



# Table of Contents

PHD QUICK GUIDE	3
GENERAL INFORMATION	3
FINANCIAL ASSISTANCE	3
PHD PROGRAM DURATION, LEAVES AND READMISSION	4
GRADUATE STUDY PLAN	4
STUDENT FILE	4
ANNUAL EVALUATION	5
PHD COMMITTEE	5
PHD COURSE REQUIREMENTS	6
LANGUAGES AND/OR RESEARCH TOOLS	6
COMPREHENSIVE EXAM	7
DISSERTATION PROPOSAL	9
PHD RESEARCH PROPOSAL TIMELINE	9
ADVANCEMENT TO CANDIDACY	10
DISSERTATION AND DEFENSE	10
DISSERTATION AND DEFENSE TIMELINE	11
PROGRESS WITH GRADUATION	12
GENERAL POLICIES	12
CHECKLIST	14

## PHD QUICK GUIDE

- Coursework as set by the Advisory Committee including at least 18 thesis (F699) credits
- Two languages, or one language and one research tool (advanced statistics, field methods or equivalent), or two research tools
- Written comprehensive exam, or three Synthesizing Papers
- Written dissertation proposal with public oral defense
- Advancement to Candidacy (at least one semester before graduation)
- Written dissertation with public oral defense
- Maintain good standing with 3.0 GPA or better
- Time limit 10 years to degree

-----

## GENERAL INFORMATION

The Ph.D. degree in anthropology is a research degree, and the department offers highly individualized training in areas in which graduate faculty specialize. The department expects applicants to the Ph.D. program to hold an M.A.M.S. degree in anthropology (other disciplines are occasionally accepted), and to have chosen UAF because they are fully aware of the specializations and strengths of the faculty. In some cases, an incoming student may be expected by their Advisory Committee to take specific courses to address deficiencies in academic preparation or to acquire further expertise in some area essential for their dissertation research or career development.

-----

## FINANCIAL ASSISTANCE

We offer approximately 10 to 15 GP <</MCIDTc w5 Td f aEMC 4( are)9ci (n)-4 (c)4 (lic)4 iIMCID rment h





committee by the end of the second semester at the latest. Students may wish to change

limited course options, 2-4 semesters of study with a grade of "B" or better may be sufficient. Language proficiency will be determined by an examination in a format agreed upon by the Advisory Committee. Typically, a Ph.D. student is expected to translate an article in the language and area of specialization appropriate to their field OR translate a passage from a scholarly text in a 2-3 hour exam (with a dictionary). Alternatively, the Advisory Committee may permit passing a language proficiency exam at a level equivalent to 2 years of university

---

topical order in which the exam questions are given is decided by the Advisory Committee in consultation with the student. The exam is “open-book” and may be taken at home or another location, as long as the location provides access to a reliable internet connection, since the exam will be administered via email. Each timed essay must be comprehensive and will generally range between 4,000 - 6,000 words, 12 point font, 1-inch margins, and minimal subheadings. The References Cited section at the end of each essay is not included in the word count. The student should follow the citation style planned for the dissertation as determined in consultation with the Advisory Committee. At the end of each 48-hour period, the student must email their essay as an attached Word file to all members of the Advisory Committee for evaluation.

### Option 2: Three Synthesizing Papers

---

## DISSERTATION PROPOSAL

Ph.D. students must prepare and defend a written research proposal prior to beginning their dissertation research. The research proposal should detail the research topic, with particular



session open to the public. UAF Regulations pertaining to defenses are set forth in the UAF General Catalog.

## DISSERTATION AND DEFENSE TIMELINE

**DISSERTATION DRAFT SUBMISSION.** The final dissertation draft should be submitted to the committee for approval at least **THREE WEEKS** before the planned proposal defense.

**SCHEDULE DEFENSE.** When the Advisory Committee approves the dissertation draft for defense, the student should contact the department administrative assistant to identify available time slots for the defense (preferably on a Friday at 3:00 PM, the typical time slot for anthropology colloquium). The student must submit the [Defense Approval Form](#) to the Graduate Studies Coordinator and the department administrative assistant at least 3 weeks in advance of the scheduled defense. Tf

**EVALUATION OF DEFENSE** Following the public portion of the defense, the Advisory Committee will meet in closed session to pass or fail the student on their defense. The student may be advised on revisions the committee deems necessary. The student will then submit the revised thesis for the committee's final approval in accordance with UAF Regulations. These regulations are set out in the General Catalog, and [Thesis Formatting and Submission Handbook](#) should be obtained from the Graduate School. Students must conform to thesis format requirements and to thesis submission deadlines as specified. Discuss with your committee which citation

consultations with faculty members, the Graduate Student Representative, and the Department Head. Depending on the nature of the problem, one or the other may be able to mediate the matter and resolve the grievance. If the matter is not resolved, the student has a right to bring up the matter officially in a faculty meeting, before the faculty as a whole. Students may also request a meeting with individual faculty members, or faculty members and other students. If departmental policy is implicated, the faculty as a whole may need to arrive at a decision. If a grievance is not satisfactorily resolved within the department, students are referred to the Office of the Graduate School.

