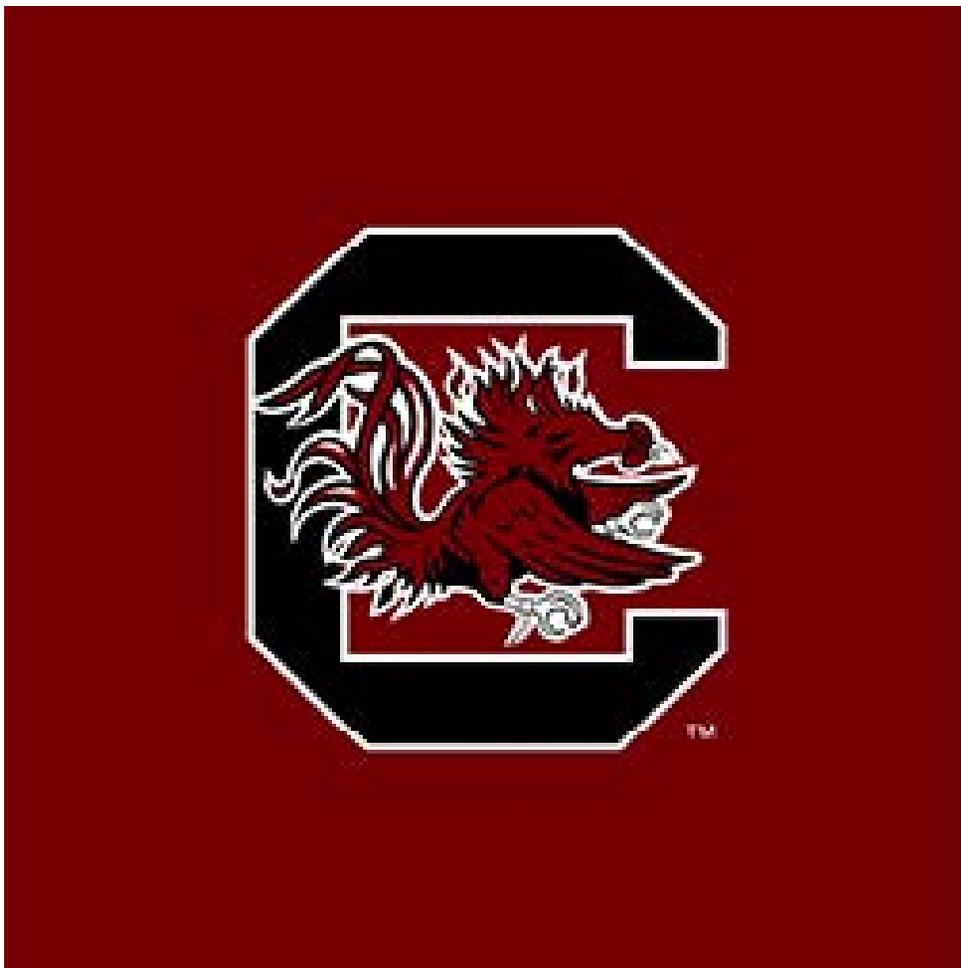


# **ANTHROPOLOGY**

# **GRADUATE HANDBOOK**

## **2023-2024**

**University of South Carolina – Columbia**



**Terrance Weik – Graduate Director**

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## **Purpose of Handbook**

The Graduate Program Handbook provides information on procedures required to complete the Master of Arts and Doctor of Philosophy degrees in Anthropology at the University of South Carolina. It is meant to be a guide and complement to the Graduate Bulletin, which is the official guide to USC academic regulations. Final policy questions should be directed to the Graduate School (Barbara Dingle – 777-2990 / [bdingle@mailbox.sc.edu](mailto:bdingle@mailbox.sc.edu)).

The first part of the handbook discusses academic regulations and program requirements. The second part details the required procedures for successful completion of the program. It also includes most of the common forms necessary to proceed through the program, along with checklists for programmatic procedures and course work.

## **Description of Program**

Our Graduate Programs: The Masters and Doctoral Degree Programs in Anthropology offer fundamental training in all four subfields of anthropology: archaeology, biological anthropology, cultural anthropology and linguistic anthropology, with some attention to applied areas in each of these fields. The curriculum provides flexible course offerings in basic and advanced theory and method, substantive knowledge areas, research design, data analysis and interpretation, and practical field skills. All students undertake a thesis and/or dissertation project as an important part of their anthropological training.

\*\*\*\*\*

### **Graduate Program Staff**

Graduate Director, 2022 - 2023

**Terrance Weik**

Phone: 803-777-6789 / Email: [Weik@mailbox.sc.edu](mailto:Weik@mailbox.sc.edu)

**TBA**

Graduate Coordinator

Phone: 803-777-0993 / Email: TBA

\*\*\*\*\*

## Anthropology Departmental Faculty

### **Monica Barra**

(Ph.D., Graduate Center at City University of New York, 2018; Asst. Prof.)

Environmental racism and justice, critical anthropologies of North America, racial formations, political ecology/environmental anthropology, science studies

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### **Joanna Casey**

(Ph.D., University of Toronto, 1993; Assoc. Prof.)

Ethnoarchaeology, prehistoric archaeology, early farming communities, trade, gender, lithics; West Africa, Ethiopia

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### **Carlina de la Cova**

(Ph.D., Indiana University, 2009; Assoc. Prof.)

Biological anthropology, skeletal biology, paleopathology, health disparities, African diaspora, biohistory, medical history

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### **John Doering-White**

(Ph.D., University of Michigan, 2019; Asst. Prof.)

Immigration, humanitarianism, violence, social entrepreneurship, Central America, Mexico, Detroit

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### **Chelsea Fisher**

(Ph.D., University of Michigan, 2018; Asst. Prof.)

Community-engaged archaeology, environmental justice, Maya, ecological knowledge  
celebrity chefs, land grabbing, ancient farming, colonial and modern cattle farming

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### **Jelena Jankovic-Rankovic**

(Ph.D., University of Notre Dame, 2021, Asst. Prof.)

Biocultural anthropology, medical anthropology, Migration, displacement, borders, health, refugees, asylum, mental well-being, gender, social inequality, immune system, resettlement, humanitarian relief, development

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### **Katherine (Kelly) Goldberg (Professional Track Instructional Faculty)**

(Ph.D., University of South Carolina-Columbia, 2018, Professional Instructional Faculty, Honors College)

African Diaspora, historical archaeology, public archaeology, ethnoarchaeology, museum studies, oral history, memorialization and heritage, culture contact, identity, ceramics, West Africa, Caribbean, Eastern United States.

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### **Marc Moskowitz**

(Ph.D., University of California - San Diego, 1999; Prof.)

Cultural and visual anthropology, gender, popular culture, sexuality; China, Taiwan

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**Jennifer Reynolds**

(Ph.D., University of California - Los Angeles, 2002; Prof. & Chair)

Linguistic and visual anthropology, language socialization, language ideology, transnational migration, childhood; Guatemala, Latin America, US

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**David Simmons**

(Ph.D., Michigan State, 2002; Assoc. Prof. & Faculty Principal, Galen Health Fellows Living/Learning Community)

Medical Anthropology, International Public Health; West and Southern Africa, Dominican Republic

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**Kimberly Simmons**

(Ph.D., Michigan State, 2002; Assoc. Prof.)

Cultural anthropology, race and ethnicity, gender, identity formation, women's formations, African Diaspora; US, Dominican Republic, Caribbean, Latin America

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**Magdalena Stawkowski**

(Ph.D., University of Colorado Boulder, 2014; Asst. Prof.)

Cultural/medical anthropology, technology and society, Cold War nuclear testing and health, toxicity, post-Soviet transformations, political economy, neoliberalism, Central Asia, Kazakhstan.

