naming conventions for thesis files:

Chapters -	Last Name_Chpt#_MMDDYYYY
Tables -	Last Name_Table#_MMDDYYYY
Figures -	Last Name_Figure#_MMDDYYYY

A.4. Please consult with your thesis advisor and committee members as to their preferences of formats for chapters (i.e., paper copy, digital copy in Word or Google Doc, etc.)

A.5. Students must be sure include the version date on the first page of each chapter draft.

A.6. Students must include page numbers on all drafts.

A.7. In addition to the departmental requirements and deadlines, students must be meet all requirements and deadlines of the FSU Manuscript Clearance Office:  
<https://gradschool.fsu.edu/academics-research/thesis-treatise-dissertation>

### B. Thesis Defense and final copy of the thesis:

B.1. During the semester in which the thesis is to be defended, the student must be registered for ANG 5976 (Master's Thesis Defense, 0 credit hours) and at least 2 hours of ANG 5971 (Master's Thesis).

B.2. Final copies of the thesis must be in the hands of the supervisory committee **at least two weeks prior to the oral examination (i.e., the thesis defense).**

B.3. Upon preliminary approval of the thesis by the committee members, a candidate for the M.A. or M.S. will defend the thesis before the supervisory committee in a one-hour oral examination. The student must be physically present for the oral defense. Only one committee member can be virtual and it cannot be the major professor.



B.4. The student must submit the final manuscript electronically to the manuscript clearance advisor and meet all deadlines of the Manuscript Clearance office. Deadlines are posted here:

<https://gradschool.fsu.edu/academics-research/thesis-treatise-dissertation/manuscript-clearance-deadlines>

B.5. As a condition of undertaking a thesis master's program, the student agrees that the completed thesis will be archived in the University Libraries system. The student will make the electronic thesis available for review by other scholars and the general public by selecting an access condition provided by The Graduate School.

## UNIVERSITY ACADEMIC REGULATIONS AND PROCEDURES

### Graduate School

#### Required First Day Attendance Policy

University-wide policy requires all students to attend the first day of class meeting of all classes for which they are registered. Students who do not attend the first class meeting of a course for which they are registered will be dropped from the course by the academic department that offers the course. This policy applies to all levels of courses and to all campuses and study centers. It remains the student's responsibility to verify course drops and check that fees are adjusted. Please refer to 'Class Attendance' below for additional information.

\*Note: Students who have received some or all of their financial aid prior to the end of drop/add for a term, may be subject to repayment of financial aid if there is a change in their financial aid eligibility. Examples of this may include, but are not limited to, reduction of course load below required levels, cancellation of schedule, failure to meet satisfactory academic progress requirements, and other conditions required to maintain financial aid eligibility.

#### Class Attendance

All students are expected to abide by the class attendance policy set forth by the instructor in each class in accordance with the Faculty Handbook. When possible, students also must provide advance notice of absences, as well as relevant documentation regarding absences, to the instructor as soon as possible following the illness or event that led to the absence. Any arrangement to make up work because of class absence is the responsibility of the student. The instructor, who will explain the evaluation (grading) statement at the beginning of the term, determines the effect of absences upon grades.

Students must attend the section of the course for which they are registered. No instructor has the authority to permit a student to shift from one section of the course to another without following official drop/add procedures. No student may drop a course after the seventh week of classes without the permission of his or her academic dean.

Until a student is officially enrolled in a course, they are not permitted to attend class, submit assignments, or take tests. Exceptions are limited to students auditing the course or making up work for a prior incomplete grade in the course. Students who are not officially registered for a course or do not appear on the course roster after the end of the second week of the semester should be referred to the appropriate office for approval to continue attending class. That may be the Office of Financial Aid, Student Business Services, the Office of the University Registrar, the Office of Admissions, etc. Students may contact the Office of the University Registrar if they are unsure of which office they need to contact for documentation.

The Director of the University Health and Wellness Center does not issue excuses to students. A card indicating date and time of admission, discharge or treatment will be given to the student for presentation to the faculty member in a timely manner. Ultimately, the authority for deciding whether the student is excused for medical reasons rests with the instructor.

Students who are members of an intercollegiate team are required to attend all scheduled class meeting times or scheduled online activities associated with the course delivery. Absences due to illness, personal/family emergencies, or injury must be documented. Failure to adhere to the

attendance policy may result in sanctions up to and including suspension from the athlete's sport for the remainder of the season. This policy includes required attendance and completion of all final examinations or evaluations for each class in which the athlete is registered. Student-athletes must remain in good academic standing in order to maintain eligibility during post-season games, the upcoming semester, and future competitive seasons. Arranging to make up work missed because of legitimate class absence is the responsibility of the student.

Within the University there are several categories of students that are expected to exhibit behavior that conforms to the group to which they belong. These units include, but are not limited to, ROTC cadets, academic honor societies, veterans, athletes, medicine, and nursing majors. Membership within these units implies that the student agrees to fulfill the obligations of the organization.

### **Military Short-Term Absence Policy or Call to Active Duty**

The University recognizes and appreciates the important contributions made in service of our country by active duty, Reserve, and National Guard members and their dependents. In order to accommodate those students and their dependents, University faculty and staff will provide these students the following options to accommodate unexpected training/drill, deployment, or change-of-station orders:

- 1) For any training/drill, deployment, or change-of-station orders: Students will attempt to make arrangements with instructors to maintain and/or make up classwork as needed and to assign grades as appropriate (including incompletes, to be made up later). Registration for those courses, in which instructors accommodate the absence will remain intact and tuition and mandatory fees will be assessed in full for those courses. Service members should provide instructors with maximum advance notice of absences, providing copies of training/drill, deployment, and/or change-of-station directives from the Military, Reserve, or National Guard.
- 2) Instructors must accommodate absences of up to two weeks in duration (or equivalent in Summer) in accordance with paragraph one.
- 3) When unable to make satisfactory arrangements with all instructors: Courses will be dropped and the tuition and mandatory fees for those courses will be rescinded.
- 4) When unable to make arrangements with any instructors for unexpected orders requiring longer than a two-week absence: The student's entire registration will be withdrawn or cancelled and 100% of the tuition and mandatory fees will be rescinded.

### **Academic Career, Academic Level, and Classification of Students**

The University classifies students based on whether or not they are degree-seeking. Degree-seeking students are further classified based on the type and level of degree they are pursuing. This classification is the academic career of the student. The University recognizes six academic careers, four degree-seeking and two non-degree. Although rare, a student may be active in more than one career at a time, subject to the academic policies and requirements of each career and the degree requirements.

#### **Degree-seeking careers**

- Undergraduate: students pursuing baccalaureate degree of any type
- Graduate: students pursuing master's specialist, or doctorate degree of all types except the juris master's, master's of law letters, juris doctorate or doctor of medicine degrees

- Law: students pursuing the juris doctorate (JD) degree, juris master's (JM), or masters of law letters (LLM)
- Medicine: students pursuing the doctor of medicine (MD) degree

### **Non-degree-seeking careers**

- Non-Degree, without Baccalaureate: students without a baccalaureate degree
- Non-Degree, with Baccalaureate: students who have previously earned at a minimum one baccalaureate degree or higher level degree

Depending on the career of the student, the University may record the advancement of the student toward completion of the degree by tracking the academic level of the student. The academic level of undergraduate students is calculated on the basis of semester hours. Students with a career of Law or Medicine are classified based on their year within the program. Graduate students and various non-degree students do not have specific academic levels or classification.

- Graduate: admitted to a graduate program;
- Law: first through third year;
- Medicine (MD degrees): first through fourth year;
- Non-Degree without Baccalaureate Degree;
- Non-Degree with Baccalaureate Degree; and
- Transient Students.

### **Non-Degree Student Regulations**

Academic rules governing regular students (e.g., fees, drop/add, withdrawal, grading policies) also apply to non-degree students with the following exceptions:

- 1 Non-degree students may enroll for fewer than twelve semester hours (underload) without permission.
- 2 In place of the retention schedule for regular students, non-degree students with a baccalaureate degree must meet the following requirements: after attempting twelve semester hours, graduate non-degree students must have achieved and must maintain a 3.0 ("B") average in all courses attempted.
- 3 Failure to achieve or maintain the appropriate grade point average (GPA) will result in a loss of registration privilege and dismissal from the University.
- 4 Non-degree students may register for any course or courses on an S/U basis. Non-degree students selecting courses for enrichment or other reasons where grades are not essential are advised to register on an S/U basis or on an audit basis.

Consult the "Academic Regulations and Procedures" chapter of the General Bulletin for policies relating to non-degree student status at the undergraduate level.

### **Registration of Non-Degree Students**

All registration by non-degree students is on a space-available basis. Because of excessive demand for some graduate courses, non-degree students may be enrolled in such courses only with the permission of the graduate officer of that particular unit.

### **Reclassification from Non-Degree Student to Regular (Degree-Seeking) Status**

Non-degree students wishing to change to degree-seeking-student status must apply for admission through the Office of Admissions. Refer to the “Admissions” chapter of this Graduate Bulletin for admission procedures and deadline dates.

Work taken as a non-degree student carries no degree credit. If the work is taken within the time limits prescribed by the degree program and approved by the department chair and dean at the time of formal admission or later, up to twelve hours of graduate-level credit with a grade of “B” or better in each course may count toward the degree, provided the student qualifies for admission to a graduate degree program.

### **Student Course Load**

Recipients of stipends from the University, whether holders of fellowships or assistantships, must be full-time students as defined below. Non-degree students are not required to obtain underload permission. The University reserves the right to determine full-time status based on course and/or research load, and stage of degree completion.

The standard full-time load for graduate students is twelve credit hours per semester, unless the student is receiving a university assistantship or fellowship. Some departments may permit such students to enroll on a part-time basis. A student who wishes to register for fewer than twelve credit hours per semester must have written approval from his/her academic dean prior to registration. For thesis-seeking master’s students, after completion of the required coursework and six credit hours of thesis, master’s students must be enrolled for a minimum of three credit hours per semester (of which at least two must be thesis hours) until completion of the degree. Doctoral students, after completion of the preliminary exam and twenty-four credit hours of dissertation, must be enrolled for a minimum of three credit hours per semester (of which at least two must be dissertation hours) until completion of the degree.

For graduate students receiving a university or externally-funded fellowship, twelve credit hours per semester constitutes a full-time load. A student who wishes to register for fewer than twelve credit hours per semester must have written approval from his/her academic dean prior to registration.

For graduate assistantship holders of a quarter-time or greater appointment, nine credit hours per semester is defined as a full-time load. Academic deans may grant exceptions to this policy for teaching assistants in those departments which conform to national course load policies in their disciplines.

To receive financial aid, all graduate students must be enrolled for at least six credit hours per semester.

The number of credit hours which a graduate student may carry without special permission is fifteen. A heavier load may be permitted by the student’s academic dean. Included in the calculation of student load are credit hours of graduate credit other than formal coursework, e.g., credit hours in thesis or dissertation, in directed individual study, in supervised research, and in supervised teaching.

For federal immigration reporting requirements, international (F-1 or J-1) students meet the full course of study requirement with enrollment of a minimum of nine credit hours in the Fall and

Spring semesters, prior to completion of coursework. Departments may require additional enrollment, depending on department policy. After completion of required coursework, the standard university policy applies. An F-1 or J-1 student who wishes to reduce enrollment below the required levels must request permission, in advance, from an advisor at the Center for Global Engagement. For more information, visit <http://cge.fsu.edu>.

### **Directed Individual Study Courses**

Students may enroll in courses directed by an instructor for individual study of a particular area. Individual academic departments or programs determine directed individual study policies for students taking directed individual study courses in that department or program. The directed individual study course title must be approved in writing by the instructor offering the course and the departmental chair, or representative, and is posted on the student's record.

### **Office of the University Registrar**

**Registrar: Kimberly A. Barber**

**Senior Associate Registrar: Aimee Leturmy**

**Associate Registrar: Jeremy Johnson**

**Location:** A3900 University Center; phone: (850) 644-1050;

e-mail: [registrar@admin.fsu.edu](mailto:registrar@admin.fsu.edu); Web: <http://registrar.fsu.edu/>

The Office of the University Registrar is the official custodian of permanent academic records of all past and currently enrolled students at Florida State University. It is responsible for assisting departments and students with registration activities, maintaining student and departmental records for the term in progress, posting FSU credit, transfer credit and grade changes, preparing transcripts, scheduling academic space, maintaining and updating curricula, certifying eligibility to receive credit for Credit by Examination, certifying attendance for loan purposes, implementing and monitoring academic regulations, certifying eligibility to graduate, and providing services and information to students, faculty, and administration. Reports and certifications of attendance and grade point average are made to governmental agencies, such as the Veterans' Administration, with the student's permission.

Students should consult this office with questions concerning registration, locations, and meeting times of courses; errors in registration records; dropping and adding courses; cancellation of registration; grade problems; application for graduation; and degree or enrollment verification. Report immediately all changes in permanent and local addresses, name, social security number, divisions and majors, and residency, to this office.

### **Persons with Disabilities**

Any student in need of specific services and reasonable accommodations should contact the Student Disability Resource Center, 108 Student Services Building, (850) 644-9566, or visit <http://www.disabilitycenter.fsu.edu>.

### **Registrar Cancellation of Schedule**

Students allowed to register in error are cancelled by the Office of the University Registrar.

Students who are dropped or deleted from their last or only course by an academic department because of nonattendance the first day of class are cancelled by the Office of the University Registrar. This cancellation is without liability for tuition. A student whose registration is cancelled by the University Registrar must apply for readmission if they have not been enrolled for two consecutive terms. For the purpose of this policy the cancellation term is considered a term of non-enrollment.

Note: Students who have received some or all of their financial aid prior to the end of drop/add for a term, may be subject to repayment of financial aid if there is a change in their financial aid eligibility. Examples of this may include, but are not limited to, reduction of course load below required levels, cancellation of schedule, failure to meet satisfactory academic progress requirements, and other conditions required to maintain financial aid eligibility.