**STUDENT/FACULTY INTERACTION.** In our department, faculty ~~work with~~ graduate students and most faculty members maintain an "open door" policy. From time to time students request individual faculty members to write recommendations either for study elsewhere or in applying for a job, research or training grant, ~~seminar~~ institute, language school, and so on. Normally the faculty respond promptly to such requests. However, to facilitate the process, it is desirable that students faculty members with curriculum vitae, a stamped and addressed envelope (if applicable), ~~information~~ information about the institution or job for which the recommendation is needed, and any required forms well in advance of deadlines. Faculty who provide students with recommendations would appreciate hearing the results of the student's applications.

**DEPARTMENT COLLOQUIUM SERIES.** During the academic year, the department organizes a variety of colloquium events for which it typically brings in outside speakers. These events are open to the public and represent an excellent opportunity to learn more about anthropology across the subfields, to be inspired by what others are doing, and to interact with scholars from around the world. Graduate students are expected to attend regularly.

**STUDENT RESEARCH PRESENTATIONS.** All students are strongly encouraged to ~~present~~ present research at an informal departmental venue and seek feedback prior to presenting their work at a local, national, or international conference.

**ETHICS IN RESEARCH.** Students are encouraged to conduct field research. It is especially important for anthropology students to remember that research on human subjects is regulated by federal law and agency regulations, and is subject to review by the UAF Institutional Review Board. All proposals, including those for summer research, are reviewed by the faculty with this in mind. IRB Approval in all cases must be secured before research commences. This applies to even seemingly innocuous situations. A statement on the use of human subjects is required in which potential harm is discussed, as well as means to avoid or minimize any such potential harm. This statement must be signed by the proposed investigator. The student should specify the proposed methods, such as participant observation, questionnaire, interview schedules, and so forth. A consent form for study participants is also typically required. Informal consultations with the faculty on this aspect of anthropological research are encouraged. Students must adhere to professional ethics

guidelines. Students are also responsible for obtaining the appropriate permits and permissions from communities, agencies and others who may be involved in or affected by their research.

**GRADUATE STUDENT OFFICE SPACE.** Office space in the department is limited, and priority is given to teaching assistants and Ph.D. students. Space will be allocated on a ~~one~~ **by-year** basis with no automatic renewals. Students must see the Graduate Studies Coordinator for a space assignment. Library carrels are also available and can be applied for at the Rasmuson Library Circulation Desk. Students who are not in residence on campus should not expect to be assigned space in the department.

**GRADUATE STUDENT ORGANIZATION.** Graduate students may elect a Graduate Student Representative who reports to the faculty, usually through the Department Head and/or in faculty meetings, the students' concerns, plans and interests. From time to time, a departmental student/faculty meeting may be called by the Department Head to address common concerns. The Graduate Student Representative is also responsible for calling meetings of the graduate students to organize educational or social activities. There are opportunities to invite guest speakers (periodically funded by the Graduate School) and to hold special events (such as a film screening, a holiday potluck, or a joint graduate/undergraduate social gathering). Graduate students also typically assist with the Alaska Anthropological Association Meetings, which are hosted in Fairbanks on a rotating basis.

**FORMS.** There are numerous forms that students are required to submit or that need to be submitted on their behalf during the course of their studies. The most common and important forms are available on the [Graduate School web page](#). Students may request assistance from the Department Administrative Assistant for help with routing forms for electronic signatures using DocuSign.

**ADDITIONAL INFORMATION.** More information about the UAF Department of Anthropology can be found online at <http://www.uaf.edu/anthro>. This website includes links to other UAF online sources, including the General Catalog, Admissions, and Financial Aid. The UAF Graduate School forms and Thesis Format Workbook can be found online at <http://www.uaf.edu/gradsch/forms.html>

-----

## CHECKLIST

- | Maintain good standing with 3.0 GPA or better
- | Students must apply for a temporary [leave of absence](#) if not registered for classes  
Leaves are granted for a maximum of one year

If a student is not registered for credits without/following leave, the Graduate School requires a [application](#) for reinstatement to graduate status

- | 3 years full time study (time limit: 10 years to degree)
- 18 credits total

|