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**Terrance Weik**

(Ph.D., University of Florida, 2002; Assoc. Prof. & Graduate Director)

Historical archaeology; African Diaspora, antislavery resistance, ethnogenesis, Black and Indigenous studies, social identity; historical anthropology; Latin & North America

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**Anthropology Department Postdoctoral Fellows**

**Amanda Wissler**

(Ph.D. Arizona State University, 2021)

**Anthropologists in Other Departments, Schools or Institutes**

**Jessica Barnes – Geography Department**

(Ph.D., Columbia University, 2010)

Environmental anthropology; water politics; climate change; food security; Middle East

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**Daniel Buxhoeveden – College of Social Work**

(Ph.D., University of Chicago, 1993)

Comparative anatomy of the primate cortex with specialization in the minicolumn structures of the hominid brain

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**Chester DePratter - SCIAA**

(Associate Research Professor and Head, Research Division, SCIAA. Ph.D., Georgia, 1983)

Spanish explorations, contact period, Civil War prisons, coastal shell middens

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**Albert Goodyear – SCIAA (retired)**

(Ph.D. Arizona State University, 1976)

Early Human colonization and dispersals, prehistoric hunter-gatherers, lithic technology, Topper Site Director

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**David Hudgens - Regional Director for Asia - Darla Moore School of Business**

(Ph.D., University of Pittsburgh, 2001)

Research and consulting on business and economic development in China.

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**Adam King - SCIAA**

(Ph.D., Pennsylvania State University, 1996)

Political organization, prehistoric chiefdoms; regional scale, change

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**David Kneas - Geography**

(Ph.D., Yale University, 2014)

Political ecology, historical ethnography, Latin America

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**Jonathan Leader - SCIAA**

(Ph.D., University of Florida, 1988)

Archaeometry, conservation, ethnohistory, pre-historic and historic archaeology; North America

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**Kathryn J. Luchok**

(Ph.D., University of North Carolina - Chapel Hill, 1993)

Women's Health, Maternal and Child Health, Health Equity/Disparities, Global Health, Social Justice, Applied Anthropology, Medical Anthropology, Sociocultural Determinants of Health, Health Services Research, Combining Research Methods, S.E. United States, West Africa, Nepal

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**Mark Macaуда – Public Health**

(Ph.D., University of Connecticut, 2007)

Applied anthropology; Program Evaluation; Tobacco prevention; Vector-borne disease; Adolescent reproductive health

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**Payal P. Shah – Educational Studies**

(Ph.D., Indiana University)

Girls' education; international development and education policy; qualitative research methodology [pshah@mailbox.sc.edu](mailto:pshah@mailbox.sc.edu)

**Steven D. Smith - SCIAA**

(Ph.D., University of South Carolina, 2010)

Anthropology of warfare, military site archaeology, and conflict archaeology  
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**Jim Spirek - SCIAA**

(M.A./M.S., East Carolina University, 1993)

Civil War naval operations, 16th-c seafaring and ship architecture, SC maritime archaeology  
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**Keith Stephenson - SCIAA**

(Ph.D., University of Kentucky, 2011)

Woodland and Mississippian Periods  
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**DISTINGUISHED PROFESSORS EMERITUS AND RETIRED**

**Karl G. Heider**

(Carolina Distinguished Professor. Ph.D., Harvard, 1966 – **Retired 2008**)

Cultural, psychological, visual anthropology, ethnographic film, fiction film, nonverbal behavior; Indonesia (West Papua, Sumatra)

**Alice Bee Kasakoff**

(Distinguished Professor Emeritus, Ph.D., Harvard, 1970 – **Retired 2008**)

Social organization, demography, migration, history and anthropology; North American Indians

**Kenneth Kelly**

(Ph.D., University of California-Los Angeles, 1995 – **Retired 2020**)

Archaeology, historical archaeology, culture change, African Diaspora; West Africa, Caribbean

**Thomas Leatherman**

(Distinguished Professor Emeritus, Ph.D., – **Retired** )

**Morgan D. Maclachlan**

(Distinguished Professor Emeritus, Ph.D., Stanford, 1971 – **Retired 2000**)

Economic anthropology, sex roles; India

**Gail Wagner**

(Ph.D., Washington University-St. Louis, 1987; Professor Emerita – **Retired 2020**)

Archaeology, paleoethnobotany, ethnobotany, chiefdoms; Southeastern, North America

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**IMPORTANT NOTE:** Retired faculty may teach occasionally and may be willing to consult with students, however, they are under no obligation to teach or mentor students.

### **The Graduate Programs**

The Department of Anthropology at USC offers both Master of Arts and Doctor of Philosophy programs. Master of Arts students can apply for either a terminal M.A. or may do their M.A. on the way to earning their Ph.D. Students who have been accepted into the Ph.D. program will enroll concurrently in the M.A. and Ph.D. programs unless they already have an M.A. in Anthropology. At the successful completion of all the requirements for the M.A. (including coursework, comprehensive exam and thesis) students will be awarded the M.A. and, upon the recommendation of the faculty, may advance to the Ph.D. program.

The standard four-field M.A. degree requires 33 credit hours (27 hours of coursework and 6 hours of thesis writing) and takes two years to complete. The Professional Track of the M.A. program requires 30 credit hours (24 hours of coursework and a Master's thesis / Internship Project (6 hours)). The Ph.D. program requires a minimum of 30 hours (at least 18 hours of coursework and 12 hours of thesis writing) and should take 4-6 years to complete. Students who do not have an M.A. in Anthropology will complete a minimum of 63 credit hours in order to complete both the M.A. and Ph.D. and should complete this in 5-7 years. Both M.A. and Ph.D. programs require coursework, exams and a thesis. Students who enter the program with the clear intention of doing the Ph.D. can tailor the work they do in the M.A. program toward their dissertation research.

### **Student Status**

Students may be admitted to the Graduate Program and may enroll in graduate classes in two categories:

•**Prospective candidates** are degree-seeking students who have been admitted to the Graduate Program. They develop an official program of study and are expected to complete this program within two to three years for the M.A. and four to six years for the Ph.D. Students who are admitted into the Graduate Program may defer enrollment for one year. However, if you defer admission for one year, any offers of an assistantship or fellowship are not guaranteed for future admission.

•**Non-degree** students do not have a degree objective. For non-degree status to be granted, the student must apply to the Graduate School as a “non-degree seeking student” and provide a transcript from their undergraduate school showing an undergraduate degree granted.

Students still wishing to become degree candidates after taking courses as a non-degree seeking student must reapply to the Graduate Program as a “degree-seeking student”. If admitted, they can request the Graduate Director to have the credits taken during their non-degree standing applied to their program of study. A maximum of six hours completed as a “non-degree seeking student” can be applied toward the masters and/or Ph.D. degrees in anthropology.

**IMPORTANT: Admission as a non-degree student does not automatically assure your admission as a degree-seeking student. You must compete with other degree-seeking candidates for admission.**

### ***Concurrent Enrollment***

Students are encouraged to enroll in certificate programs at the same time as they are earning their M.A. and/or Ph.D. in Anthropology. However, to do so, they must have written permission from **both** program directors (Form #22).

## **Master of Arts Program**

### ***Curriculum***

Students enrolled in the standard, four field M.A. program are required to complete a minimum of 27 hours of course work and a Master's Thesis (6 hours) for a total of 33 hours. Of these, at least 14 hours must be at the 700 level, excluding thesis hours. It is ultimately the responsibility of the student to ensure and document that they have

satisfied all course requirements for their degree. Students enrolled in the Professional MA track in archaeology are required to complete a minimum of 24 hours of course work and a Master's thesis / Internship Project (6 hours) for a total of 30 hours. Of these, at least 12 hours must be courses at the 700 level, excluding ANTH 799. It is ultimately the responsibility of the student to ensure and document that they have satisfied all course requirements for their degree.

***For archaeology students enrolled in the Professional Track of the M.A. program, skip down to the subsection Professional Track Course Selection.***

### ***Standard M.A. Course Selection***

#### **A. Required for M.A. students**

**ONGOING THROUGHOUT THE PROGRAM: Attendance at Departmental Colloquia and related University Colloquia and other events as appropriate to student's research interest.**

##### **First Year:**

**ANTH 703** Anthropological Inquiry (3 credits)

**ANTH 711** Ethics & Professionalism (3 credits) \*

[\*ANTH 711 will be offered every other year. This means that for students entering in off years, they will take ANTH 711 in their second year.]

##### **Summer between First and Second Year:**

**Supervised Fieldwork** – Summer Fieldwork form (#27 & #29) must be filled out and approved by your advisor and the Graduate Director before you leave.