### **Cancellation of Student Schedules for Non-Payment of Tuition and Fees**

In accordance with Florida State University Regulation 5.081 Tuition, Fees, Payment, students who do not pay tuition and fees or make arrangements to pay tuition and fees by the end of the established fee deadline may have their schedules cancelled and academic progress discontinued for the semester. Students whose schedules have been cancelled may not attend class or receive grades. Students will be notified using their FSU e-mail account concerning outstanding tuition delinquencies and given an opportunity to pay tuition and fees or make arrangements for tuition and fee payment with the Office of Student Business Services prior to cancellation. For more information, please reference

<http://regulations.fsu.edu/content/download/21865/140868/file/Chapter5code.revised.11.2014-linked.pdf>

### **Reinstatement of Student Schedules Canceled for Non-Payment of Tuition and Fees**

Students whose schedules are canceled for non-payment of tuition and fees may appeal to the University Registrar for reinstatement and continuation of academic progress for the term. A written appeal must be submitted to the University Registrar no later than the end of the seventh week of the Fall and Spring semesters (consult the Registration Guide for Summer term deadlines). Prior to a student's appeal being approved, the Office of Student Business Services must verify that payment for the current term has been received or that appropriate arrangements have been made for tuition and fee payment. Students whose schedules are reinstated are subject to a \$100.00 late registration fee and a \$100.00 late payment fee. Check or credit card payments that are returned or refused will negate any tuition payment agreement for the reinstatement of a student's schedule. The University reserves the right to deny reinstatement when a demonstrated pattern of tuition delinquencies over two or more semesters has occurred.

### **Student Cancellation of Schedule**

A student may cancel registration during the first four days of classes for a semester or Summer session by submitting a written request to the Office of the University Registrar A3900 University Center or to Withdrawal Services, A4300 University Center. Notification may also be sent from the student's official e-mail account to Office of the University Registrar at [registrar@admin.fsu.edu](mailto:registrar@admin.fsu.edu). Beyond the fourth day of classes, a student cannot voluntarily cancel registration but must apply for withdrawal from the University. Students who cancel their registration within the first four days are not liable for tuition; if tuition has been paid, such

students should request a full refund of fees. Students who cancel their registration and are not enrolled for the following term (non-enrollment for two consecutive terms) must apply for readmission.

International students who wish to cancel their registration must request and receive prior authorization from a Center for Global Engagement advisor.

Note: Students who have received some or all of their financial aid prior to the end of drop/add for a term, may be subject to repayment of financial aid if there is a change in their financial aid eligibility. Examples of this may include, but are not limited to, reduction of course load below required levels, cancellation of schedule, failure to meet satisfactory academic progress requirements, and other conditions required to maintain financial aid eligibility.

### **Cancellation of Student Health Insurance**

Selection of the student health insurance places a charge on the student account at Student Business Services. Any cancellation of a student's schedule does not automatically cancel the purchase of the student health insurance. The student must contact the Health Compliance Office of University Health Services via e-mail at [healthcompliance@fsu.edu](mailto:healthcompliance@fsu.edu) to advise of the cancellation of schedule. If the student has attended the first thirty-one calendar days of classes for the term for which coverage was purchased, the student has met the eligibility requirement to retain the coverage through the termination date and the cost of the insurance premium must be paid.

Students leaving the University to enter the military may receive a prorated premium refund. The student must contact the Health Compliance Office of University Health Services via e-mail at [healthcompliance@fsu.edu](mailto:healthcompliance@fsu.edu).

### **Drop/Add or Changes of Schedule**

During the first four days of classes, individual courses may be added, dropped, or sections of a course changed. Students are financially liable for all courses appearing on their schedule after the fourth day of classes. To add courses after the first four days of classes may require the academic dean's approval. Courses dropped during this period do not appear on the student's transcript. Courses may be dropped through the seventh week of classes with the exception of courses involved in allegations of academic dishonesty; however, tuition charges remain. Approval by the student's academic dean is required to reduce the academic load below twelve semester hours or increase an academic load above fifteen semester hours (to a maximum of twenty-one semester hours). Dean's approval for an overload or underload must be submitted to the Office of the University Registrar. If the student is appointed as a graduate assistant or is supported on a fellowship, an underload request form must be completed and submitted to the Dean of The Graduate School for approval.

After the seventh week of classes, courses may be dropped only in exceptional circumstances. Approval is required by the advisor and the academic dean. Such courses will appear on the student's transcript with the notation "WD." Students who register for courses but who do not attend the classes will receive grades of "F" if the courses are not officially dropped.

Note: Students who have a bachelor's degree and return for a second bachelor's degree may petition for a late drop within the same semester timelines as noted above.



**Auditor Seating Privileges**

All regularly enrolled students and persons not enrolled in the University are afforded seating privileges after registration on a space-available basis with permission of the instructor, payment of the prescribed fee for each course, and presentation of the appropriate form approved by the Office of the University Registrar. Since no credit is allowed for attendance via “seating privilege,” admission to the University is not required. The course(s) taken will not appear on the student’s permanent record.

Students are cautioned not to preregister for any course they intend to audit. They will have to drop the course(s) from their official schedule and will incur additional financial liability.

Note: Citizens 60 years of age or older who are Florida residents may attend classes under “seating privileges” criteria, and fees are waived except for those courses requiring individual instruction.

**Transcripts**

The Office of the University Registrar issues official transcripts at the request of the student. Individuals needing official transcripts are encouraged to submit their request online at <http://my.fsu.edu> under the Academics section of the Student Center. In cases where a student is unable to submit an online request, a written request may be made directly to the transcript section of the Office of the University Registrar.

Transcript service may be denied if a financial or judicial stop has been placed on a student’s record. Clearance from the Controller’s Office or the Office of Student Rights and Responsibilities must be obtained prior to the release of the transcript. Transcript service may also be denied if the request is made by a third party without the student’s written consent. A charge of \$10.00 will be assessed for each official transcript issued.

The University reserves the right to issue transcripts to other state of Florida schools for those students who attend the University under the state transient process. Students are responsible for any transcript fees incurred for providing these transcripts as required by the transient application process.

Unofficial transcripts are available to students free of charge. Visit <http://my.fsu.edu>, click Course Quicklinks and select View Unofficial Transcript.

**Proof of Enrollment**

All student enrollment verifications will be by official request only. Students in need of enrollment verification should submit an electronic request by logging into <http://my.fsu.edu>. Select Enrollment Verification. Follow the instructions to obtain your enrollment verification letter. Your letter will be processed the following business day. Written requests may be submitted directly to: Office of the University Registrar Florida State University A3900 University Center 282 Champions Way P.O. Box 3062480 Tallahassee, FL 32306-2480.

Former students or outside agencies may request an enrollment verification or degree verification online from the National Student Clearinghouse at <http://www.degreeverify.org>.

## **Access to Records**

Students have the right to have access to their student records on file in the Office of the University Registrar. Students requesting access to information in their file, or a third party requesting information in a student's file with the written consent of the student, have the right to a response from the Office of the University Registrar within thirty days. When the record includes information on more than one student, only the information pertaining to the student making the request will be given.

## **Parental or Third Party Access to Records**

Students may give a designated parent(s), or other third parties (i.e. sibling, spouse, etc.), authority to review their University financial status, grades, transcript, student profile, etc. by logging onto <http://my.fsu.edu> and clicking the Share My Information link. Granting access to a parent or third party to view information in this manner also authorizes University personnel to discuss those records with the designated parent or third party.

## **Registration**

During each academic term, an official registration is held for all currently enrolled, degree-seeking students who expect to enroll for the following term. Graduate students registering for their first term should consult with the departmental/program advisor prior to registering for classes.

Registration at Florida State University is conducted by logging in to <http://my.fsu.edu> and choosing "Enroll in Classes". Students can register online for all of their courses in a matter of minutes and can gain access to information concerning their tuition and fees from the privacy of their own home. Please note that by registering, students accept both fee and grade liability. Students are advised if the requested course is available and informed of other matters related to registration, such as variable credit.

## **Registration Guide and Course Schedules**

Florida State University publishes the Registration Guide. The Guide contains a list of all registration deadlines, fee and payment information, and important announcements specific to the semester. This information is published online at the Office of the University Registrar Web site, at <http://registrar.fsu.edu>.

Lists of course offerings, meeting times, locations, and instructors (when known) are available online through the Course Search. This system is available twenty-four hours a day, year round. The Course Search is only available for newly admitted and current students through the myFSU portal (<http://my.fsu.edu>) or on University Registrar Web site through the "Course Look Up" link (<http://registrar.fsu.edu>). Prospective students and all others may access a PDF listing of courses available on the Web site of the University Registrar through the "Snapshot of Class Search as a PDF (refreshed weekly)" link (<http://registrar.fsu.edu>).

Students are advised to organize their materials and plan their schedule before attempting to register online. Course listings for an upcoming semester will be available fourteen days prior to the first enrollment appointment for that semester. Students must contact the appropriate departmental office for any clearances or authorization needed. Individual instructors should be contacted for courses requiring instructor permission. It is important to take care of any academic or administrative hold (stop) before attempting to register.

### **Registration Responsibility**

Students are responsible for meeting prerequisites and corequisites for each course in which they are enrolled. Students who do not meet course prerequisites and corequisites may be dropped by the academic department. Students are also responsible for any changes made to their schedule without an advisor's approval through the drop/add process.

Students may attend and receive credit only for those courses in which they are properly registered. Likewise, students will be held responsible for every course for which they register unless they officially drop the course or cancel registration prior to the published deadlines.

Those students who register during late registration (normally the first four days of classes) will be assessed a \$100.00 late registration fee.

### **Registration Permits**

All permits, such as directed individual study (DIS), satisfactory/unsatisfactory (S/U) grading, etc. must be completed by the end of the seventh week of classes of the Fall or Spring semester, or by the prorated term deadlines published in the Summer Academic Calendar. Many permits require the signature of the academic dean as well as the advisor. Students are responsible for ensuring that the Office of the University Registrar has copies of these permits on file.

### **Course/Credit Modification**

Graduate students who are seeking to modify course credit downward should consult with their supervising committee and academic dean before contacting the unit teaching the course. Course credit may be modified downward with the approval of the chair of the department that is offering the course and the appropriate academic dean. No course may be modified upward. Any student wishing to modify credit may obtain the necessary forms in the Office of the University Registrar.

### **Stops to Registration**

Registration is prevented if all academic and/or administrative requirements have not been fulfilled prior to the term. A stop may be placed on the student record if one or all of the following deficiencies exist: academic dismissal, incomplete admissions documents, fiscal deficiency, or failure to process readmission papers after a withdrawal or after a two-term absence (including the Summer term) from the University. Also, failure to meet specific requirements of a University college, school, or department, or the Office of Student Rights and Responsibilities, may result in a stop in registration activities or in the release of transcripts and diplomas.

A stop is placed on all students who have outstanding charges due to the University. Students owing any fees are not permitted to register for classes. The stop is not removed and such students are not permitted to register until the debt is cleared.

Students notified of a stop should contact the notifying office immediately and arrange for removal to be allowed to register for classes, receive official transcripts, and/or receive a diploma. If students with a stop on their record are allowed to register in error, they are considered illegally enrolled in the University. If the stop is not removed after notification of such an error, the student's registration is subject to cancellation.

### **Leave of Absence Policy**

Under special circumstances, graduate students may apply for a leave of absence from the university for a specific period of up to three consecutive semesters (includes summer term). The circumstances justifying a leave include, but are not limited to: personal or family medical conditions, call to active military duty, parental leave, death in immediate family, or completion of an off-campus internship. The student must provide appropriate documentation and a rationale for the leave request.

To apply for a leave of absence, a student must complete the Request for Leave of Absence Form (available on the Graduate School website) and submit it together with appropriate documentation to the major professor/advisor/Program Director. If the major professor/advisor/Program Director approves the application it should then be forwarded to the department head and subsequently to the college dean for consideration. If approved at all of these levels, the college dean should notify the Registrar and the Dean of the Graduate School of the decision. The college dean should also notify the student of the decision (approved or denied). The Registrar will place a notation on the student's record. A student who is denied a request for leave at any step may appeal the decision to the Dean of The Graduate School.

An approved leave of absence preserves the student's academic status in his or her degree program, and the time off will not be counted against the time limits for awarding degrees. Consequently, registration is not required during the leave period and the student need not re-apply to the program to return to active status at the end of the approved leave period. A leave may be extended for additional consecutive semesters (includes summer term). A student should apply for the leave extension no later than four weeks prior to the end of the final semester/term of his or her initial leave to allow time to consider and process the request. Extension of a leave is subject to approval of the program, college, and the Graduate School. The cumulative number of consecutive leave semesters (including summer term) shall not exceed six. The total consecutive or non-consecutive leave time a student is not registered in the program shall not exceed 24 months. At the conclusion of the approved leave, a student must enroll at Florida State University and return to active status no later than the start of the next academic semester. Students cannot be on leave during their semester of graduation and must be registered for a minimum of two hours that semester.

A student on a leave of absence may terminate the leave at any time prior to the approved ending date. In such cases the student would be immediately subject to the continuous enrollment and registration policies. Students returning from a leave of absence of more than one year will be required to disclose any legal or campus disciplinary charges that arose during the leave and

provide updated contact and mailing address, residency documentation, and other biographical information as required by the University for reporting and processing purposes.

Programs may have more strict leave of absence and registration policies. For example, a program may decide that under no circumstances would it allow a formal leave of absence or a program may choose to only allow a leave of not more than three consecutive semesters. Such policies shall be detailed in the program's graduate student handbook.

While on leave a student will not have access to campus facilities and personnel. This means a student will not have access to labs, libraries, and online resources that require an FSUID. Students on leave cannot remain in student housing. There is no guarantee that financial aid will be continued. Students with financial aid or student loans should confer with the Financial Aid Office and review their loan agreements prior to requesting a leave of absence to ascertain the consequences a leave will have on their loan status. University assistantship and fellowship support will be discontinued for the duration of the leave. Programs are not obligated to reinstate funding support that was provided prior to the leave though they are encouraged to do so if funds are available. Students receiving external support e.g. an NSF Graduate Research Fellowship should check the terms of the award to determine the impact of being on leave. In-state residency status may be impacted if the student moves out of the State of Florida, and then returns to resume the degree program. Students should seek guidance from the Registrar on the potential impact on in-state residency. International students should check with the Center for Global Engagement to determine if a leave would adversely affect their visa status. Students should also consider other factors that might impact their circumstances upon their return to active status. For example, a major professor might depart the university, or under extreme circumstances a degree program might be suspended or terminated. The University has an obligation to provide a path to completion for enrolled students as well as students on a formally approved leave of absence.

Note: If allowed by the student's academic program and University policy, an alternative to taking an official leave could involve reducing the standard course load temporarily because of exceptional personal circumstances.

### **Provisional Graduate Students**

An academic program may recommend that a student be admitted to the University as a provisional graduate student. This requires that the program stipulate conditions that the student must meet during the initial semester/term of enrollment. The student will remain in this provisional category for only one semester/term, and must meet all of the stipulated conditions during the initial semester/term to continue in the program. Students entering the University under this category register in the same manner as regular degree-seeking students. International students cannot be admitted into the provisional category.

A provisional graduate student must be reviewed by the academic program and the University at the end of the initial semester/term to determine whether the stipulated conditions were met. If the conditions were not met, the student will not be able to continue in the program. While in provisional status a graduate student must register for graded graduate-level coursework (5000-level or above; excludes S/U courses) commensurate with the load requirements of the program, and must earn at least an average of 3.0 for all graduate-level coursework taken.

A hold blocking future enrollment will be placed on the record of a student who fails to meet the stipulated conditions during the initial provisional semester/term; such students will be ineligible to continue in the academic program. Students who met the minimum requirements for admission to the University either initially or during the provisional semester, but failed to meet the program-specific conditions may subsequently seek admission to a different academic program as a degree or non-degree seeking student. A provisional student who does not earn at least a 3.0 average during the initial provisional term is not eligible for probationary status in the subsequent semester. Otherwise, a provisional graduate student is subject to the retention and dismissal regulations appropriate to a regular graduate student. For information on non-degree classification, see the subsection on 'Non-Degree Students'.

### **University Procedures for Dismissing a Graduate Student**

The University reserves the right to terminate progress in an academic program and dismiss a student whose conduct is deemed improper or prejudicial to the interest of the University community or whose academic performance is substandard, regardless of GPA. Dismissed students will not be permitted to register for graduate study, including registering as a non-degree student.

Program terminations (dismissal for a reason other than GPA) are processed at the academic program/departmental level and may occur for a number of different reasons, including but not limited to:

- Inability to conduct research in a fashion appropriate with the accepted norms of a discipline,
- Inability to function within a team environment to the degree that it negatively affects the learning, practice and/or research of fellow graduate students,
- Demonstration of behavior that is not acceptable with the general community in which the student would be practicing should he or she graduate (typically clinical or school settings),
- Failure meeting one or more major milestone requirements,
- Inability to pass the diagnostic/preliminary examination/comprehensive examination,
- Failure to complete the doctoral degree/make progress towards the dissertation, or
- Extensive petitions for candidacy extension.

Graduate program handbooks should provide information about failure to meet specific milestone or behavioral requirements and the appeals process. At a minimum, the following elements must be addressed.

**Step 1:** A graduate student is identified by his/her academic program/department as not making sufficient progress towards the degree, failing to complete the degree within the specified time-period, or whose academic performance is substandard, regardless of GPA.

**Step 2:** The graduate student meets with his/her major professor and/or program director to develop a remediation plan for the incomplete degree requirement or scholarly/behavioral objectives.

- The department should provide a written remediation plan or written academic “warning” to the student.

- The remediation plan/academic warning should be developed by the department/program for the individual student and documented accordingly. For doctoral students, the annual evaluation is one opportunity to document unsatisfactory progress.
- The academic dean, or appropriate designee, must also be notified of the situation, the deficiencies, and the remediation steps presented to the student.

**Step 3:** If the graduate student fails to resolve/remediate the specified and documented deficiency, the department may initiate a program termination. If the program chooses to terminate the academic progress of the student, the following steps must be completed **prior** to notification given to the student.

- The academic unit must consult with the academic dean (or designated individual) of the intent to pursue program termination. The consultation should include the remediation steps taken, the student's efforts to date to resolve or address the deficiencies and the grounds for the program termination.
- At the time of dismissal, the major professor and/or department chair may petition the academic dean for consideration of special circumstances that the professor/department chair thinks constitute justification for an exception to this termination
- The academic dean's office should inform the Registrar's Office and the Graduate School of its intent to move forward with program termination. In conjunction, the three offices will tailor a letter specific to the circumstances of the student, including language and alternatives, if any.
- Programs may offer the student the opportunity at this point to change his/her degree program level within the same major/plan (i.e., PhD to EdS, PhD to MS, etc.) or change his/her academic plan to another degree program, but this is at the unit's discretion.

**Step 4:** A written letter must be sent to the graduate student being dismissed which specifies the following information:

- The termination reasons,
- Benchmarks missed,
- The fact that an academic hold will be placed on registration on registration and effective date/semester,
- Dismissal from the program constitutes dismissal from the University,
- Any limitations on future enrollment in courses offered by the department/college, should the student reapply to the university in a different program,
- Alternatives a student could request, e.g., graduating with a master's instead of Ph.D. (assuming coursework and degree requirements are met),
- Timeline to complete specific coursework, if any,
- Notification of the right to appeal and information about how to do so, and
- A deadline for any appeal submittal.

Units can work with the General Counsel for suggested language for program termination/dismissal letters. This letter should be sent to the student and copied to the dean's office, the Registrar's Office and the Graduate School for processing.

## COLLEGE OF ARTS AND SCIENCES GRADUATE DEGREE REQUIREMENTS

**Dean:** Dr. Sam Huckaba

**Associate Deans:** Dr. Timothy Logan, Dr. Jeanette Taylor

The oldest college at the University, the College of Arts and Sciences has provided generations of undergraduate students instruction in the liberal arts disciplines that are essential for intellectual development and personal growth. Graduate degree programs in the College of Arts and Sciences grew organically from these strong undergraduate roots, and the contributions of the college to graduate education have been integral to the evolution of the University. The first recorded master's degree at the Florida State College for Women was awarded by the College of Arts and Sciences in 1908, and the first doctorate at Florida State University was awarded in chemistry in 1952.

The College of Arts and Sciences comprises over thirty departments, institutes, centers and interdisciplinary programs. In addition to awarding bachelor's, master's, and doctoral degrees and heavily supporting the Liberal Studies for the 21st Century Program, the College of Arts and Sciences offers an extensive array of foundation courses for pre-professional and professional programs. Faculty within the college have earned national and international recognition for research, teaching, and distinguished service to the profession. Among the faculty are members of the National Academy of Sciences, Nobel Laureates, a Pulitzer Prize winner, and recipients of numerous other national and international honors.

Graduate students within Arts and Sciences have received marks of distinction that include local, national, and international scholarship/fellowship awards.

### Opportunities

Departments in the College of Arts and Sciences work with various programs, schools, and colleges to offer cooperative and interdisciplinary degree programs at the graduate level. Well-funded research opportunities for graduate students are extensive among the science departments.

### Scholarships, Awards, and Assistantships

Teaching and research assistantships are available across the college. Annually, many students are supported by graduate assistantships. In addition to being eligible for the assistantships, students in the College of Arts and Sciences may apply for various types of graduate fellowships. Fellowship opportunities are available through The Graduate School. The application deadline for most fellowships is January 15th for awards beginning the following academic year.

### Requirements

The College of Arts and Sciences offers the master of arts (MA), the master of fine arts (MFA), the master of science (MS), and the doctor of philosophy (PhD). In addition to reviewing the requirements highlighted below, students should consult all University-wide degree requirements and academic procedures for the master's and PhD degrees as summarized in the "Graduate Degree Requirements" chapter of the *Graduate Bulletin*.



## Admissions Criteria

Students who wish to pursue graduate study in the College of Arts and Sciences must apply through the Office of Admissions and must be accepted for graduate study by the intended department or program. The applicant must have an earned bachelor's degree with a minimum upper division 3.0 GPA (on a 4.0 scale) or have earned a graduate degree. All applicants must submit test scores from a nationally standardized graduate admissions test that is acceptable to the program to which they are applying. Prospective graduate students who are foreign nationals must also earn a minimum score of 550 on the paper-based or 80 on the Internet-based TOEFL examination, 6.5 on the IELTS examination, or 77 on the MELAB examination. Individual departments and programs may set higher standards for admission. For more detailed information about specific graduate programs in the College of Arts and Sciences, students should consult departmental or program entries of the *Graduate Bulletin*.

## Limitations on Supervised Teaching and Research Coursework

Students may be granted credit for supervised research and supervised teaching at the option of their department. A student may register for such activity more than one term, using the same numbers and, again at the option of the department, may count the hours in meeting residency requirements for the degree program. No more than three semester hours of supervised research credit and three semester hours of supervised teaching credit may be counted toward the master's degree. The normal limit for candidates for doctoral degrees is five semester hours in each category.

## Master's Degree Requirements

Master's degree students must complete their program of study within seven calendar years from the time of initial registration; master's students do not, however, have to meet a specific residency requirement. A thesis-type master's program requires a minimum of thirty semester hours, six of which must be thesis credits. A course-type master's program requires a minimum of thirty-two semester hours. A student who enrolls in thesis hours need not be enrolled continuously thereafter in thesis hours if they meet the minimum University requirement for full-time or part-time enrollment through other coursework. The minimum number of thesis hours required for the master's degree is six. Students who have left the campus must register for at least two semester hours of thesis credit per term as long as they are receiving faculty supervision. Master's students should consult regularly with their supervising professor about progress toward the degree.

## Final Term Registration

Students must register for at least two semester hours of thesis or dissertation credit in the final term in which a degree is granted. Non-thesis type master's program students who have not previously registered for the comprehensive examination must do so the final term.

## Clearance for Degrees

During the first three weeks of the semester in which the candidate intends to graduate, the student must formally apply for graduation through the Office of the University Registrar's Web site. Those writing theses or dissertations must submit additional paperwork to the Graduate School. The completed thesis or dissertation manuscript must be submitted to the Graduate School by the official University deadline in order for the student to graduate that term.

## UNIVERSITY GRADUATE DEGREE REQUIREMENTS - GRADUATE SCHOOL

For the most up-to-date information from the FSU Graduate School, students should refer to the FSU Graduate and Professional Student Handbook:

<https://www.gradschool.fsu.edu/sites/g/files/upcbnu761/files/media/Files/Grad%20Student%20Handbook/Graduate%20Student%20Handbook-%202020%20Final-6-16-20.pdf>

We highlight a few of the policies here:

### Prerequisites for All Graduate Degrees

Graduate work in any department must be preceded by sufficient undergraduate work in the field or a related one to satisfy the chair of the department that the student can successfully conduct graduate work in the chosen field.

A student is expected to have sufficient command of the English language to enable the student to organize subject matter and to present it in credible written form. Any faculty member may at any time refer a student to the Reading/Writing Center of the Department of English for noncredit remedial work.

### Editing Services and Statistical Assistance

The following guidelines have been approved by the graduate policy committee.

- 1) University regulations are quite clear concerning plagiarism and inappropriate assistance; these regulations apply with particular force to theses and dissertations: "...violations of the Academic Honor Policy shall include representing another's work or any part thereof, be it published or unpublished, as one's own" - Office of Faculty Development and Advancement Web site, Faculty Handbook. Appendix A: Florida State University Academic Honor Policy;
- 2) The ready availability of editing services and statistical assistance, and in particular of computer and statistical research design assistance, must not be seen as a substitute for required training and/or coursework;
- 3) Professional editing services may not become a substitute for faculty advisement and should be confined to language structure;
- 4) The major professor must be informed and concur before a student seeks assistance in any or all of the editing or statistical assistance areas, and faculty concurrence should be documented as part of the student's record. The particular scholarly work in question should be reviewed prior to such assistance, so that issues of scholarly form and content have been dealt with in advance of the use of such services. The student must confer with the major advisor before incorporating any advice obtained through the above-mentioned services into written work;
- 5) In all cases, such assistance must be noted in the acknowledgments accompanying the final version of a paper, thesis, or dissertation.

### Review of Theses, Dissertations, and Treatises

Theses, treatises, and dissertations are expected to reflect original work. The review of academic integrity should be completed prior to the defense. Faculty may choose to use appropriate plagiarism

checkers and peer review tools with early drafts of these manuscripts as an instructional aid in advising students on matters relating to plagiarism. The signatures of all committee members appearing on the Manuscript Signature Form constitute testimony from the committee that they are satisfied that the thesis, dissertation, or treatise meets FSU's standards of academic integrity as described in the FSU Academic Honor Code and appropriate steps have been taken to assure that this is the case.

### **Language of Theses, Dissertations, and Treatises**

The typical language of the dissertation, treatise, or thesis is English. Under special circumstances the Major Professor, the Academic Unit Head and the Supervisory Committee may approve writing the body of the thesis/dissertation in a language other than English if doing so is essential for scholarly reasons. Lack of sufficient English competency is not an acceptable justification for using an alternative language. The Major Professor shall immediately notify the Dean of the College and the Dean of the Graduate School for all cases where such approval has been granted. Notification requires completion of the ETD Alternative Language for the Dissertation/Treatise/Thesis Form. All committee members must be completely proficient in the alternative language. It is the responsibility of the Major Professor and the Supervisory Committee to ascertain that the candidate's thesis/dissertation is written in acceptable English or an alternative language, in an appropriate scholarly style. All non-English-language dissertations, treatises, or theses must have the preliminary pages and main section headings in English. This would include the content of the title page, committee page, acknowledgments, abstract and biographical sketch. All main section headings, including chapter and appendix headings, must be in English, but chapter/appendix titles may be in the chosen language.

### **Language of the defense**

The defense shall be conducted in English.

### **Graduate Students Enrolled for Two Degrees Simultaneously**

Under certain special circumstances, it is possible for a student to work concurrently on two degrees in two different departments. Students intending to do this must be accepted by both departments. A Dual Enrollment Request Form showing endorsement by both department heads and dean(s), as appropriate, must be sent to the Dean of The Graduate School for approval. Once approved, the Office of the University Registrar will be notified of the dual registration.