##### **Second Year:**

**Anthropology 799** - Thesis Preparation (6 credits)

#### **B. Subfield Specialization**

Students must choose at least one of the following four-fields and complete the required course(s) listed below:

##### **Archaeology**

**ANTH 720** The Development of Anthropological Archaeology (3 credits)

**ANTH 745** Historical Archaeology Seminar (3 credits)

##### **Biological**

**ANTH 762** Biological Anthropology Principles & Theory (3 credits)

##### **Cultural**

**ANTH 730** Cultural Theory through Ethnography (3 credits)

## **Linguistic**

**ANTH 747** Language as Social Action (3 credits)

**ANTH 748** Introduction to Linguistic Anthropology (3 credits)

### **C. Distribution Requirement**

Each student is required to take at least three credits (usually one course) from one of the other four field courses listed above under subheading “B. Subfield Specialization” taught by Anthropology faculty outside of their subfield.

### **D. Required Fieldwork or Internship**

Students are required to undertake supervised fieldwork, usually during the summer between the first and second year. Students who have not done fieldwork before will be encouraged to take a field school offered by the program, or when the student’s interests warrant it, at another institution with the approval of the student’s advisor. All other students must undertake supervised fieldwork either as research assistants on field projects, or in the course of collecting their own data. Students who do not participate in established projects will undertake fieldwork under the guidance of their supervisors. The student and his or her thesis director must make a written contract, and submit it for approval to the Graduate Director, prior to undertaking summer fieldwork. Students who would like to be considered for funding (depending on availability) should submit a budget along with their contract by the appropriate deadlines (forms #27 & #29).

**Students who plan to do their fieldwork outside the country should notify the Graduate Director no later than the first week of the second semester. Should department funding be available for summer fieldwork, efforts will be made to assist in the costs of fieldwork and related travel. However, we will be unable to guarantee it if a student makes a decision to go abroad after this date.**

### *Professional Track in Archaeology Course Selection*

#### **A. Required for M.A. Students (Professional Track only)**

**ONGOING THROUGHOUT THE PROGRAM: Attendance at Departmental Colloquia and related University Colloquia and other events as appropriate to student’s research interest.**

#### **Fall I**

ANTH 720 - the Development of Anthropological Archaeology (3 credits) or ANTH 745 - Seminar in Historical Archaeology (3 credits)

ANTH 751 - Archaeological Research Design and Analysis (3 credits)

#### **Spring I**

ANTH 742 - Public Archaeology (3 credits)

ANTH 750 - Archaeological Laboratory Analysis (4 credits)

#### **Summer Between Spring I and Fall II**

ANTH 799 Thesis Preparation (3 credits)

#### **Fall II**

ANTH 799 Thesis Preparation (3 credits)

### **Concentration or Breadth Requirements**

Students must choose at least 12 graduate credits in a discipline or disciplines that complement archaeological enquiry. Possibilities include, but are not limited to, geoarchaeology, geophysical prospecting, geographic information systems, historic preservation, museum studies, materials sciences, and Native American relations. See the projected timeline for requirement completion below in the section, “Expected Progress for Master’s Professional Track Students.”

### **Required Research Project**

Students are required to undertake a supervised research project during the summer between Spring I and Fall II under the direction of their thesis supervisor. This is an applied research project focused on some aspect of archaeological enquiry done in concert with university faculty, private consulting firms, or other public or private entities. The student and their thesis director must make a written contract, and submit it for approval to the Graduate Director, prior to undertaking summer research. Students who would like to be considered for funding (depending on availability) should submit a budget along with their contract by the appropriate deadlines (forms #27 & #29).

### ***The Thesis***

A master's thesis is an original piece of anthropological research. The thesis begins with a question of significance to anthropology and includes appropriate data collection and analysis. The thesis is an essential component of the M.A. program. It is through the thesis that students demonstrate that they can identify a research topic, evaluate its relevance to the discipline of Anthropology, design an appropriate methodology for data collection and analysis and interpret the results. They also demonstrate that they possess the requisite skills for writing a major academic manuscript. Thesis topics may vary widely but the written product must be guided by a research question framed by anthropological theory and demonstrate the relevance of the project to anthropological enquiry and archaeological research.

The M.A. thesis requirement can be met either through writing a conventional thesis, or a research paper of publishable quality. Students who are planning to continue on to the Ph.D. are likely to choose the research paper of publishable quality option and use it as an opportunity to do a substantial piece of research that is directly related to their anticipated dissertation topic. The choice of format is made in consultation with the M.A. committee. Additionally, archaeology students in the M.A, Professional Track Program, alternatively may elect to undertake an internship project deliverable .

The selection of a thesis topic is the responsibility of the student in conjunction with the thesis committee chair who may offer suggestions and almost surely will suggest refinements. Thesis topics may vary widely but they generally are to exclude the simple reporting of data or methodologies used in internship or field school operations. Unless students have designed and taken primary responsibility for a specific aspect of the research, its research design, and the interpretation of results, field reports cannot be submitted as masters’ theses.

Thesis topics are generally finalized in the spring of the first year, publicly presented to the Department, and registered in writing on a form (#5). After approval by both the Graduate Director and the Chair of the Department of Anthropology, the Dean of the Graduate School reviews the thesis topic.

### ***Thesis Committee***

When students start either of the MA programs, they are assigned an advisor. This will usually be the faculty member with whom the student expects to study, but on occasion an alternate advisor may be assigned. For students enrolled in the MA professional track in archaeology, Adam King (in SCIAA) will be the 1<sup>st</sup> year advisor. All students should speak with a range of faculty during their first semester in residence in order to select a faculty member with whom

they can work to pursue their research interests; we recognize that research interests and fit between students and faculty may shift, and thus students have the option to change mentors if needed. By the beginning of the second semester of the M.A. program, students should select their Thesis Chair (who will thereafter serve as their advisor). This selection must be agreed upon by the relevant faculty member and is a formalized submission of the Thesis Committee form (Form #4). The importance of working with the thesis committee chair on a thesis topic and related research plans cannot be over-stressed. *Students should consult regularly and frequently with their thesis committee chair as they develop their research topics.* Should the student wish to change his or her committee chair, or committee members, the student must file a new thesis committee form (#4).

Students should meet regularly with their advisors (at least monthly for students in residence and at the end of each semester) and inform them of academic plans and progress pertinent to the program of study. This is particularly important in regard to summer research plans, especially as they relate to the field school/practicum in the first summer and to thesis research. The advisor guides the student in selecting elective course work, developing a thesis topic, and selecting a thesis committee. The advisor will work with the student to complete the Master's Program of Study (MPOS) (Form #1). This form must be filed with the Graduate School at least 12 months **before** anticipated graduation date. For students in the MA professional track, the MPOS must be submitted by the beginning of December in the middle of their first year in residence, for all other MA students the submission date is typically by the end of April of first year in residence. Note that by necessity the form is submitted before the courses necessary to fulfill the Program of Study have actually been completed.

### ***Thesis Committee Composition***

Thesis committees should be put together as soon as possible after the selection of the thesis committee chair, early in the second semester.

It is the student's responsibility to choose their thesis committee in consultation with their thesis chair. At that time, students should submit a prospectus, a short, 2-3-page, description of the planned thesis research to the other faculty in order to solicit suggestions about people who could be helpful to the student as he or she works on the thesis. Meanwhile, the student should be speaking with the faculty, deciding on the composition of the committee and formally asking those who he or she would like to have as committee members.

Thesis committees are composed of at least three full-time faculty members of the University of South Carolina. Two of the committee members must be full-time faculty members from the Department of Anthropology. Full-time faculty on one-year appointments may serve as thesis committee members, but, upon leaving, must be replaced with current full-time faculty members. Individuals with faculty status as Research Professors or Research Associate Professors or Research Assistant Professors at centers or research institutes such as the South Carolina Institute of Archaeology and Anthropology (SCIAA) may be among the three USC faculty on the committee.

We encourage students to have diversity on their committees. One reader must be selected from an area of anthropology outside the student's subfield. Archaeology students enrolled in the M.A. professional track are exempt from this requirement and instead may select a third member from a related field not restricted to anthropology. The chair of the committee and one member must be from the subfield in which the student has elected to concentrate. Additional readers from USC or other appropriate institutions (in- or out-of-state) may be added to the committee by the student in consultation with the chair of his/her thesis committee and approval of the Graduate Director. Staff at centers or research institutes, who do not have faculty appointments, may serve on the committee as additional readers. \* Permission to have readers who are not from USC must be obtained from the Graduate School. The thesis chair needs to send a request letter along with a copy of the prospective reader's curriculum vitae to the Graduate School for approval.

[\*It is also possible, especially for archaeology students enrolled in the Professional track, to select a committee chair from one center in particular, The South Carolina Institute of Archaeology and Anthropology (SCIAA). In these cases, permission to have a chair from SCIAA, who is not USC faculty, must also be obtained from the Graduate School. The Graduate Director and the Chair of the Anthropology Department need to send a request letter along with a copy of the prospective chair's curriculum vitae to the Graduate School for Approval.]

### ***Thesis Proposal, Proposal Defense and Comprehensive Exam***

During the second semester of the first year, students are required to write, defend, and publicly present a thesis proposal / internship project proposal (restricted to Professional Track) before they are permitted to begin their fieldwork. An oral comprehensive exam is also administered at the time of the proposal defense. The objective of this part of the program is to ensure that students are thoroughly prepared to begin their data collection and analysis, and that they have sufficient depth and breadth of understanding of the discipline of Anthropology that they can recognize the significance of their research within the historical development of Anthropology and contemporary debates.

While the thesis proposal defense and comprehensive exam are done together, it is possible for a student to pass one but not the other.

As the thesis proposal is done in addition to coursework and other responsibilities, this makes for a very busy semester, so it is essential that students are fully aware of the task at hand and are well organized.

The procedure for the process is as follows:

1. Selection of the thesis chair (no later than the beginning of 2<sup>nd</sup> semester; for the MA professional track in archaeology this must happen earlier, no later than the end of the 1<sup>st</sup> semester)
2. Selection of thesis topic (no later than early in 2<sup>nd</sup> semester)
3. Write and circulate prospectus
4. Selection of thesis committee
5. Researching relevant literature (keeping annotated bibliographies is a good idea)
6. Written first draft of thesis proposal / Internship Project Proposal **DUE to Thesis Chair: 15 February 2024\***
7. Revising thesis proposal / Internship Project Proposal (several times is normal)
8. Thesis Proposal / Internship Project Proposal Defense and Comprehensive Exam (As early as possible in April)
9. Presentation of Thesis Proposal / Internship Project Proposal (April 23, 2024 – Reading Day)

[\*All dates with asterisks are estimates because the dates had not been published by the Graduate School at the time of this publication. Please check with the Chair of your Committee once the Spring semester in 2023 begins.]

### ***The Thesis Proposal***

Students must have a thesis proposal approved before they can begin fieldwork. The proposal is an opportunity to thoroughly think through the research question and its relevance to Anthropology, to collect the most important literatures and design a research strategy for the collection of data. Proposals should demonstrate a thorough understanding of the topic and of the methods necessary to investigate it. Proposals should address ethical concerns and anticipate possible problems.

The first draft of the thesis proposal must be submitted to the thesis chair by **Monday, February 15, 2024\***. This early date makes certain that students commit their ideas to paper so that committee members can respond directly

and concretely to their work. The first draft might not be complete, but at the very least should have a clear statement of the thesis question or problem and demonstrate that the student has a reasonable grasp of the necessary theoretical approaches and literatures, and appropriate methods of data collection and analysis. The thesis chair will have the first look at the draft and decide if it should be sent to the other committee members. Ideally, the thesis chair should be able to return comments to the student before Spring Break, in March of 2024\*. Students are advised to work in close consultation with their thesis chairs at this point. A chair may require a slightly earlier date for submission of the first draft or may make suggestions for selected portions of the thesis proposal that the student can work on over the break. Students should expect to revise the thesis proposal several times before it is ready to defend.

The specific details of the research proposal will be worked out in conjunction with the student's thesis committee. The style, content and specific components of proposals may differ considerably depending on the student's interests. However, general components and guidelines for the proposal are presented below. The research proposal will normally include coverage of these components to some degree.

1) Problem formation and statement. In this section the student develops and clearly states a research problem (framed as a question, hypothesis, or problem to be addressed). The statement also notes the importance and relevance of the question/problem to the anthropological field(s)/subfield(s) in question.

2) Theoretical background. In this section the student situates their research problem in relevant anthropological theory (broadly) and within their subfield (specifically). Here they demonstrate their competence in materials presented in ANTH 703 (Anthropological Inquiry) and in subarea courses and readings.

3) Literature review. A literature review provides background and context for the research proposal. This review should connect the topic to relevant literature in the field, key theoretical and methodological issues pertaining to the research, and establish relevant contexts and settings for the research (e.g., historical, economic, cultural, environmental contexts). Through the review, the student should demonstrate a familiarity with the issues that the research will address, especially recent relevant works.

4) Research design and methodology. In this section the student frames an approach to gathering data to address the research problem. It will include (as appropriate to the research question and theoretical framework) reference to the sample and sampling procedures, research schedule and protocol, and methodology. Here they demonstrate their competence in materials presented in a methods course, for example from, ANTH 780 or ANTH 751, and in subarea courses and readings.

5) Analytical approach. In this section the student will discuss appropriate analytical techniques and tools for analyzing the type of information that will be collected and provide a hypothetical scenario for data analysis. This portion of the proposal demonstrates an understanding of problem solving (appropriate analytical techniques, including statistical analyses) appropriate to the thesis topic.

6) Ethical issues. In this section, ethical issues relevant to the research will be discussed. These will include, but not be limited to, issues such as informed consent, informant confidentiality, duration and dissemination of materials and information, and potential impacts on individuals and communities involved in the research.

Upon completion of the proposal, the student will convene a meeting (the proposal defense) with the thesis committee in order to discuss the proposal and receive their comments and recommendations regarding the proposed fieldwork. Upon approval of the proposal, the student and their advisor will complete the "Contract for Summer Field Work" (Form #27) and file it before fieldwork begins.

While there is no page limit for the thesis proposal, 15 pages should be regarded, as a minimum, but 20 - 30 pages is more usual. A more detailed proposal generally results in an easier time writing the thesis later because the student has thought through the major questions, has read and reviewed the most important literature, and the thesis committee has had a chance to discuss these issues along the way. Furthermore, should the circumstances of

fieldwork be such that substantial changes to the question or research design are necessary, students who have thoroughly thought through what they are doing will have a much easier time making the necessary adjustments.

[\*All dates are estimates because the dates had not been published by the Graduate School at the time of this publication. . Please check with the Chair of your Committee once the Spring semester in 2024 begins.]

### ***The Publishable Article Option***

A standard thesis goes into considerable detail about the method and theory involved in the exploration of the thesis topic. It is an excellent option for students who have not done an original research project before, or who are doing the terminal M.A. The other option is to produce a publishable article. While the publishable article is a shorter document, it is by no means the easier option. Students must undertake all the same steps as for the thesis but will pay closer attention to making a very tight argument and writing in a concise manner. This is a good option for students who have already written sizeable documents similar to the M.A. thesis. Students who are doing the M.A. on the way to the Ph.D. may benefit from doing a conventional thesis rather than an article so that they can develop the skills necessary for doing a dissertation. All students are encouraged to turn their M.A. theses into articles for publication. Actual publication is not a requirement for completion of the M.A., but students choosing the article option should endeavor to publish it. Having a publication is particularly important for students continuing on to the Ph.D.

Students who take the publishable article option should select a series of relatively similar journals as potential places to submit their work while they are writing their thesis proposals. They should familiarize themselves with the editorial policies of the journals and bear them in mind as they write up their research. Journals are quite specific about the kinds of articles they accept, the formats, page lengths and so on.

Students taking the Publishable Article option will write a thesis proposal, defend it and do a comprehensive exam just as other students do.

### ***Internship Project (Professional Track Only)***

Professional Track archaeology students taking the Internship Project option will write a internship project proposal, defend it and do a comprehensive exam just as other students do.

The internship project proposal must specify the nature, content, and scope of project objectives, equivalent in research rigor to a thesis. If the final project is not in the form of a written thesis (such as an exhibit, web content, spatial database, visual installation, interactive public interpretation, etc.), it must be accompanied by a written report that demonstrates research rigor and engagement with anthropological enquiry not otherwise documented within the objectives themselves, such as theoretical frame and its background, methodologies, and interpretation of project results. The plan for that report must be included with the proposal.