Note: Initial admission to a graduate program at Florida State University must be to one program only. After the first semester, the student may apply and be accepted to the second degree program desired.

### **Second Graduate Degrees**

University policy prohibits the awarding of more than one degree from a specific degree program due to the overlap of core requirements of that degree program. Students should seek guidance from their advisers or their college when choosing to pursue a double major or dual degree. This policy applies to both current and readmitted students.

## Master's Degree Programs

### *Degrees Offered*

The University confers at the master's level the Juris Master's (JM), Master's of Law Letters, Master of Arts (MA), Master of Science (MS), Master of Accounting (MAcc), Master of Business Administration (MBA), Master of Engineering (MEng), Master of Fine Arts (MFA), Master of Music (MM), Master of Music Education (MME), Master of Public Administration (MPA), Master of Public Health (MPH), Master of Science in Planning (MSP), Master of Social Work (MSW), Specialist in Education (EdS), Professional Science Master (PSM), and Specialist (SPE) degrees.

The minimum requirements stated below govern all of these degrees except the EdS, the PSM, the SPE, and the MFA degrees. Individual departments may have additional or specific requirements over and above those stated here. Consult the appropriate departmental section of this *Graduate Bulletin* for details.

### *Types of Programs*

There are three types of programs by which a student may secure a master's degree: thesis type, course type, and project master's program. It is optional with any department whether it requires all majors to proceed under one or the other type, or whether it permits individual students to choose between them. **The FSU Department of Anthropology only offers the thesis-type Master's Program, more information is included below.** For specific information on the other types of programs please consult the appropriate departmental section of this *Graduate Bulletin*.

**Thesis-Type Program.** A thesis-type degree program is focused on research and scholarship, culminating in written output in the form of the thesis. Thesis-type programs usually include graduate coursework in specific content areas, research methods, analysis, and theory. The scope of the thesis is discipline-specific and typically requires more than one semester of intensive work. A thesis clearly exceeds the requirements of a typical course paper and follows the traditional model of academic, publishable work (i.e., consists predominantly of written work). The thesis must present original research conducted by the student under the close supervision of the student's faculty supervisory committee.

To qualify for a master's degree under a thesis program, the student must complete a minimum of thirty semester hours of credit including thesis credit. At least eighteen of these hours must be taken on a letter-grade basis (A, B, C). The minimum number of thesis hours for completion of a master's degree shall be six hours.

Theses can only be completed by students in a thesis-type program and require two course codes: one for thesis credit hours and one for thesis defense. Graduate students pursuing a thesis-type program must adhere to all committee composition requirements set by the university and their academic unit. Additionally, students in a thesis-type program must electronically submit their manuscript to The Graduate School for format review and adhere to all manuscript clearance deadlines.

### **Requirements at the Master's Level**

At the master's level students are expected to demonstrate an understanding and make sense of the core knowledge needed to function in their professional field. Master's level students are expected to demonstrate an understanding of the research process, and/or creative or problem-solving activity or application of the knowledge appropriate to their discipline. The student is held responsible for meeting the requirements listed below.

**Standardized (Advanced and Achievement) Tests**

Certain departments require the area or advanced tests of the Graduate Record Examinations (GRE) or other standardized achievement tests. These tests should be taken no later than during the first term of residence in graduate study. Consult the chair of the major department for details.

**Transfer Credit**

Transfer of courses not counted toward a previous degree from another regionally accredited graduate school (or comparable international institution) is limited to six semester hours, and transfer of courses not counted toward a previous degree within Florida State University is limited to twelve semester hours, except when the departmental course requirement exceeds the thirty-two hour University-wide minimum requirement. In the latter case, additional transfer credit may be allowed to the extent of the additional required hours. In all cases, the majority of credit must be earned through Florida State University or its official consortial institutions. All transfer credit must: (1) be recommended by the major department; (2) be evaluated as graduate work by the Records Audit and Analysis in the Office of the University Registrar at Florida State University; and (3) have been completed with grades of 3.0 ("B") or better.

Grades earned at another institution cannot be used to improve a grade point average or eliminate a quality point deficiency at Florida State University. The University does not accept experiential learning or award credit for experiential learning. Transfer credit based on experiential learning from another institution will not be accepted.

**General Course Requirements**

The distribution of hours among 4000-, 5000-, and 6000- level courses and above is determined by the college or school of the student's major department. Only courses numbered 5000 and above are normally to be taken by graduate students. A graduate student's directive committee or department may, however, permit the student to take specified 4000 level courses in the degree program. Such 4000 level courses may be credited toward a graduate degree but not count in a student's graduate GPA.

**Language Requirements**

There is no University-wide foreign language requirement for the master's degree, except for the Master of Arts (MA) degree. Each department sets its own language requirements.

**Residence Requirements**

There is no University-wide residence requirement for the master's degree beyond that implicit in the limitation upon transfer credit, the recency of work requirement, and the full-time student load requirement. Master's candidates are advised that some programs and departments may impose a stricter rule as required by the specific program of study.

**Recency of Work**

The work for the master's degree must be completed within seven years from the time the student first registers for graduate credit. Any graduate work transferred from another institution must have commenced not more than seven years prior to completion of the degree for the credits to be applicable to the master's degree. If the master's degree is not completed within seven years from the time the student first registers for graduate credit, and the program and/or Department Chair does not choose to approve an Extension of Time (EOT), then the

student may no longer be enrolled in that program or at Florida State University.

### **Program of Study**

As early as possible during the first term of graduate work, students should prepare a program of courses with the help of their major professor or supervisory committee. This program must be approved by the major professor and the chair of the major department. A copy of the approved program is to be kept on file in the department.

### **Major Professors**

At the earliest opportunity, the student should follow the convention of the major department or college to identify the major professor, who will serve as the student's advisor and supervisor. If nine or more semester hours of work are taken in any department other than the major one, these hours may be considered a minor if so desired by the student and by the major department. Designation of the major professor requires the mutual consent of the student, department chair, and professor involved.

### **Supervisory Committee**

A supervisory committee's judgments on the quality of a student's thesis or dissertation should be independent, unbiased, and based solely on the academic merits of the work before them. Any other standard risks a breach of professional ethics or law and undermines the integrity of the process and those involved. Any personal, professional, or financial relationships (e.g. involving the major professor, supervisory committee members, and/or student) that may create the perception of bias in that process must be avoided. Immediate family members, domestic partners and married couples are restricted from serving together on the same supervisory committee in any capacity as this could potentially lead to a perception of bias. For the purposes of this policy, immediate family members are defined as a parent, grandparent, spouse, sibling, child or grandchild by blood, adoption or marriage. Exception requests for extenuating circumstances can be submitted by the unit's academic dean to the Dean of The Graduate School for consideration. However, for doctoral supervisory committees, under no circumstances can a Committee Chair (or Co-Chair) and University Representative be immediate family members, domestic partners, or a married couple. The University Representative must be drawn from outside the student's department (as well as outside the student's degree program for interdisciplinary programs) must be a fully-tenured member of the faculty with Graduate Faculty Status (GFS) and should be free of conflicts of interest with other members of the supervisory committee. Financial conflicts of interest would not include the typical practice of hiring a student on a university assistantship in the home unit but would include the student being hired by the major professor's private company. If any such conflict of interest exists, it should be reported by the department chair to the academic dean's office of the student's academic unit, who will evaluate the situation for potential harm and take appropriate action. If questions or irregularities arise that cannot be resolved within the academic unit, the dean's office should contact the Dean of The Graduate School or designee for resolution by submitting an exception request to The Graduate School.

A supervisory committee's judgments on the quality of a student's thesis or dissertation should be independent, unbiased, and based solely on the academic merits of the work before them. Any other standard risks a breach of professional ethics or law and undermines the integrity of the process and those involved. Any personal, professional, or financial relationships (e.g. involving the major professor, supervisory committee members, and/or student) that may create the perception of bias in that process must be avoided. Immediate family members, domestic partners and married couples are restricted from serving together on the same supervisory committee in any capacity as this could potentially lead to a perception of bias. For the purposes of this policy, immediate family members are defined as a parent, grandparent, spouse, sibling, child or grandchild by blood, adoption or marriage. Exception requests for extenuating circumstances can be submitted by the unit's academic dean to the Dean of The Graduate School for consideration. However, for doctoral supervisory committees, under no circumstances can a Committee Chair (or Co-Chair) and University Representative be immediate family members, domestic partners, or a married couple. The University Representative must be drawn from outside the student's department (as well as outside the student's degree program for interdisciplinary programs) must be a fully-tenured member of the faculty with Graduate Faculty Status (GFS) and should be free of conflicts of interest with other members of the supervisory committee. Financial conflicts of interest would not include the typical practice of hiring a student on a university assistantship in the home unit but would include the student being hired by the major professor's private company. If any such conflict of

interest exists, it should be reported by the department chair to the academic dean's office of the student's academic unit, who will evaluate the situation for potential harm and take appropriate action. If questions or irregularities arise that cannot be resolved within the academic unit, the dean's office should contact the Dean of The Graduate School or designee for resolution by submitting an exception request to The Graduate School.

## Prospectus

A thesis-type program may require preparation and submission of a prospectus to the student's major professor, supervisory committee, and departmental chair for approval. Students are reminded to seek Institutional Review Board (IRB) and/or Animal Care and Use Committee (IACUC) approval prior to commencing any research involving human or animal subjects. The student's name must appear on the IRB approval and/or application form as a PI or co-PI for the period of time when the student's research was conducted. Students must be listed on an ACUC protocol in order to conduct any animal research. Failure to be listed or obtain the required approvals may result in the thesis being permanently embargoed and unpublishable in any form, and the student may not be allowed to graduate.

## Thesis

The subject of the **thesis must be within the major field and must reveal independent investigation and knowledge of the methods of scholarship**. It is the responsibility of the major professor to supervise the preparation of the prospectus and the thesis. The manuscript must be prepared according to the style and form prescribed by the department and must conform to the University requirements regarding format.

A student who enrolls in thesis hours need not be enrolled continuously thereafter in thesis hours if they meet the minimum University requirement for full-time or part-time enrollment through other coursework. A student must be enrolled in a minimum of two thesis hours in the semester of graduation. The minimum number of thesis hours required for the master's degree is six. Those with underload permission must register for at least two credit hours of thesis per semester. Underloads must be approved by the student's academic dean. Before registering for thesis hours, the student must consult the major professor as to the proportion of time to be devoted to thesis work.

Before writing the thesis, the student should become familiar with the University's manuscript formatting and clearance requirements. The thesis should be in the hands of the major professor and the examining committee at least two weeks before the date of the oral examination. At the same time, the thesis should be submitted electronically to the Manuscript Clearance Advisor in The Graduate School so that the clearance advisor can provide the student with a critique of the manuscript with respect to The Graduate School formatting requirements. Electronic submission instructions can be found on The Graduate School's website under Thesis, Treatise and Dissertation.

At least two weeks prior to the defense, all students must submit an online announcement of defense to The Graduate School. In order to submit a defense announcement, the student's committee must be valid. Students with invalid committees should contact their graduate coordinator to resolve the issue(s). It is recommended that students defend no later than the eighth week of classes in the semester of intent to graduate. Students must defend by no later than the deadline for submission of final manuscript in the semester of intent to graduate. The Defense Announcement Link can be found on The Graduate School's main website at <https://gradschool.fsu.edu/academics-research/thesis-treatise-dissertation>. Note: Coursebased master's students can disregard this section.

## Examination in Defense of Thesis

The defense of the thesis will be oral. Responsibility for suggesting the time, designating the place, and presiding at the examination rests with the major professor. It is recommended that students defend no later than the eighth week of classes in the semester of intent to graduate. Students must meet all manuscript and online forms deadlines set by The Graduate School in the semester of graduation. Consult the Registration Guide for the manuscript submittal and online forms deadline dates.

*Academic courtesy requires that the thesis be submitted to each member of the supervisory committee at least two weeks before the date of the oral examination.* At the same time, the thesis should be submitted electronically to the Manuscript Clearance Advisor in The Graduate School so that the clearance advisor can provide the student with a critique of the manuscript with respect to The Graduate School's formatting requirements.

The supervisory committee, the chair of the major department, and such other members of the faculty as may be appointed by the academic dean will conduct the examination. All members of the graduate faculty are invited to attend. At least two weeks prior to the date of the examination, the student will submit an announcement of the thesis title, date, and place of the examination to The Graduate School. The announcement must be submitted electronically on The Graduate School's Manuscript Clearance Portal and will be posted on the Defense Calendar on The Graduate School's Web site. Electronic submission instructions can be found on The Graduate School's website under Thesis, Treatise and Dissertation.

All committee members and the student must attend the entire defense in real time, either by being physically present or participating via distance technology. Individual departments may impose stricter requirements on physical attendance, e.g. all members must be physically present. Departments and other degree-granting programs must publicize their policy on defense attendance in their Graduate Student Handbook and in the relevant section of the Graduate Bulletin. If exceptional emergency circumstances, e.g. medical or other emergency situations, prevent the participation of a committee member, then it may be necessary to arrange for an additional appropriately qualified colleague to attend the defense. A minimum of three members with Graduate Faculty Status must participate.

The oral examining committee will certify the results of the examination: passed, failed, or to be reexamined. The report of results following a re-examination must indicate the student either passed or failed. To receive a passing grade, the written thesis must be in the final form or require only minor revisions at the time of the defense. A grade of PASS for the defense of thesis requires at least a majority approval of the committee. Individual departments may impose stricter requirements for what constitutes a grade of PASS. Departments and other degree-granting programs must publicize their policy on this issue in their Graduate Student Handbook and in the relevant section of the Graduate Bulletin. If the student passes, each member must sign the online Manuscript Signature Form to substantiate the results of the defense. 1. The degree cannot be awarded until the required forms have been completed on The Graduate School's Manuscript Clearance Portal and the final version of the manuscript has been submitted to and approved by the Manuscript Clearance Advisor.

After approval by the oral examining committee and completion of the Final Content Approval Form by their major professor(s), the student should electronically submit the final content-approved version



of the thesis 30 to the Manuscript Clearance Advisor. Electronic submission instructions can be found on The Graduate School's website under Thesis, Treatise and Dissertation. The post-defense, final content-approved version of the thesis must be submitted to the Manuscript Clearance Advisor in The Graduate School within sixty days after the defense date or by the semester deadline (whichever is earliest). If the appropriate deadline is missed, the student must be re-examined. Consult the Registration Guide for the manuscript submission and forms deadline dates.