### ***Thesis Proposal Defense and Public Presentation***

Upon completion of the thesis / internship project proposal, the student will meet with the thesis committee for a full discussion of the proposal, the relevant literatures and the place of the planned research within the discipline of Anthropology. Although this is called a defense, students who have been working closely with their committees and conscientiously revising their proposals usually find that this is a very collegial discussion. This is often the first time that the entire committee meets, and discussions can be very interesting and productive.

The student is responsible for selecting the time and place for the defense and for reserving all necessary equipment. Students must work with Claudia Carriere to ensure that rooms and equipment have not already been reserved. Students are advised that the month of April is an exceptionally busy one for faculty; so coordinating faculty schedules can be difficult. Students should therefore schedule their defenses and make all necessary arrangements as soon as possible.

The defense usually commences with the student introducing the members of the committee to each other if they have not already met. The student will then make a presentation of the proposed thesis research. Students are encouraged to use this as an opportunity to rehearse the presentation that they plan to give to the department on Reading Day. A formal presentation with PowerPoint (as appropriate) is therefore recommended, but not mandatory. Presentations should be approximately 10 minutes in duration. After the presentation, committee members will take turns asking the student questions about the proposed research and discussing various aspects of it, including its articulation with the wider concerns of Anthropology (the comprehensive exam). At the conclusion of the questions and discussion, the committee may ask the student to leave the room while they discuss the thesis proposal and comprehensive exams. When the student is invited to return, they will make recommendations for revisions to the proposal and let the student know whether he/she has passed the proposal and/or the comprehensive exam (more about the comprehensive exam below).

While most thesis proposals will require some revisions after the defense, proposals that are deemed unacceptable are those that require substantial revisions or demonstrate faulty logic, insufficient literature or unworkable methodologies. Students with unacceptable proposals will be required to revise and resubmit them until they are accepted. The committee must pass proposals before students will be permitted to present them to the department or begin their fieldwork.

Students who pass the proposal defense will publicly present their proposals to the Department of Anthropology. Presentations are usually held on Reading Day – the day after the end of classes and before the start of exams (April 25, 2023). At the public presentations, students, guests and members of the faculty will be permitted to ask questions about the research proposals.

### ***Summary: Procedure for Thesis Development***

The recommended procedure for thesis development is as follows:

- Review #1-#9 on pg. 13 and 14
- 10. Collection of Data (first summer or as appropriate)
- 11. Analysis of Data (third semester or as appropriate)
- 12. Writing of Thesis (third and fourth semester)

### ***Comprehensive Exams***

Comprehensive exams are required of all students receiving Master's degrees from the University of South Carolina. The M.A. Comp in the Department of Anthropology takes the form of an oral examination administered during the thesis proposal defense.

The purpose of the comprehensive exam is to determine whether students have a sufficiently broad and deep understanding of the discipline of Anthropology that they can situate their work in the wider context of the history of the discipline and contemporary debates. Students must also demonstrate that they are familiar with all four fields of anthropology, that they have a very good understanding of at least two subfields and have an excellent understanding of the subfield in which they are specializing. For archaeology students in the professional track, they too must be able to situate their project within the context of the history of anthropological archaeology and how it intersects with the related fields that shape the project (e.g. Geography, Public history, Museum Studies, etc.)

Doing the comprehensive exam in conjunction with the thesis proposal enables students to thoroughly think through the relationship of their work to the wider concerns of anthropology and to put what they have learned about the

discipline of anthropology into perspective in the context of their own research. In many cases the kinds of questions a committee is likely to ask will be addressed directly in the thesis proposal, but all students should be prepared to answer direct questions about the discipline of anthropology.

Students who fail the oral examination will be required to retake the examination again at a later date. The student's thesis committee, in consultation with the Graduate Director, will decide on the content and form of the retake. A student is considered to have passed the comprehensive exam once the oral exam or its retake has been passed.

### *Writing the Thesis*

Students are expected to begin writing the thesis in the first semester of their second year. We encourage students to meet with their thesis chair early in the first semester of second year to set writing goals and meet them. By the end of the first semester students should have their analysis completed, written their first chapter and one other, and made substantial progress on sections of other chapters. They should have a solid plan for completing the thesis.

The thesis chair and committee members will decide how they would like the student to submit drafts of the thesis. In some cases, the thesis director prefers to have the first look and decides when it is ready to be passed to the other committee members. In other cases, it is appropriate to give sections to the other committee members at the same time, especially in situations where committee members have expertise in particular aspects of the thesis.

Once the thesis is complete and in its penultimate form, the thesis director will decide that it is ready for a final committee meeting. Committee members should be given a near complete draft at least two weeks before the meeting, and the meeting should be held at least two weeks before the final deadline for thesis submission (check the Graduate School's website under Thesis & Dissertation/Progress to Degree Guide). At this final meeting the thesis committee discusses the thesis in its most recent form and makes suggestions for necessary revisions. This meeting should take the same form as the thesis proposal defense – a short presentation (PowerPoint is optional) about the thesis followed by questions and discussion. The student is asked to leave the room while the committee discusses the thesis. When the student returns, the committee makes recommendations for any remaining revisions. If the thesis requires minimal or no revisions the committee may sign the signature page, which the student is responsible for bringing to the meeting (Form #7). If the thesis requires more than minimal revisions, committee members will wait until the revisions have been made before they sign the page.

Students will submit their thesis through the online portal. The departments' contact at the Graduate School will review your thesis for formatting. They will return your document with any corrections that need to be made. The date for submitting the thesis to the Graduate School for each semester varies. There is a calendar on the Graduate Schools webpage. Make sure you check these dates, so you don't miss any important deadlines.



# Doctor of Philosophy

## *Curriculum*

Students are required to complete a minimum of 18 hours of course work beyond the M.A. and 12 hours of dissertation credits. Additional hours may be specified by the student's advisor and approved by the Graduate Faculty. It is ultimately the responsibility of the student to ensure and document that they have satisfied all of the course requirements for their degree.

### **A. Ph.D. students are required to complete the following courses in the first two years of the program:**

1. ANTH 703 – Anthropological Inquiry (unless taken at M.A. level)
2. ANTH 711 – Ethics and Professionalism (unless taken at the M.A. level)
3. Two additional subfield courses taught by Anthropology Graduate Faculty, not in the student's specialization and not in the same subfield as the M.A. distribution requirement. This serves to document exposure and familiarity with the four subfields of Anthropology. (6 credits)

#### **Archaeology**

ANTH 720 – Development of Anthropological Archaeology

ANTH 745 – Seminar in Historic Archaeology

#### **Biological**

ANTH 762 – Biological Anthropology Principles & Theory

#### **Cultural**

ANTH 730 – Cultural Theory through Ethnography

#### **Linguistic**

ANTH 747 – Language as Social Action

ANTH 748 – Introduction to Linguistic Anthropology

4. A minimum of 1 (3 credit hours) course taken in a department/discipline other than Anthropology.
5. Any other appropriate courses (minimum 6 credits).
6. Additionally, we expect that all students will apply to external funding sources (i.e. National Science Foundation, etc.) during their first year of the combined M.A./Ph.D. program.

### **ONGOING THROUGHOUT THE PROGRAM: Attendance at Departmental Colloquia and related University Colloquia and other events as appropriate to student's research interest.**

Dissertation preparation hours (ANTH 899) ideally should be taken after the student has advanced to candidacy (12 credits) with Dissertation Chair's permission.

***\*\*You must take 18 hours of course work in 3 consecutive semesters in order to be admitted to candidacy. \*\****

### **B. Students will be admitted to candidacy after completing the coursework requirements listed above, and the following requirements, usually by the end of the second year of entering the Ph.D. program (fourth year of study after entering the department with a Bachelor's degree):**

1. Written and oral Comprehensive Exams.

2. Demonstration of two research skills and/or a detailed plan for their acquisition (e.g., competence in a foreign language, statistical application, GIS, visual anthropology methods and techniques).
3. Writing, presenting and defending a dissertation proposal. **This constitutes the Qualifying Exams (QEs).**

These three may be sequenced in any order and even co-occur, tailored to the needs of each individual student. However, **if a Ph.D. student has not passed the Comprehensive and Qualifying Exams by the end of the Fall semester of the third year (i.e., the end of the 5<sup>th</sup> semester) after having entered the Ph.D. program the student will be dismissed from the Program.** To determine if extenuating circumstances exist that merit consideration, Anthropology faculty will examine student progress-to-degree at the midyear review, which typically takes place the 1<sup>st</sup> week of December, before making a final determination. In cases when a student has made a first attempt to pass the Comprehensive and Qualifying Exams before the deadline and received a conditional pass or is required to do a re-take, she/he must follow the new conditions and timeline specified on Form(s) #11 and #13. A student would not be dismissed from the Program before being given a second opportunity to meet these indicated conditions.