Each master's student in a thesis-type program must have the format of their manuscript approved by the manuscript clearance adviser and submit all of their required clearance forms. A list of the required forms as well as the forms can be found on The Graduate School's main website. The manuscript clearance adviser is available to examine manuscripts and answer formatting questions throughout the academic year. For final clearance, students must submit all required forms to The Graduate School and upload the manuscript documents to the manuscript clearance adviser via the ProQuest Admin web site by the deadline for submission of final manuscript, which is posted each semester on The Graduate School's main website. The manuscript clearance adviser will perform a final check of each student's electronic thesis, treatise or dissertation (and forms), and will inform the student if their manuscript has cleared or if any additional formatting corrections are needed. Note: The manuscript must be submitted as a PDF for both the initial format check and final format check. As part of the uploading process, the ProQuest web site will convert Microsoft Word documents to PDF if the student does not have the software to convert their manuscript to a PDF. All students should consult their departmental adviser for final term departmental requirements. Note: Course- based master's students can disregard this section.

### **Comprehensive Examinations**

A comprehensive or other type of examination, either written, oral, or both, at the option of the department, may be required for the master's degree. Testing requirements and procedures are established by the major department.

### **Special Master of Arts (MA) Requirements**

In addition to the requirements listed above, candidates for the Master of Arts (MA) degree must meet the following requirements.

- Proficiency in a foreign language demonstrated by certification by the appropriate language department, or completion of twelve semester hours in a foreign language with an average grade of at least 3.0 ("B"), or four years of a single language in high school.
- Six or more semester hours of graduate credit in one or more of the following fields: art; classical language, literature, and civilization; communication (not to include speech correction); English; history; humanities; modern languages and linguistics; music; philosophy; religion; and theatre.

### **Guidelines for Restrictions on the Release of Theses, Dissertations, and Treatises**

The free and open dissemination of the results of research conducted at Florida State University is required if the University is to contribute effectively to the education of its students and to the body of human knowledge. Conflicts can develop among the interests of research sponsors, research directors, and the students doing the research. To ensure that the interests of all parties are protected, the following guidelines should be observed.

Electronic Theses and Dissertations (ETDs) as well as treatises must be made available in their complete and original format. They cannot be subdivided into chapters and disseminated under different distribution options.

**Worldwide Access**

***Recommended to all of our students.*** This option makes the ETD freely available worldwide via the FSU ETD Digital Library Repository. It should be noted that some publishers may see a conflict with this level of distribution prior to publication.

**Embargoed Access (Twenty-four Months)**

Recommended to students who have a patent application in process or who want to restrict access to the ETD for a limited amount of time in order to pursue commercial interests or other publication. After the restricted time period, the document will be made freely available through worldwide access (option above).

The maximum delay in the release of a thesis, treatise, or dissertation to the FSU Digital Library Repository and ProQuest shall not exceed twenty-four months from the date the thesis, treatise, or dissertation is approved by The Graduate School. In special circumstance, the Dean of The Graduate School may grant an additional delay of forty-eight months in twenty-four-month increments, if the case is made that the delay is in the best interest of all parties or if publication or commercial interest in the document is still ongoing. Such a request must be submitted at least one month prior to the expiration of the original period of delay.

A request for such a delay must be submitted to the Manuscript Clearance Portal by completing the Embargo Request section of the Manuscript Access Agreement Form. This request must be approved in the Manuscript Clearance Portal by the major professor (or co-major professors, if applicable), the Manuscript Clearance Advisor, and the Dean of The Graduate School. The department or program chair, or dean of the relevant college may endorse the request if the major professor is retired, deceased, etc.

It should be recognized that adherence to this policy does not constitute a guarantee that information in the sequestered thesis, treatise, or dissertation will not be disseminated by means other than the written manuscript.

Information about particular access issues related to electronic theses, treatises, and dissertations may be obtained from The Graduate School.

Note: Students should not suffer delays in their normal academic progress, including the final defense of the thesis or dissertation, as a result of a desire to delay release of the thesis or dissertation to the library.

The FSU Digital Library Repository, in cooperation with The Graduate School, may provide restricted access to ETDs at FSU (i.e., Campus Community-Only Access). Students may request that full access to their ETD be limited to people connected to FSU's network. Please note that approval for Campus Community-Only Access is not automatic. Students must provide "reasonable justification" for their request. Also, in order to be granted Campus Community-Only Access, students must receive approval from their major professor (or co-major professors, if applicable) on the online Manuscript Access Agreement Form.

Final approval may be granted by the Dean of The Graduate School only after the online Manuscript Access Agreement Form is submitted to The Graduate School's Manuscript Clearance Portal with appropriate approvals and justification. This online form is reviewed by the Manuscript Clearance Advisor at The Graduate School before being reviewed by the Dean.

## **Graduation of Master's and Doctoral Students**

### **Academic Standards**

A graduate student is not eligible for conferral of a degree unless the cumulative grade point average is at least 3.0 in formal graduate courses (5000-level or above). 4000-level courses may be credited toward a graduate degree but cannot count in a student's minimum thirty total semester hours of graduate credit or graduate GPA. No course hours with a grade below "C-" will be credited on the graduate degree; all grades in graduate courses except those for which grades of "S" or "U" are given or those conferred under the provision for repeating a course will be included in computation of the average. All conditions of admission must be met; in addition, there are usually other departmental requirements which must be met.

### **Faculty Academic Judgment**

#### ***Master's Degree***

Successful completion of coursework constituting the student's program of studies, comprehensive exam or thesis does not guarantee award of the master's degree. Faculty judgment of the academic performance of the student is inherent in the educational process in determining whether the award of the master's degree or admission into a higher-level degree program is warranted.

### **Registration for Final Term**

For doctoral students and master's students in a thesis-type program, registration shall be required in the final term in which a degree requiring a thesis, dissertation, or treatise is granted, in accordance with the policies stated in the 'Thesis' and 'Dissertation' sections of this chapter.

If a non-thesis student needs only to complete the comprehensive examination in a term and did not register for the examination in the previous term, registration must be requested from the Office of the University Registrar stating the department and the name of the examination. The student must pay the "examination only" fee. If the student has not been enrolled for the previous two terms, readmission is required before registration.

### **Clearance for Degrees**

A student should apply for graduation online at [HTTP://MY.FSU.EDU](http://my.fsu.edu) under the "Academics" tab in the term that the student anticipates completing the degree. The application window is available in the academic calendar for the applicable term. If a candidate applied for graduation in a previous term but did not complete the degree, the application will be carried forward to the subsequent term.

A student's manuscript must be cleared in order to graduate; however, students also must meet departmental and University requirements before they can graduate. A manuscript is considered cleared if the Manuscript Clearance Advisor has approved the formatting of the manuscript AND all online forms have been completed in the Manuscript Clearance Portal. Students should become familiar with the University's manuscript formatting and clearance requirements before writing their

thesis, dissertation, or treatise. Manuscript Clearance Workshops are also held during each semester. Workshop dates are posted to the Thesis, Treatise, and Dissertation section of The Graduate School website, as well as to the University's calendar of events.

All theses, dissertations, and treatises must be electronically submitted to The Graduate School via the ProQuest ETD Administrator Web site; hard copies, or submissions via e-mail or any other electronic method will not be accepted. Students should submit their manuscript to The Graduate School at the same time that the manuscript is submitted to the committee prior to the defense. This initial submission is reviewed by the Manuscript Clearance Advisor, who then provides the student with a reviewed, marked-up copy of the manuscript that shows formatting corrections to be made before submitting the post defense version of the manuscript. After the defense, students submit the final content-approved version of their manuscript, incorporating changes requested by their committee as well as those requested by the Manuscript Clearance Advisor. Students not meeting these deadlines will be considered graduates of the following semester.

### **Manuscript Clearance Deadlines**

Students will fall under either the Semester Deadlines or the 60-Day Deadline (typically whichever is earliest).

#### ***Sixty-Day (60) Deadline***

The post-defense, final content-approved manuscript and the required online forms must be electronically submitted to the Manuscript Clearance Advisor within sixty days after a successful defense. If a student defends early in the semester of graduation, or in a semester prior to graduation, the manuscript clearance deadline that applies is the 60-Day Deadline. For example, a student that defends on August 20 would have to have their manuscript cleared by October 20, even though the Fall semester clearance deadline is later in the semester. Additional formatting revisions are often required after the 60-Day Deadline in order for final manuscript clearance to be completed. The student must receive an email granting "Official Final Clearance" from the Manuscript Clearance Portal no later than one week after the 60-Day Deadline. No exceptions will be made for this policy.

#### ***Semester Deadlines***

Four deadlines are posted per semester as follows:

- Last day to submit doctoral dissertation or treatise for pre-defense (initial) format review
- Last day to submit master's thesis for pre-defense (initial) format review
- Last day for submission of successfully defended, final content-approved thesis, dissertation, or treatise and completion of all required online forms
- Last day for thesis, dissertation and treatise students to receive an e-mail from Manuscript Clearance confirming final clearance

The relevant pre-defense (initial) format review deadline is the date by which students must submit their manuscript to the Manuscript Clearance Advisor for an initial formatting review. Manuscripts will not be reviewed and counted as an initial submission under the following conditions: not submitted via the ETD Web site; poorly formatted based on The Graduate School guidelines, or otherwise appears "sloppy;" sections omitted; page numbers omitted. While it is understood that content will likely change after the defense, it is expected that manuscripts submitted for the initial format review are at least 90% complete and have been formatted in full accordance with the criteria in the most recent version of The Graduate School's formatting guidelines.

The final deadline indicates the date by which students must submit the post-defense, final content-approved version of their manuscript to ProQuest ETD and ensure completion of all required manuscript clearance forms in The Graduate School's Manuscript Clearance Portal by 11:59 p.m. ET. Although students cannot complete all forms in the Manuscript Clearance Portal directly, they are ultimately responsible for ensuring their committee has completed the needed approvals. Please note: Additional formatting revisions are often required after this date in order for final manuscript clearance to be completed. Contact the Manuscript Clearance Advisor ([clearance@fsu.edu](mailto:clearance@fsu.edu)) for any questions regarding the clearance process.

### **Policy for Awarding Degrees**

Florida State University helps students meet their academic goals by monitoring academic progress toward their degree. If a graduate student has completed their respective degree requirements, the academic dean of the student's program confirms this, and the student is eligible to be awarded the degree, the University reserves the right to award the degree. Once the degree is awarded, the student must be readmitted to Florida State University in order to enroll in any courses.

Graduate students pursuing dual degrees in different disciplines must obtain formal approval of their academic dean, following established University procedures for such approvals. The student's degree program, not the major, will appear on the diploma. A list of degree programs is available in the "Academic Degree and Certificate Programs" chapter of this Graduate Bulletin.

Should the University invoke its prerogative to award a degree once a student has completed all stated degree requirements, the student may appeal this decision. If the student can demonstrate that continued enrollment is necessary to achieve his or her academic goals, the appeal may be granted. Reasons such as, but not limited to, desire to continue financial aid, participate in student activities, and access student services do not constitute legitimate reasons for appeal. The student's transcript will reflect both the degree program and the major when degrees are posted.

Any graduate student who wishes to appeal for continued enrollment, thereby postponing graduation, must submit a written request to the student's academic dean no later than ten class days after being notified that the University is invoking its right to award the degree. This appeal will be reviewed by a committee composed of the student's primary academic dean the Dean of The Graduate School, and the University Registrar. The committee must find evidence to support the student's claim of a legitimate academic need in order to grant permission to continue taking courses.

Once a degree has been awarded, all coursework leading to that degree is considered final and not subject to change. "Incomplete" grade changes or any other grade changes should be submitted prior to the posting of the degree. Grade changes or withdrawals for coursework that applies to the awarded degree may be considered only in cases of documented University error or in cases where the courses in question are documented as applying to a degree that is still-in-progress.

## GRADUATE COURSES

Graduate students generally enroll for 5000-level course work. Graduate students may also register for 4000-level courses (listed following the graduate courses), but these courses will not be covered by matriculation waivers unless pre-approved by the Dean of the College of Arts and Sciences. An **r** indicates that a course may be repeated. **Please note that there are many more courses listed in the graduate bulletin than are not offered regularly in the department.** Your major advisor will be able to let you know what current courses being offered best fit your program of study.

### Definition of Prefixes

**ANG** – Anthropology: Graduate

**ANT** – Anthropology: Undergraduate

**\*ANG** – Required for Master's Program

**\*ANG 5002. Proseminar (1).** (S/U grade only). This course is intended to be taken during the first semester of the student's graduate studies. The course is designed to acquaint the graduate student with the organization of anthropology as a profession and provide basic bibliographic tools and related anthropology skills.

**ANG 5091. Seminar in Research Methods (3).** This course acquaints students with the elements of scientific research designs as used in anthropology including research designs, consideration of the variations for field work and for laboratory/library projects. It also considers the format for the publication of results. Each of the elements of research design is considered and a variety of readings are utilized to understand the basic elements.

**ANG 5111. Forager Societies (3).** This course focuses on human societies throughout the world that have lived by hunting and gathering wild resources. The specific subsistence strategies of a wide range of hunter-gatherer groups are examined relative to their technology, social structure, territory, demography and interaction with food producers in both the archaeological record and through ethnography.

**ANG 5115r. Seminar in Archaeology (3).** In this course, seminar topics vary from semester to semester. Past topics have included paleodemography, quantitative methods, research design, and others. May be repeated to a maximum of six semester hours.

**ANG 5116. Regional Analysis in Archaeology (3).** This is an advanced graduate-level seminar designed to explore archaeological approaches to modeling regional social processes. The course is restricted to graduate students who have had some training in archaeological methods and theory at the graduate level. The course considers theoretical frameworks and methodological approaches to understanding anthropological processes that are best studied with the region as the primary unit of analysis. The course also introduces students to classic and contemporary literature related to regional models in geography, anthropology and sociology, and assesses how those models have been applied in specific archaeological contexts. Students are required to gain hands-on experience conducting their own analysis of archaeological data at the regional level.

**\*ANG 5117. Core Seminar in Archaeology (3).** This course is designed to guide students to the essential works in archaeology of different parts of the world, whether they are classic readings or cutting-edge research.

**ANG 5126. Zooarchaeology (3).** This course is a practical introduction to the analysis of animal (and some plant) remains from archaeological sites. This course uses lecture, laboratory experience, and readings to introduce the student to the interpretation of subsistence remains and their implications for the reconstruction of prehistoric environments, ritual or ceremonial usage, technological requirements for capture and processing, chronological affiliation, human economics (both prehistoric and historic), and dietary choice.

**ANG 5127. Advanced Zooarchaeology (3).** Prerequisite: ANG 5126. This seminar is dedicated to learning and understanding data, analysis methods, and common software to assist with analysis and interpretations. This class covers in-depth all aspects of data collection, analysis, reporting and long-term preservation, including: structuring datasets.

**ANG 5130. Fundamentals of Underwater Archaeology (3).** This course is a survey of the history, theory, methods, and problems of underwater archaeology, with attention given to the types of investigations and environments in which underwater archaeology is conducted and to the field's particular contributions to anthropology.

**ANG 5145. Origins of Complex Society (3).** This course examines the evolution of ancient complex societies and theories of state origins using a comparative method involving ecological, economic and social approaches to investigate their origins, collapse and sustainability.

**ANG 5155. Regional Archaeology: Southeast United States (3).** This course offers a critical evaluation of special problems and processes of cultural evolution and adaptation in the southeast.

**ANG 5172. Historic Archaeology (3).** This course serves as an introduction to the goals, methods, and theoretical base of this relatively new subfield of archaeology. Particular emphasis is placed on acculturation, ethnicity, archaeological methodology, and documentary research. Regional emphasis is on North America and the Caribbean.

**ANG 5193r. Seminar in Archaeology (3).** In this course, seminar topics vary from semester to semester. Past topics have included paleodemography, quantitative methods, research design, and others. May be repeated to a maximum of six semester hours.

**ANG 5194r. Analysis and Interpretation of Archaeological Research (3).** This course explores the principles of analysis and interpretation while bridging the gap between archaeological field data and activities that produced the data. May be repeated to a maximum of six semester hours.

**ANG 5240. Anthropology of Religion (3).** This course addresses the cultural conceptions of supernatural reality, with emphasis on comparative understanding of myth and ritual, the religious experience, and religious evolution and revitalization movements.

**ANG 5266. Economic and Ecological Approaches in Anthropology (3).** This course is an introduction to the issues and literature of economic anthropology. The course explores exchange theory, gift and commodity distinctions, and the anthropological use of world-systems theory.

**ANG 5275. Human Conflict: Theory and Resolution (3).** This course provides an introduction to the nature and theories of human conflict from the interdisciplinary perspectives of biological and cultural anthropology, political economy, and the history of warfare. Particular emphasis is placed upon cross-cultural applications.

**ANG 5426. Kinship and Social Organization (3).** This course reviews historical and contemporary anthropological approaches to the study of kinship and social organization by reading and discussing ethnographies of family, marriage, and society throughout the world. Topics include classic theories of descent and alliance, symbolic approaches to kinship and social organization, genetic definitions of human relations, and the impact of new reproductive technologies on definitions of family, bringing the vast ethnographic literature on kinship to bear upon ongoing debates about definitions of family and society.

**ANG 5471. Technology and Social Change (3).** This course introduces the student to anthropological approaches to the study of technology and examines the relationship between technology and social change throughout human prehistory and history. The course explores the systemic relationship between technological

developments and economics, politics, and social structure in both the past and present, using technology as a reference point for discussing important themes of anthropological and archaeological interest.

**ANG 5491r. Seminar in Social Anthropology (3).** May be repeated to a maximum of six semester hours within the same term.

**\*ANG 5493. Core Seminar in Cultural Anthropology (3).** This course introduces students to the body of literature in cultural anthropology, including the corpus of knowledge, the basic concepts, major scholars, and the debates over current issues in the profession.

**ANG 5511r. Seminar in Physical Anthropology (3).** May be repeated to a maximum of six semester hours within the same term.

**\*ANG 5513. Core Seminar in Physical Anthropology (3).** This course is a fundamental guide to the nature and progress of physical and biological anthropology, and presents the primary topics. It includes both historic and modern perspectives.

**ANG 5580. Biocultural Adaptation and Paleodemography (3).** This course focuses on the methods and strategies of biocultural and paleodemographic analysis. While it uses substantial bodies of archaeological data, the course is primarily a physical anthropology class. The course stresses the identification of appropriate data sets and methods.

**ANG 5581. Method and Theory in Human Biology (3).** This course provides an overview of current methods and theory in human biology research, with emphasis on adaptation, variation, and biocultural interactions in living human populations. This course also trains students in field methods for assessment of nutrition, growth and development, stress, and health, providing training in systematic ethnographic methods and modeling biocultural interactions.

**ANG 5675. Core Seminar in Linguistic Anthropology (3).** This course offers a broad survey of anthropological linguistics, from the origin and characteristics of human language and its relation to the other animal communication systems, to language structure and its description, principles of linguistic fieldwork, and historical/comparative linguistics. Other topics covered include the following: the interaction of language and culture; sociolinguistics; the ethnography of communication; ethnoscience; language acquisition; language policy and bilingual education; and linguistic prehistory.

**ANG 5677r. Seminar in Linguistic Anthropology (3).** In this course, topics offered include strong methodological and theoretical components, combined with in-depth coverage of an area or thematic subject. May be repeated to a maximum of nine semester hours within the same term.

**ANG 5801. Field Methods in Cultural Anthropology (3).** This course covers the methods and theories associated with cultural anthropological field work, from research design and project preparation to the presentation of reports based on research. Includes supervised field work projects.

**ANG 5824r. Anthropological Fieldwork: Archaeology (1–9).** This course focuses on the use of methodology learned in seminars. May be repeated to a maximum of nine semester hours.

**ANG 5835r. Underwater Archaeological Methods (3–9).** Prerequisite: ANG 5117. This field-based course is a technical introduction to underwater archaeology, including excavation, site discovery and sampling strategies, process and history of sea level rise and site preservation, and conservation of material recovered from underwater sites. May be repeated to a maximum of nine (9) credit hours.



**ANG 5905r. Directed Individual Study (1–3).** (S/U grade only). May be repeated to a maximum of twelve semester hours within the same term.

**ANG 5906r. Directed Individual Study (1–3).** May be repeated to a maximum of three semester hours within the same term.

**ANG 5910r. Supervised Research (1–3).** (S/U grade only). May be repeated to a maximum of three semester hours.

**ANG 5940r. Supervised Teaching (1–3).** (S/U grade only). May be repeated to a maximum of three semester hours.

**ANG 5942r. Internship in Museum Studies (3–9).** In this internship, collaborating museums and curatorial institutions provide students with a variety of professional work experiences, under the supervision of the student's academic advisor and a collaborating museum professional. May be repeated to a maximum of nine semester hours within the same term.

**\*ANG 5971r. Master's Thesis (1–6).** (S/U grade only). In this course, six semester hours of credit are required.

**\*ANG 5976r. Master's Thesis Defense (0).** (P/F grade only.)

**ANG 6119. Geoarchaeology (3).** This applied course covers the contribution of earth sciences to the interpretation of archaeological contexts. This course will consist of field, lab and lecture components. Emphasis is placed on the methods of geoarchaeology and the applications of selecting earth science fields to archaeological problems. Field trips are a required component of the course in order to complete field descriptions and sampling.

**ANG 6484. Cultural Analysis (3).** This course introduces an empirical approach to human behavior that recognizes culture as an organizing principle in all dimensions of human social life, from economic and political pursuits to gender, health, ritual, and reproduction. The course examines the place of culture in such anthropological schools as structural-functionalism, transactionalism, structuralism, symbolic anthropology, and practice theory, as well as in such alternative approaches as cultural materialism and evolutionary psychology.

**ANG 6907r. Directed Independent Study (1–3).** (S/U grade only). May be repeated to a maximum of six semester hours within the same term.

**ANG 6908r. Directed Independent Study (1–3).** May be repeated to a maximum of six semester hours within the same term.

**ANG 6930r. Advanced Seminar in Anthropology (3).** In this course, topics vary. May be repeated to a maximum of twenty-four semester hours within the same term.

**ANG 6980r. Dissertation (1–12).** May be repeated to a maximum of twelve semester hours within the same term.

**ANG 8964. Doctoral Qualifying Examination (0).** (P/F grade only.)

**\*ANG 8966r. Master's Comprehensive Examination (0).** (P/F grade only.)

**ANG 8985. Defense of Dissertation (0).** (P/F grade only.)

**ADVANCED UNDERGRADUATE COURSES**

**ANT 3133. Introduction to Underwater Archaeology (3).** Prerequisite: ANT 2100. This course is a survey of the history, theory, methods, and problems of underwater archaeology, with attention given to the types of investigations and environments in which underwater archaeology is conducted and to the field's particular contributions to anthropology.

**ANT 4034. History of Anthropology (3).** Prerequisites: ANT 2100, ANT 2410 and ANT 2511. This course is a survey for majors that reviews the development of the central ideas that have shaped the emergence of anthropology as a science. The approach is critical and objective, the presentation is chronological, and the emphasis is to evaluate the scope and limitations of modern theories.

**ANT 4122. Wetlands Archaeology (3).** Prerequisite: ANT 2100. This course provides an introduction to wet site archaeology, incorporating an overview of wet sites, their geographic distribution, methods of excavation, conservation requirements, and the field's contribution to our understanding of the past.

**ANT 4134. Nautical Archaeology of the Americas (3).** Prerequisite: ANT 2100. This course studies human interaction with bodies of water, particularly in the maritime environment. Illustrated presentations, readings, and discussions focus on a variety of cultures and watercraft built or used in the Americas.

**ANT 4135. Nautical Archaeology: Global View (3).** Prerequisite: ANT 2100. This course studies human interaction with bodies of water, particularly in the maritime environment. Illustrated presentations, readings, and discussions focus on a variety of cultures and watercraft from Asia, Australia, the Mediterranean, and Europe.

**ANT 4142. European Prehistory (3).** Prerequisite: ANT 2100. This course introduces students to the archaeology of the European continent from its initial colonization by early hominids during the Lower Paleolithic through the archaic state civilizations of the Aegean Bronze Age.

**ANT 4145. Origins of Complex Society (3).** Prerequisite: ANT 2100. This course examines the evolution of ancient complex societies and theories of state origins using a comparative method involving ecological, economic, and social approaches to investigate the origins, collapse, and sustainability of complex societies.

**ANT 4153. North American Archaeology (3).** Prerequisite: ANT 2100. This course examines the prehistory of North America from the earliest big-game hunters who exploited extinct megafauna to the societies existing at the time of historic contact. Regional variation and continuity in subsistence and settlement patterns and material culture are examined.

**ANT 4163. Mesoamerican Archaeology (3).** Prerequisite: ANT 2100. This course investigates the development of high civilization in ancient Mesoamerica. Evidence is drawn from archaeology, art, architecture, ethnohistory, and ethnography.

**ANT 4166r. Regional Civilizations in Ancient Mesoamerica (3).** Prerequisites: ANT 2100 and ANT 4163. This course focuses on a regional civilization of ancient Mesoamerica (such as Maya, Olmec, or Mixtec) with each topic. Aspects of prehistoric society covered include: subsistence systems, trade, social and political organizations, ideology, calendrics and astronomy, language and writing, artifacts,

architecture, sculpture, and painting. Format is seminar with presentations, research reports, and discussion. May be repeated to a maximum of nine semester hours.

**ANT 4175. Archaeology of the Islamic World (3).** Prerequisite: ANT 2100. This course examines the traditions and culture of Islamic peoples as reflected in the archaeological record. Issues related to the impact of religion on daily life, nationalism, and the development of archaeology in the Middle East are considered.

**ANT 4185. Paleonutrition (3).** Prerequisite: ANT 2100. This course covers methods in reconstruction of past economic behavior and diet. It includes lab work in identification and analysis of faunal remains.

**ANT 4188. Artifact Analysis (3).** The Artifact Analysis course teaches students how to employ systematic and scientific methods of data collection using a variety of basic instruments such as calipers, scales, and microscopes. These methods are used to understand how past populations used different artifact technologies to adapt to their environment and which factors influenced how, when, and where groups used different tools. In doing so, the course teaches students to understand the relationship between data collection, hypothesis testing, and argument building within the broader context of human evolution, culture, and technological development.

**ANT 4227r. Topics in PreColumbian Art and Iconography (3).** This course focuses on major PreColumbian art traditions, as evidenced in the material culture. Attention is paid to cosmology and the socio-cultural context of art in each society. Topics include classic Maya art and iconography; Mixtec codices; Central Mexican art and iconography. May be repeated, when topics vary, to a maximum of nine semester hours.

**ANT 4241. Anthropology of Religion (3).** This course covers the cultural conceptions of supernatural reality with emphasis on comparative understanding of myth and ritual, the religious experience, and religious evolution and revitalization movements. \*Fulfills SSCI, DIV-X, and UDW requirements.

**ANT 4242. Symbol and Ritual (3).** Prerequisite: ANT 2410. This course is an introduction to symbolic approaches in anthropology and the study of ritual. It critically analyzes conceptual mechanisms that anthropologists use in analyzing symbolic activity. Material comes from various parts of the world.

**ANT 4277. Human Conflict: Theory and Resolution (3).** This course provides an introduction to the nature of and theories concerning human conflict from the interdisciplinary perspectives of biological and cultural anthropology, political economy, and the history of warfare. Particular emphasis is placed upon cross-cultural applications.

**ANT 4302. Sex Roles in Cross-Cultural Perspective (3).** Prerequisite: ANT 2410. This course explores sex roles in anthropological perspective with emphasis on data from archaeology and ethnology. Special emphasis on the interpretation of sex roles by anthropologists in the field.

**ANT 4309. Conquest of the Americas (3).** This course examines the conquest of the Americas. It explores the arts of domination, power, and resistance and specific historical encounters where such arts are employed.