### *Doctoral Committee*

When students start the Ph.D. program, they are assigned an advisor. This will usually be the faculty member with whom the student expects to study, but on occasion an alternate advisor may be assigned. Students should speak with a range of faculty during their first semester in residence in order to select a faculty member with whom they can work to pursue their research interests; we recognize that research interests and fit between students and faculty may shift, and thus students have the option to change mentors if needed. By the beginning of the second semester of the Ph.D. program, students should select their Dissertation Chair (who will thereafter serve as their advisor). This selection must be agreed upon by the relevant faculty member, and is formalized by submission of the Doctoral Committee Appointment Request Form (Form #10). By the beginning of the second semester of the Ph.D. program, students should also select their Doctoral Committee. The Doctoral Committee has a minimum of 4 members (at least two from within the department), of whom one must be an Anthropology Graduate Faculty member from outside the student's subfield area specialty and one (and only one) must be from outside the Department of Anthropology. If the outside reader is not located on the USC campus, the student must request a CV from the potential committee member, who will email it to the Graduate Coordinator. The student will then fill out a G-DCA form (Doctoral Committee Appointment Request form) – found in the Forms Library of the Graduate School's website – have the Graduate Director sign it, make a copy of the form and give them to the Graduate Coordinator. The form (and CV of outside committee member, if necessary) will then be mailed to the Graduate School. Students may have additional committee members, but they must have these two requirements met for their core committee members.

It is important to constitute the Doctoral Committee as soon as possible because the members of the committee will be instrumental in helping the student in defining the areas of specialization, identifying the two research skills, shaping the thesis prospectus and preparing the student for the Qualifying and Comprehensive Exams.

Early in the second semester of the Ph.D. program, the student will, with the supervision of the Dissertation Chair, circulate a brief statement of the proposed dissertation research. Faculty members who are interested in contributing to the dissertation may make themselves known at this time. It is the responsibility of the student to approach faculty whom he or she would like to serve on the Doctoral Committee.

When the Doctoral Committee and the dissertation topic have been selected, the proper forms must be filled out and submitted.

The advisor will work with the student to complete the Ph.D. Program of Study (DPOS; Form #8), which must be filed by the end of the 4<sup>th</sup> semester of the Ph.D. program. This form must be filed with the Graduate School at least

12 months **before** anticipated graduation date, typically by the end of April of first year in residence. Note that by necessity the form is submitted before the courses necessary to fulfill the Program of Study have actually been completed.

### ***Comprehensive Exams***

The comprehensive exams are taken prior to admission to candidacy for the Ph.D. Students are expected to have completed these exams by the end of their second year of the Ph.D. program beyond the M.A. Students and their advisors will identify three areas of specialization, and students will prepare comprehensive annotated bibliographies (an average of 50 to 100 publications each). Students will then be evaluated on their mastery of their areas of specialization through critical, bibliographic essays on each topic. The student's doctoral committee will be involved in the selection of the areas of specialization and the preparation of the annotated bibliographies and bibliographic essays. The structure of the essay exams, which may be determined by the committee, shall be specified ahead of time in a memo signed by the student and the Chair of their doctoral committee. They most often consist of either: (1) three take-home essays (6000 to 7000 words each) that summarize key issues and debates in each of the areas of specialization following prompts provided by the committee within an agreed upon timeframe (e.g., 1 week per essay), or (2) one-day essay exams for each topic (i.e., 3 total, corresponding to each annotated bibliography), in which the student addresses directed questions provided by the committee on the day of the exam. The three areas of specialization are expected to contribute to the formulation of the dissertation proposal; however, competency in these three areas of specialization is expected to be comprehensive, broad, and not limited to the focus of the dissertation. These documents will constitute the first part of the comprehensive exam. The second part is an oral examination on those documents with the student's doctoral committee.

As per Graduate School policy, Comprehensive Exams expire after five years. In order to revalidate the Comprehensive Exam, the student must undertake a thorough literature review to update each of the three bibliographies. Each new entry must be annotated. The student, moreover, must prepare a summary statement of no more than 5-pages total (single spaced), documenting new trends and debates for each topic. Once complete the student must resubmit the full set of annotations (with the new annotations highlighted) and the 5-page summary statement for approval by his/her Comprehensive Exam committee. The Comprehensive Exams will be revalidated once the committee finds the updated bibliographies to be current, complete, and accurately depicted.

### ***Demonstration of Two Research Skills***

Appropriate research skills may include but are not limited to: statistics, a foreign language, GIS, specific computer skills, videography and editing, and specific skills or expertise within artifact analysis, biological, historical, ethnographic research methods. Evaluation of those skills will depend on the circumstances. Some may be demonstrated by successfully passing a course or series of courses or sitting an examination, but others may be demonstrated in the course of research or by some other means. Students are advised to identify the skills they will need early on in order to give themselves sufficient opportunity to master them. These skills do not need to be satisfied prior to advancement to candidacy, but a detailed plan should be in place if they are not.

### ***Qualifying Exams (QE's)***

Students will circulate a dissertation topic during their first year in the Ph.D. program at the time that they constitute their committee. This topic will be the basis of a public presentation to students and faculty of the Department that all first year Ph.D. students will do on Reading Day of their second semester. In the second year of the Ph.D. after the M.A., students will write a dissertation proposal that will be a detailed outline of the proposed research, including a research question, its scope and relevance, the methodology that will be employed to investigate the question, and

the anticipated results. The proposal will include a full literature review and a statement on ethics. This constitutes the written portion of the QE. The proposal will be circulated to the dissertation committee and a date will be set for an oral examination, which will be followed by a public presentation in the Department. The oral examination will test the subject matter related to the dissertation topic. This oral component completes the QE.

### *Procedures for Appeals*

Failure to pass either the Comprehensive Exam or the Qualifying Exam by the stated deadline will result in the student being terminated from the program. If the student, however, feels that the procedures detailed here and as agreed upon by the student and committee with respect to the Comprehensive Exam Format and Qualifying Exam were not followed, the student may appeal the decision by formally notifying the Chair of the Department of Anthropology in writing before the end of that semester. The Chair will form an Appeals Committee comprised of three faculty members who did not participate on either the Comprehensive or Qualifying Exam Committees to review the case. The student will then have two weeks' time to submit a detailed written statement articulating what procedures were not followed and document any perceived bias during the process. This statement, together with supporting documentation (email correspondence, etc.) must also be submitted to substantiate any claims of irregular practice and/or bias to the Appeals Committee. The Appeals Committee will review the case and make a determination before the beginning of the next semester. At that time all parties will be notified in writing of the outcome of the Appeals Process and the Chair of the Department and Graduate Director will be copied on that correspondence.

### *Requirements for Teaching Your Own Course*

In order to qualify to teach a course for the department or for the evening school, you must have completed your Comprehensive Exams and the Qualifying Exams. No one will be allowed to teach his or her own course without having done this.

### *Data Collection and Field Work*

During fieldwork we expect students to remain in close touch with their advisors (e.g., through weekly email exchanges) and students may enroll in ANTH 797, 798 or 899, for example (if approved by the advisor), while working on the research and writing their dissertation.

### *Dissertation Writing & Defense*

Ph.D. students must pass through several steps before they begin writing the dissertation. In addition to completing coursework, they must pass the Comprehensive and Qualifying Exams. It may also take considerable time to gather data for the dissertation, which may involve writing grant proposals, protracted periods of fieldwork, and analysis. We thus encourage students to meet with their dissertation committee Chair in the first semester of the first year to begin mapping out a timeline of benchmarks toward the dissertation. Students should attempt to be at the writing stage by no later than their fourth year in the Ph.D. program.

During the writing of their dissertation, students are required to stay in close touch with advisors and committee members and may enroll for several semesters in ANTH 899, just the same as above when they were collecting data or were doing fieldwork. (NOTE: Students must be enrolled during the semester they plan to graduate.) **We expect all students in residency to attend Department and related colloquia and participate in the life of the Department.**

The Chair and committee members will decide how they would like the student to submit drafts of the dissertation. In some cases, the Chair may prefer to have the first look and decide when it is ready to be passed to the other committee members. In other cases, it is appropriate to give sections to the other committee members at the same

time, especially in situations where committee members have expertise in particular aspects of the dissertation.