**ANT 4312. Contemporary Native American Cultures (3).** This course explores the cultural traditions, contemporary issues, and historical policies that have shaped the social experiences of Native peoples in the United States and Canada with attention to: tribal sovereignty, residential schools, reservations, the legislation of Native identity, gender, urban identity, land and language. Through readings, class discussion, ethnographies, newspaper articles, and films we will examine the distinctive cultural practices of Native American communities in different geographic areas as well as explore the ways in which Native people today maintain cultural identity and sovereignty in response to the ever-changing social conditions of life in the 21st century. \*Fulfills UDW Requirement.

**ANT 4323. Peoples and Cultures of Mexico and Central America (3).** This course provides an overview of Mexico and Central America and the multiplicity of cultural and linguistic groups within the developing modern nations from an anthropological viewpoint. It discusses cultural values and the problems of reconciling modern society with traditional peasant and indigenous ethnic groups, as well as institutions such as kinship and the family; technology, work, and ecological adaptations; social organization, political integration, religion, and ceremonial life.

**ANT 4337. Peoples and Cultures of Amazonia (3).** This course explores problems of similarity, difference, divinity, and nature/culture in Amazonia. It addresses the conceptual problem of where one culture ends and another begins with regard to Amazonian peoples. Topics include regional networks of trade, similar knowledge systems, shamanism, rainforest ecosystems, and social organization.

**ANT 4352. Peoples and Cultures of Africa (3).** This course is a survey of African peoples and cultures, emphasizing the sub-Saharan region. Topics studied include geography, prehistory, history, religion, political economy, kinship, gender, and marriage as well as contemporary issues in the anthropology of Africa.

**ANT 4363. Japanese Society and Culture (3).** This course is intended to be an anthropological introduction to Japan. It aims to clarify the origins of Japanese culture and people, to interpret its cultural history from the earliest times to the present, and to account for the relationship among the components of culture such as ideology, social structure, personality formation, and economic development.

**ANT 4422. Kinship and Social Organization (3).** This course surveys anthropological thought and practice (theory and methods) with respect to kinship and related forms of social organization, including the classification and analysis of kinship systems and associated terminology, patterns of marriage and residence, descent theory and alliance theory, and the role of kinship in different social systems.

**ANT 4462. Introduction to Medical Anthropology (3).** This course is an investigation of different medical systems and their practitioners, the ecology of health, illness, human adaptation, nutrition, and the life cycle.

**ANT 4465. Foodways Archaeology (3).** This course addresses the topic of food from an anthropological archaeological perspective. It examines the role food played in shaping identity, gender construction, ethnicity and rituals in past societies. The course will engage other disciplinary perspectives such as those from history, literature, economics and environmental studies as it attempts to make larger connections with the ways in which food and eating are holistically approached from an anthropological perspective.

**ANT 4468. Bones, Bodies, and Disease (3).** Prerequisite: ANT 2511. This course introduces students to Paleopathology. The course shows how the latest scientific and archaeological techniques can be used to identify the common illnesses and injuries that humans suffered in antiquity. In order to give a vivid picture of ancient disease and trauma, results of the latest scientific research that incorporate information gathered from documents are presented. This comprehensive approach to the subject throws fresh light on the health of our ancestors and on the conditions in which they lived, and it gives students an intriguing insight into the ways in which they coped with the pain and discomfort of their existence.

**ANT 4525. Human Osteology (3).** Prerequisite: ANT 2511 or instructor permission. This course is designed to acquaint the student with each of the bones of the normal adult human skeleton. It is particularly appropriate for those students interested in archaeology and physical anthropology. Each bone is examined, followed by a review of abnormal variations. The uses of anthropometric instruments are demonstrated as are the methods of estimating age, sex, and racial origin.

**ANT 4533. The Anthropology of Infancy (3).** Prerequisite: ANT 2511 or instructor permission. This course provides an overview of the early phase of the life cycle. It uses data and theory from biological anthropology, primate ethology, evolutionary psychology, and sociocultural anthropology to provide nontraditional perspective on human development and its interface with the caretaking behavior of adults.

**ANT 4552. Primate Behavior (3).** Prerequisite: ANT 2511 or instructor permission. This course introduces the substantial scholarly literature on the behavior and ecology of free-ranging prosimians, monkeys, and apes. Anthropological applications of recent findings are emphasized.

**ANT 4553. The Great Apes (3).** Prerequisite: ANT 2511 or instructor permission. This course focuses on the behavior and ecology of the large-bodied, non-human hominoids: chimpanzees, bonobos, gorillas, and orangutans. It also introduces the complexities involved in using this evidence to draw conclusions about human evolution.

**ANT 4586. Human Evolution (3).** Prerequisite: ANT 2511 or instructor permission. This course emphasizes a close examination of the fossil record for human evolution. It builds on basic principles and ideas presented in ANT 2511.

**ANT 4611. Linguistic Prehistory (3).** This course introduces underlying concepts and methodology of cross-disciplinary studies that use linguistic data in the investigation of prehistory. Selected case studies convey some of the results of such research. The development of language families is seen as the result of social processes, which may also be reflected in the archaeological record leading to the possibility of discovering and interpreting correlations between these two (and other) lines of evidence.

**ANT 4640. Sociolinguistics (3).** Prerequisite: ANT 3610. This course provides students with an understanding of the role language plays in society as a means of communication and as a social diacritic, as well as a primary vehicle of enculturation and acculturation. Topics include the methodology and theoretical foundations of sociolinguistics, linguistic variation in a social context, social and geographical dialects, bi- and multilingualism, and literacy and language planning, as featured in case studies from around the world.

**ANT 4824. Anthropological Fieldwork: Archaeology (9).** Prerequisite: ANT 3101. This course trains students in the principles and methods of archaeological fieldwork, including research strategy

development, recovery, recording and controls, sampling strategy, mapping, surveying, laboratory analysis, quantification, and report preparation. This is an intern-type course, sometimes requiring the student to live off-campus.

**ANT 4905r. Directed Independent Study (1–3).** (S/U grade only.)

**ANT 4907r. Directed Independent Study (1–3).** May be repeated to a maximum of twelve semester hours.

**ANT 4914r. Honors Work (1–3).** May be repeated to a maximum of nine semester hours.

**ANT 4930r. Special Topics in Anthropology (1–3).** This course deals with specialized subjects and topics in anthropology. Topics may vary. May be repeated to a maximum of nine semester hours when topics vary. May be repeated within the same semester.

## DEPARTMENT OF ANTHROPOLOGY

### FACULTY

**Dr. Dean Falk** (PhD, Michigan 1976) Hale G. Smith Distinguished Research Professor. Paleoanthropology, primate behavior, evolution of the brain and cognition, origins of language and music; Africa, Europe, Indonesia; [dfalk@fsu.edu](mailto:dfalk@fsu.edu)

**Dr. Jessi Halligan** (PhD, Texas A&M 2012; RPA) Assistant Professor. Paleoindian archaeology, geoarchaeology, underwater archaeology, quaternary geomorphology; SE US, Great Plains, NE US; [jhalligan@fsu.edu](mailto:jhalligan@fsu.edu)

**Dr. Thomas P. Leppard** (PhD, Brown University 2013; RPA) Assistant Professor. Geospatial analysis, survey archaeology, landscape archaeology, emergent social complexity; Sardinia, Pacific, Caribbean, Mediterranean.

**Dr. Rochelle A. Marrinan** (PhD, University of Florida 1975; RPA) Associate Professor, Department Chair. Prehistoric/historic archaeology, method and theory in archaeology, zooarchaeology, archaeology of Spanish mission period; SE US, Caribbean; [rmarrinan@fsu.edu](mailto:rmarrinan@fsu.edu)

**Dr. Jayur Madhusudan Mehta** (PhD, Tulane 2015; RPA) Assistant Professor. Environmental archaeology, development of complex societies, climate change and cultural heritage, ethnohistory, indigenous religious and ritual practices, education and outreach; SE US, Mexico.

**Dr. Tanya M. Peres** (PhD University of Florida 2001; RPA) Associate Professor. Zooarchaeology, foodways, archaeological field methods, prehistoric and historic archaeology, archaeology and digital media, public outreach; SE US, Mesoamerica, Central America; [tanya.peres@fsu.edu](mailto:tanya.peres@fsu.edu)

**Dr. Elizabeth Peters** (PhD University of Florida 1982) Associate Professor. Behavioral evolution, human infancy, primates, language origins; [epeters@fsu.edu](mailto:epeters@fsu.edu)

### SPECIALIZED TEACHING FACULTY

**Dr. Choeeta Chakrabarti** (PhD, University of Florida 2018?) Teaching Faculty I. Cultural Anthropology, nationalist movements, alt-right, ethnography, mixed methods, personal network analysis, medical anthropology.

**Dr. Amy Kowal** (PhD, FSU 2007; RPA) Teaching Faculty III. Archaeology, historical archaeology, ethnicity, community theory, osteology, museum studies in anthropology; Eastern US; study abroad. [akowal@fsu.edu](mailto:akowal@fsu.edu)

**Dr. Geoffrey Thomas** (PhD FSU 2011) Teaching Faculty III. Physical anthropology, skeletal biology, bioarchaeology, skeletal growth and development, hunter-gatherer lifeways; [gpthomas@fsu.edu](mailto:gpthomas@fsu.edu)

## AFFILIATED FACULTY

**Dr. Michael Carrasco** (PhD Univ of Texas at Austin) Associate Professor of Visual Cultures of the Americas and Cultural Heritage Studies in the Department of Art History. Origins of writing and indigenous aesthetics, theology, and epistemologies in Mesoamerica, cultural heritage, digital humanities, ecology, folk traditions and global art systems.

**Dr. Andrea de Giorgi** (PhD Bryn Mawr) Associate Professor, Department of Classics. Roman archaeology, visual culture, Turkey, Levant, Cosa.

**Dr. Nancy de Grummond** (PhD Univ of North Carolina, Chapel Hill) M. Lynette Thompson Professor of Classics, Department of Classics. Etruscan, Hellenistic and Roman archaeology; Cetamura, Tuscany, public outreach, museum studies.

**Dr. Joseph Hellweg** (PhD University of Virginia 2001) Associate Professor, Department of Religion. Religion, Islam, Christianity, sacrifice, performance, aesthetics, ethnopoetics, social theory, politics, social movements, applied, medical, HIV/AIDS; Africa, Mande West Africa, Cote d'Ivoire; [jhellweg@fsu.edu](mailto:jhellweg@fsu.edu)

**Dr. Vincent Joos** (PhD, UNC-Chapel Hill 2015) Assistant Professor, Department of Modern Languages and Literature. Economic anthropology, anthropology of disasters and infrastructure; Caribbean; [vjoos@fsu.edu](mailto:vjoos@fsu.edu)

**Dr. Ayesha Khurshid** (Ed D Univ of Wisconsin-Madison) Associate Professor, Department of Educational Leadership and Policy Studies. International development and educational policymaking and implementation, globalization and transnationalism, gender and education, Pakistan, North America.

**Dr. Kyle Killean** (PhD Columbia Univ) Assistant Professor, Department of Art History. Archaeology, architecture history, cultural heritage studies, middle ages, Gothic France, Byzantine Cyprus, and Native North America.

**Dr. John Mathias** (PhD Univ of Michigan, 2017) Assistant Professor, College of Social Work. Community organizing, social change, social movements, civic engagement, qualitative analysis, environmental social work.

**Dr. Elizabeth Murphy** (PhD Brown, 2014) Assistant Professor, Department of Classics. Roman Archaeology. [eamurphy@fsu.edu](mailto:eamurphy@fsu.edu)

**Dr. Daniel Pullen** (PhD Indiana 1985) Professor, Department of Classics. Prehistoric Aegean archaeology, Classical antiquity; Greece, Turkey; [dpullen@fsu.edu](mailto:dpullen@fsu.edu)



## EMERTIUS FACULTY

**Dr. Glen Doran** (PhD University of California—Davis 1980) Professor Emeritus. Archaeology, physical anthropology (osteology, evolution), Archaic population adaptation, paleodemography, paleopathology, site predictive models, website archaeology; New World, SE US; [gdoran@fsu.edu](mailto:gdoran@fsu.edu)

**Dr. Mary Pohl** (PhD Harvard 1977) Professor Emeritus. Archaeology of early complex societies especially Olmec and Maya, ethnozoology, gender, origins in writing, ancient economics and politics; Mesoamerica; [mpohl@fsu.edu](mailto:mpohl@fsu.edu)

## DEPARTMENT ADMINISTRATIVE STAFF

### Office Administrator

Malinda Carlisle [mcarlisle@fsu.edu](mailto:mcarlisle@fsu.edu)

### Academic Program Specialist

Scott McLemore [smclemore@fsu.edu](mailto:smclemore@fsu.edu)



## PROFESSIONAL ORGANIZATIONS IN ANTHROPOLOGY

There are many professional organizations representing anthropologists and providing resources to meet the needs for scholarly assistance, communication of research, development of ethical standards, and articulating anthropological concerns to the public. Many offer student memberships at reduced rates, which typically includes a subscription to the society's journal, newsletter, and the opportunity to present professional papers or posters at the annual meeting. We encourage you to join professional organizations as a student to begin networking and to become involved in your chosen profession within a wider sphere.

**American Anthropological Association**

[www.aaanet.org](http://www.aaanet.org)

**Society for Cultural Anthropology**

<https://culanth.org/pages/meetings>

**Register of Professional Archaeologists**

<http://rpanet.org>

**American Society for Ethnohistory**

<http://ethnohistory.org>

**American Folklore Society**

<http://www.afsnet.org>

**Society for American Archaeology**

[www.saa.org](http://www.saa.org)

**American Association of Physical Anthropologists**

[www.physanth.org](http://www.physanth.org)

**Society for Historical Archaeology**

[www.sha.org](http://www.sha.org)

**Society for Applied Anthropology**

[www.sfaa.net](http://www.sfaa.net)

**Southern Anthropological Society**

[www.southernanthro.org](http://www.southernanthro.org)

**Society of Black Archaeologists**

<https://www.societyofblackarchaeologists.com/>

**Southeastern Archaeological Conference**

<http://www.southeasternarchaeology.org>

**Florida Anthropological Society**

<http://fasweb.org>

## Anthropology Society at Florida State University (ASFSU)

**Faculty Advisor:** Dr. Geoffrey Thomas ([gpthomas@fsu.edu](mailto:gpthomas@fsu.edu))

ASFSU aims to promote student involvement in anthropology through sponsoring regular workshops, supporting student participation in volunteer work, internship, and fieldwork and extracurricular activities emphasizing the anthropological perspective.