Once the dissertation is complete and in its penultimate form, the committee Chair will decide that it is ready for a formal defense. Committee members should be given a near complete draft at least four weeks before the defense, and the defense should be held at least two weeks before the final deadline for thesis submission (check in the Main Office for list of dates for each semester). This defense will be advertised via e-mail to the Department and will be open to the public. Following the defense, the Committee discusses the dissertation in its most recent form and makes suggestions for necessary revisions. This meeting should take place immediately after the public defense and will be limited to the Committee and the student. If the dissertation requires minimal or no revisions the committee may sign the signature page, which the student is responsible for bringing to the meeting (please see the Graduate Coordinator). If the dissertation requires more than minimal revisions, committee members will wait until the revisions have been made before they sign the page.

Students will submit their thesis through the online portal. The department's contact at the Graduate School will review your thesis for formatting. They will return your document with any corrections that need to be made. The date for submitting the thesis to the Graduate School for each semester varies. There is a calendar on the Graduate School's webpage. Make sure you check these dates, so you don't miss any important deadlines. Once the dissertation has been submitted and approved, go to the Graduate School webpage and complete the SED Survey. If the SED Survey is not completed you will not be cleared to graduate.

### ***Z-Status – Special Enrollment Status***

Z-Status is a way to continue being a full-time student while only taking 1-credit hour. You can only use this option for three semesters while you are here. It is generally used when you are doing research during the regular academic year and not receiving funding from the department. It will allow you to still be considered full time so that any student loans you have will not become due during this time period. Unfortunately, it is a long process to get approved, so make sure that you begin the appropriate paperwork as soon as you know you will need it. The form can be found on the Graduate School's webpage.

Z-Status is also required when you are a TA for a class during the summer sessions.

## **Information for All Students**

### **Portfolios and Evaluations**

It is the responsibility of all graduate students in the M.A. and Ph.D. Programs to keep and regularly maintain a portfolio of their work at USC. At the end of the year, students will meet with their thesis directors to present portfolios of their work and to discuss their progress in the program. The portfolio is a way for students to keep track of their work and professional development, and to demonstrate that they have received training in and exposure to all four fields of anthropology, and a range of experiences and ideas. At the end of the year the director will review the portfolio and discuss it with the student. The thesis director will submit a summary of the students' progress to the Graduate Director for inclusion in the student's file.

The portfolio should include the following kinds of materials:

#### **1. Program Related**

- copies of all necessary forms and paperwork (program of study, committee, topic, concurrent enrollment, summer field practicum, notification of passing comprehensive exams, etc.)
- Thesis / Dissertation proposal

## **2. Education**

- a list of courses you have taken and those you expect to take
- copies of assignments and term papers done for courses (professors' comments on the papers/assignments are also useful)
- documents relating to the acquisition of skills necessary for your program (GIS, language, field school, methods classes, etc.)

## **3. Publications and Papers**

- copies of published papers
- copies of manuscripts of papers submitted for publication

## **4. Conference Activities**

- copies of conference papers given
- copies of submitted and/or published abstracts
- programs of conference sessions chaired
  
- volunteer activities at conferences
- list of conferences attended (even if you did not present or volunteer)

## **5. Public Presentations and Outreach**

- talks given on and off campus
- visits to elementary or high schools, societies, clubs etc.
- participation at public events
- guest lectures in courses  
(include flyers or announcements of your presentations)
- letters acknowledging your professional activities

## **6. Grants, Funding, Awards and Honors**

- grant applications (whether awarded or not)
- nominations for awards (whether awarded or not)
- grants awarded
- scholarships and fellowships
- travel grants
- awards for service
- student paper competitions
- other awards related to your professional work and scholarship

## **7. Teaching**

- materials you developed for teaching such as syllabi, assignments, tests etc.
- teaching journal (if you kept one)
- courses, workshops, lectures, etc. on teaching that you attended
- anything you did to enhance your abilities as a teacher (books, internet searches, discussions etc.)
- student evaluations of your teaching

## **8. Professional Development**

- list of colloquia, presentations, lectures, etc. attended and a synopsis of each one  
(there will be forms for department colloquia, but other lectures, talks and presentations you have attended should include some information about what they were about).
- field projects, consulting, discussion groups, etc. you have been involved with
- involvement in professional associations, societies and student organizations

Students are not expected to have everything on this list every year, but we do expect your record to show that you are pursuing a variety of professional experiences beyond the curriculum.

Students are advised to make file folders with the above headings in order to file all the relevant documents, as they are available. The CV is essentially a table of contents with individual entries under the headings. Keeping all of this up-to-date throughout the year is strongly advised as it is much more difficult to locate and assemble all the pieces at the end. Students are also forewarned that April is the busiest time of the year and that extra time for doing

this will be in short supply. Presentation of the portfolio and student evaluation can be done in conjunction with the thesis proposal defense or any other committee meeting taking place at the end of the spring semester, and then again at the final committee meeting, thesis defense or exit interview.

### *Scheduling Meetings*

Students are responsible for scheduling thesis committee meetings and faculty must make every effort to schedule blocks of time for such meetings. Students must remember that Department of Anthropology faculty are on 9-month appointments and therefore are not available for meetings or reading thesis drafts during semester breaks and the summer unless this has been arranged in advance. It is expected that students will hold a full committee meeting, once the thesis / dissertation is finished, for a discussion of final revisions and/or final signings. Students should not expect to hold these final meetings outside of normal semester boundaries.

### *Student Status During Thesis & Dissertation Writing*

Students must remain officially active by signing up for at least one credit hour during all semesters when they require advisement. In addition, students are required to remain active with at least one hour of thesis credit during the semester in which they are to receive their degree. Students who are doing fieldwork or writing off campus and are not using university facilities and faculty time do not need to enroll, however, failure to enroll for one year will require a Change of Status form. Students, who are not enrolled for 3 or more years must reapply, submit new supporting documents, and pay a fee. The thesis or dissertation cannot be formally accepted until comprehensive examinations have been passed. Doctoral students may also apply for Z-status for up to one academic year.

### *Grades, Credits, and Time Limits*

Graduate students can enroll in courses numbered 500 and above for graduate credit, but at least half their credit hours (14 for M.A. students and 9 for Ph.D. students) must be at the 700-level or above. Ph.D. students will need a total of at least 60 hours on their program of studies form (33 hours from their M.A. degree and 30 hours from their Ph.D. work). Students are expected to complete all requirements for the M.A. degree within two years; however, additional time is sometimes needed for the completion of the thesis. **Students who anticipate continuing into the Ph.D. program must complete all M.A. requirements, including the thesis, before they will be permitted to begin work on the Ph.D. program requirements.** If a student has not completed their thesis in the standard two-year timeframe, they should anticipate completion by March 1 of their third year in order that faculty may prioritize thesis work of students in their second year.

**Grounds for Termination M.A.:** Students who have not completed all the other requirements for the degree, constituted their committees and had their thesis proposal approved by the end of their second year (fourth semester) will not be permitted to continue. Students who have not made significant progress on their thesis for any two-year period beyond the end of their program will be considered to have withdrawn from the program. Students are expected to complete the M.A. program within a maximum of five years. Extensions will be granted only under exceptional circumstances. Comprehensive exams must be revalidated after 2 years. The student's Thesis Committee and the Graduate Director will determine the appropriate form for the revalidation of exams. After 6 years, courses must be revalidated to count towards the degree. The Anthropology faculty will determine which courses are appropriate for revalidation. The Graduate School's "Permit for Revalidation Examination"(PRE) /GS 04 must be completed for the revalidation process. Courses transferred from other institutions may not be revalidated. Revalidation of a course requires that the student pays a fee of (currently) \$25.00 per credit hour and demonstrates a contemporary knowledge of the course content by passing an examination administered by a faculty member who currently teaches the course. If a course is determined not to be appropriate for revalidation (as would be the case if the content or focus had changed significantly), then the student may be required to retake the course.