The purpose of this organization shall be threefold:

1. To further professional interest in anthropology by affording a common organization for those interested in the field.
2. To strengthen student and professional training through academic experiences other than those of the classroom and laboratory.
3. To advance the status of anthropology as a cultural and practical discipline for study and investigation.

## Anthropology Graduate Student Association (AGSA) at Florida State University

**Faculty Advisor:** Dr. Tanya M. Peres ([tanya.peres@fsu.edu](mailto:tanya.peres@fsu.edu))

The purpose of the Anthropology Graduate Student Association at Florida State University shall be to represent graduate students pursuing Anthropology at Florida State University. AGSA promotes graduate education by acting as a liaison between faculty and graduate students, supporting fellow graduate students through social events, conferences, and workshops, all providing opportunities for graduate student professional development.

### Organization's Meeting Information (i.e. day, time, location, etc.):

General Meeting: Please check with the President of AGSA about meeting times during the COVID-19 Pandemic.

Executive Board Meeting: Please check with the President of AGSA about meeting times during the COVID-19 Pandemic.

The two annual departmental social events are the **Hale G. Smith Pig Roast** held every fall, and the **Robert C. Dailey Fish Fry** held every spring. This year due to the COVID-19 pandemic, the Pig Roast will not be held in person.



## STYLE GUIDES FOR ANTHROPOLOGICAL WRITING

There are several style guides for anthropological writing. Students are encouraged to familiarize themselves with the style guide for their particular subfield and use it in preparation of their course papers. In some instances, a professor may ask that a specific style guide be followed in his or her course. Please note that reference management software does not always apply the style guides correctly. Students are responsible for checking that all bibliographies produced this way are accurate in content and style.

The most commonly used style guides are:

### ***American Anthropologist***

Example:

References Cited:

Pollan, Michael. 2006. *The Omnivore's Dilemma: A Natural History of Four Meals*. New York: Penguin.

In text citation:

(Pollan 2006, 99–100)

### ***American Antiquity***

Example:

References Cited:

Elster, Jon

1989 *Nuts and Bolts for the Social Sciences*. Cambridge University Press, New York.

In text citation:

(Elster 1989:50)

### ***American Journal of Physical Anthropology***



Example:

References cited:

Bogin B. 2001. *The growth of humanity*. New York: Wiley-Liss.

In text citation:

analysis by Bogin (2001) reveals....



## ARCHAEOLOGY GRADUATE READING LIST 2020-2021

### Primary Journals

*American Antiquity*

*Historical Archaeology*

*Journal of Archaeological Science*

*Journal of Archaeological Method and Theory*

*Journal of Archaeological Research*

*Annual Review of Anthropology* (This series is not a journal in the usual sense of the term, but generally has three to four major articles on archaeology each year.)

### Secondary Journals

*Antiquity*

*Florida Anthropologist*

*Geoarchaeology*

*International Journal of Historical Archaeology*

*International Journal of Nautical Archaeology*

*Journal of Anthropological Archaeology*

*Journal of Coastal and Island Archaeology*

*Journal of Field Archaeology*

*Journal of World Prehistory*

*Midcontinental Journal of Archaeology*

*North American Archaeologist*

*Paleoamerica*

*Southeastern Archaeology*

*World Archaeology*

### Interdisciplinary Journals

*American Anthropologist*

*American Journal of Physical Anthropology*

*Current Anthropology*

*Journal of Ethnobiology*

*Proceedings of the National Academy of Arts and Sciences (PNAS)*

*Nature*

*Quaternary International*

*Quaternary Research*

*Reviews in Anthropology*

*Science*

**Handbooks** – there are many Handbooks within archaeology that are valuable resources. These are generally published by Oxford, Cambridge, Routledge, etc. Many of these are owned by the FSU Libraries. Check with Dan Schoonover, the FSU Anthropology Subject Librarian.

**ARCHAEOLOGY READINGS**

Anderson, David G., Ashley M. Smallwood, and D. Shane Miller

2015 Pleistocene Human Settlement in the Southeastern United States: Current Evidence and Future Directions. *PaleoAmerica* 1(1):7-51.

Bass, George

2014 The Development of Maritime Archaeology. In *The Oxford Handbook of Maritime Archaeology*, edited by A. Catsambis, B. Ford, and D. L. Hamilton, pp. 5-22. New York: Oxford University Press.

Binford, Lewis R.

1962 Archaeology as Anthropology. *American Antiquity* 28(2):217-225.

1967 Smudge Pits and Hide Smoking: The Use of Analogy in Archaeological Reasoning. *American Antiquity* 32(1):1-12.

1980 Willow Smoke and Dog's Tails: Hunter-Gatherer Settlement Systems and Archaeological Site Formation. *American Antiquity* 45(1):4-20.

Bender, Barbara

1978 Gatherer-hunter to Farmer: A Social Perspective. *World Archaeology* 10(2):204-222.

Brumfiel, Elizabeth M.

1992 Breaking and Entering the Ecosystem: Gender, Class and Faction Steal the Show. *American Anthropologist* 94(3):551-567.

Carneiro, Robert

1970 A Theory of the Origin of the State. *Science* 169(3947): 733-738.

Chamberlin, T.C.

1965 The Method of Multiple Working Hypotheses. *Science* 148:754-759. (Originally printed in 1890)

Cowgill, George

1993 Distinguished Lecture in Archaeology: Beyond Criticizing New Archaeology. *American Anthropologist* 95(3): 551-573.

Deagan, Kathleen A.

1996 Colonial Transformation: Euro-American Cultural Genesis in the Early Spanish-American Colonies. *Journal of Anthropological Research* 52(2):135-160.

Deetz, James J. F.

1977 *In Small Things Forgotten: The Archaeology of Early American Life*. Anchor Press, New York.

1988 American Historical Archaeology: Methods and Results. *Science* 239:362-367.

Flannery, Kent V.

1968 Archaeological Systems Theory and Early Mesoamerica. In *Contemporary Archaeology: A Guide to Theory and Contributions*, edited by Mark P. Leone, pp. 222-234. Southern Illinois University Press, Carbondale.

2006 On the Resilience of Anthropological Archaeology. *Annual Review of Anthropology* 35:1-13.

Gifford, James C.

1960 The Type-Variety Method of Ceramic Classification as an Indicator of Cultural Phenomenon. *American Antiquity* 25(3): 341-347.

Gould, Richard A., and Patty Jo Watson

1982 A Dialogue on the Meaning and Use of Analogy and Ethnoarchaeological Reasoning. *Journal of Anthropological Archaeology* 1:355-381.

Higman, Michelle

2003 Setting Theoretical Egos Aside: Issues and Theory in North American Archaeology. *American Antiquity* 68(2): 213-243.

Hodder, Ian

1991 The Decoration of Containers: An Ethnographic and Historical Study. In *Ceramic Ethnoarchaeology*, edited by William A. Longacre, pp. 71-94. University of Arizona Press, Tuscon.

Johnson, Matthew

2010 *Archaeological Theory: An Introduction*. Blackwell Publishers: Oxford.

Kintigh, Keith W. et al.

2014 Grand Challenges for Archaeology. *American Antiquity* 79(1): 5-24.

Kroeber, Alfred L.

1919 On the Principal Order in Civilization as Exemplified by Changes of Fashion. *American Anthropologist* 21(3): 235-263.

Meltzer, David J

2015 Pleistocene Overkill and North American Mammalian Extinctions. *Annual Review of Anthropology* 44:33-53.

Redman, Charles

1991 Distinguished Lecture in Archaeology: In Defense of the Seventies – the Adolescence of New Archaeology. *American Anthropologist* 93(2): 295-307.

Service, Elmen R.

1968 The Prime-Mover of Cultural Evolution. *Southwestern Journal of Anthropology* 24(4):396-409.

Smith, Bruce D.

1986 The Archaeology of the Southeastern United States: From Dalton to de Soto, 10,500-500 B.P. In *Advances in World Archaeology*, Vol 5, edited by F. Wendorf and D. Close, pp. 1-92. Academic Press, New York.

Steponaitis, Vincas

1986 Prehistoric Archaeology in the Southeastern United States, 1970-1985. *Annual Review of Anthropology* 15:363-404.

Trigger, Bruce G.

2006 *A History of Archaeological Thought*, Second Edition. Cambridge University Press, Cambridge.

Waters, Michael R., and Thomas W. Stafford

2013 The First Americans: a review of the evidence for the Late-Pleistocene peopling of the Americas. In *Paleoamerican Odyssey*, edited by K. Graf, C. Ketron and M. R. Waters, pp. 541-560. Center for the Study of the First Americans, College Station, TX.

Watson, Patty Jo, and Mary Kennedy

1991 The Development of Horticulture in the Eastern Woodlands of North America: Women's Role. In *Engendering Archaeology*, edited by Joan Gero Margaret Conkey, pp. 225-275. Basil Blackwell, Oxford, England.

Willey, Gordon R.

1949 *Archeology of the Florida Gulf Coast*. Smithsonian Miscellaneous Collections, No. 113. Smithsonian Institution, Washington, D.C. (Recently republished by the University Press of Florida, Gainesville).

1953 A Pattern of Diffusion-Acculturation. *Southwestern Journal of Anthropology* 9(4):369-384.

1958 *Method and Theory in American Archaeology*. University of Chicago Press, Chicago.

Yellen, John and Henry Harpending

1972 Hunter-gatherer Populations and Archaeological Inference. *World Archaeology* 4(2):244-253.

Yesner, David R.

2008 Ecology in Archaeology. In *The Handbook of Archaeological Theories*, edited by R. A. Bentley, H. D. G. Maschner, and C. Chippindale, pp. 39-55. Altamira Press, New York.

### BOOKS TO USE FOR REFERENCE

Andrefsky, William Jr.

2005 *Lithics: Macroscopic Approaches to Analysis*. Second Edition. Cambridge University Press. Cambridge.

Bradley, Raymond S.

1999 *Paleoclimatology : Reconstructing Climates of the Quaternary*. Academic Press, Boston.

Bense, Judith A.

1994 *Southeastern Archaeology*. Academic Press, New York.

Cohen, Mark N.

1977 *The Food Crisis in Prehistory*. Yale University Press, New Haven.



Conkey, Margaret, and Joan Gero, editors

1991 *Engendering Archaeology*. Blackwell, Oxford.

Johnson, Jay K. editor

1993 *The Development of Southeastern Archaeology*. University of Alabama Press, Tuscaloosa.

Milanich, Jerald T.

1994 *Archaeology of Precolumbian Florida*. University Presses of Florida, Gainesville.

Neusius, Sarah and G. Timothy Gross.

2014 *Seeking Our Past: An Introduction to North American Archaeology*, Second Edition. Oxford University Press, Oxford.

Pearsall, Deborah M.

2015 *Paleoethnobotany: A Handbook of Procedures*, Third Edition. Academic Press, New York.

Reitz, Elizabeth J. and Elizabeth S. Wing

2008 *Zooarchaeology*, Second Edition. Cambridge Manuals in Archaeology. Cambridge University Press, Cambridge.

Rice, Prudence M.

2015 *Pottery Analysis: A Sourcebook*, Second Edition. University of Chicago Press, Chicago.

Smith, Bruce D. (editor)

2011 *Subsistence Economies of Indigenous North American Societies*. Smithsonian Institution Scholarly Press and Rowman & Littlefield, New York.

VanDerwarker, Amber M., and Tanya M. Peres, editors

2010 *Integrating Zooarchaeology and Paleoethnobotany: A Consideration of Issues, Methods, and Cases*. Springer Press, New York.

Vitelli, Karen D. et al.

2006 *Archaeological Ethics*. Altamira Press, Lanham, Maryland.

White, Nancy M., Lynne P. Sullivan, and Rochelle A. Marrinan

1999 *Grit-Tempered: Early Women Archaeologists in the Southeastern United States*. University Press of Florida, Gainesville.

## CULTURAL ANTHROPOLOGY GRADUATE READING LIST 2019-2020

### Important Academic Journals

*American Anthropologist*  
*American Ethnologist*  
*Annual Review of Anthropology*  
*Anthropologica*  
*Cultural Anthropology*  
*Current Anthropology*  
*Ethos*  
*Hau: Journal of Ethnographic Theory*  
*The Journal of Latin American and Caribbean Anthropology*  
*Journal of Linguistic Anthropology*  
*Medical Anthropology Quarterly*  
*Museum Anthropology*  
*PoLAR: Political and Legal Anthropology Review*  
*Visual Anthropology Review*

### BOOKS, ARTICLES AND EDITED VOLUMES

Abu-Lughod, Lila.

1990. "The Romance of Resistance: Tracing Transformations of Power Through Bedouin Women". *American Ethnologist*. 17(1): 41-55.

1991. "Writing Against Culture." In *Recapturing Anthropology*, edited by Richard Fox, 137-62. Santa Fe, NM: School of American Research Press.

Alcoff, Linda.

1994. "Cultural Feminism versus Post-Structuralism: The Identity Crisis in Feminist Theory" in " in *Culture/Power/History: A Reader in Contemporary Social Theory*. Edited by Nicholas Dirks, Geoff Eley, and Sherry Ortner. Princeton: Princeton University Press. pgs. 97-122.

Anderson, Benedict.

1991. *Imagined Communities: Reflections on the Origin and Spread of Nationalism*. London: Verso.

Appadurai, Arjun.

1986. "Theory in Anthropology: Center and Periphery". *Comparative Studies in Society and History*. 28(2): 356-361.

1990. "Disjuncture and Difference in the Global Cultural Economy." *Public Culture*. 1(2): 1-23.

Benedict, Ruth.

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**PHYSICAL ANTHROPOLOGY GRADUATE READING LIST  
2020-2021**

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