**Grounds for Termination Ph.D.:** Ph.D. students are expected to complete all requirements for the Ph.D. in 5 years after admission to the Ph.D. program. Ph.D. comprehensive exams expire after 5 years. A Ph.D. student who does not take any credit hours for three years consecutively will be dropped from the program per Graduate School regulations. After 10 years, courses must be revalidated to count towards the degree. The Anthropology faculty will determine which courses are appropriate for revalidation. The Graduate School's "Permit for Revalidation Examination"(PRE) /GS 04 must be completed for the revalidation process. Courses transferred from other institutions may not be revalidated. Revalidation of a course requires that the student pays a fee of (currently) \$25.00 per credit hour and demonstrates a contemporary knowledge of the course content by passing an examination administered by a faculty member who currently teaches the course. If a course is determined not to be appropriate for revalidation (as would be the case if the content or focus had changed significantly), then the student may be required to retake the course.

Course loads for M.A./Ph.D. students may not exceed 15 hours per semester and normally range between 6 and 12 hours per semester. Students are classified as full-time with 9 or more hours during Fall and Spring semesters and 6 hours during summer semesters. **Student assistants (RAs, IAs and TAs) must carry a minimum of 6 hours to be considered full time,** but no more than 12 hours a semester.

### *Minimum Grade Requirements & Descriptions*

Although different instructors in the Department may have somewhat different interpretations of the grading scale, in the most general terms:

A is for truly outstanding work.

A- and B+ are for very strong work, at the level we hope for.

B is passing, but not quite up to standard.

B- is a definite low pass.

C+ and C are unsatisfactory for graduate work.

At the University of South Carolina, minus (-) grades are not used on transcripts, but instructors frequently use them in class so that students know where they stand.

**S** and **U** indicate, respectively, satisfactory (passing) and unsatisfactory (failing) performance in courses carried under the Pass-Fail option. The **S/U** designation is used also for some research courses, workshops, and seminars in which the regular academic grades are not used. The use of the Pass-Fail grading option in such courses is indicated in their bulletin descriptions. No course carried under the Pass-Fail option will affect a student's grade point average or the evaluation of suspension conditions.

**T** is assigned to indicate enrollment in Thesis Preparation (799) and Dissertation Preparation (899). Courses with this symbol will be counted as hours attempted and hours earned only. Grade points will not be awarded. For unsatisfactory work the grade of **U** will be assigned. The grade of **I** cannot be assigned in courses numbered 799 and 899.

**I** Incomplete is assigned at the discretion of the instructor when, in the instructor's judgment, a student is unable to complete some portion of the assigned work in a course because of an unanticipated illness, accident, work-related responsibility, family hardship, or verified learning disability. The grade of **I** is not intended to give students additional time to complete course assignments unless there is some indication that the specified condition or event prevented the student from completing course assignments on time. By arrangement with the instructor, the student

will have **up to 12 months** in which to complete the work before a permanent grade is recorded. **Re-enrolling in the course will not make up an Incomplete.** An Assignment of Incomplete Grade form (AS-5) must be completed by the instructor and submitted to the Office of the University Registrar explaining the reason for the **I** and conditions for make-up. A grade of **I** is not computed in calculating a student's grade point average. After 12 months an **I** that has not been made up is changed to a grade of **F** or to the back-up grade indicated by the faculty member on the Assignment of Incomplete Grade form. **Students will not be allowed to graduate from any program (M.A., Ph.D., or Certificate) with an "I" on their transcript.**

**AUD** indicates a course was carried on an audit basis. This course will not count towards your total number of credit hours needed for graduation.

### *Academic Problems*

The following lists academic warning signs of students having difficulty in the program of study. Students and advisors should confer immediately should any of these signs become apparent.

<b>Academic Warning Signs</b>	<b>Consequences</b>
<b>Individual Course</b>	
Course Grade of C+, C, or U	No Credit for Course
<b>Semester/Annual Averages</b>	
Semester or annual GPA less than B (3.0)	Academic Probation
Consecutive semesters less than B (3.0)	Possible Suspension from Program
Four courses of less than B (3.0) during Coursework	Automatic Suspension from Program by Graduate School

### *Cumulative Averages*

The following academic/grade point minimums are required to qualify for a M.A. or Ph.D. degree. Not meeting any one of these will disqualify a student from the Graduate Program. Specific approval from the Department of Anthropology is necessary for requalification.

- A cumulative B (3.0) for all courses;
- A cumulative B (3.0) for all 700-level and above courses.

In addition, a total of 12 hours of less than B work will disqualify a student from the Graduate Program. Specific approval from the Department of Anthropology is necessary for submitting a request to the Graduate School to waive the 4 'C' rule.

### *Student Advisement and Thesis /Dissertation Development*

Advisement plays a very important role in developing a student's course work and thesis/dissertation research. The Graduate Director assigns an academic advisor from among the faculty to students upon entrance to the program.

However, students should feel free to consult widely with the faculty about the courses they should take and their research plans. Typically, the advisor works with the student for their first year and aids the student in developing a program of study. This program establishes the courses that will constitute the course of study to obtain a degree. The Master's Program of Study (Form #1) must be filed no later than the student's second semester of study. The Ph.D. Program of Study must be filed by the end of your 4<sup>th</sup> semester (Form #8). Note that by necessity these forms are submitted before the courses to fulfill the Program of Study have actually been completed. The forms can be amended upon the recommendation of the student's advisor and approval of the Graduate Director of Anthropology and the Graduate Dean.

Students are expected to choose a thesis/dissertation committee chair by the beginning of their second semester in the relevant program. Students should speak with a range of faculty during their first semester in residence in order to select a faculty member with whom they can work to pursue their research interests; we recognize that research interests and fit between students and faculty may shift, and thus students have the option to change mentors if needed. Selection of the thesis/dissertation Chair must be agreed upon by the relevant faculty member. Once selected, the student must inform the Graduate Director in writing of their thesis/dissertation committee chair and fill out the appropriate form. Once chosen, the thesis/dissertation committee chair becomes the student's advisor. The importance of working with the thesis/dissertation committee chair on a thesis/dissertation topic and related research plans cannot be over-stressed. As they develop a topic, students should consult regularly and frequently with their thesis/dissertation committee chair. Should a student wish to change their committee chair, or committee members, the student must file a new form.

### *Applying for Graduation after Deadline*

Applications for GRADUATION submitted after the announced filing deadline will be accepted if supported by a letter from the student's Graduate Director and accompanied by a special processing fee of \$25.00, which increases by \$25.00 for each additional month after the deadline.

### *Student Participation in the Program*

Graduate education requires a strong professional commitment on the part of students. Much more than course work, it is a means for becoming a professional. As such, students are **expected to actively participate** in the range of professional activities available at the University. Students should regularly attend Department lectures and colloquia, as well as colloquia in other departments related to their field of study. Advanced students are encouraged to participate in and present papers at regional and national meetings, as well as to publish their research in appropriate places.

### *Colloquia*

Students can learn a great deal about public presentations and about the state of knowledge in the various sub-disciplines of Anthropology through attending presentations by other scholars. The department sponsors a colloquium series throughout the semester. Students are expected to attend these, and **should therefore keep the colloquium time slot free throughout the academic year.**

### *Importance of Public Presentations*

In order to gain practice in communicating the ideas of anthropology to a wider audience, each student will be expected to make a public presentation of some sort during their second year in residence: for example, a presentation to an elementary or high school class, a college class, civic club, or an oral or poster presentation at a

professional meeting. Students are encouraged to present their research at professional meetings. The department provides small stipends to defray the cost of travel to such gatherings. For example, the Southern Anthropological Association meetings, the Southeastern Conference on Linguistics meetings, the South Carolina Archaeology Meetings and Southeastern Archaeological Conference provide excellent opportunities for student presentations. Students are especially encouraged to present field school and thesis/dissertation-related research. In addition, each second-year student (in the M.A. and Ph.D. program) is expected to present a short description of his or her summer research in a colloquium during the early part of the Fall semester.

<i>All Students</i>	<i>Ongoing throughout time at USC</i>	<i>Attend Department Colloquiums</i>
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### *Schedule of Expected Progress for Master's Students*

Timeline 1 represents an ideal pathway for students pursuing the four-field academic track, and we will be flexible, within reason, as needed. Timeline 2 represents the pathway for students pursuing the professional track in archaeology who ideally complete their degree after their third semester in the degree program following summer of supervised research / internship.

#### **Timeline 1 – Standard M.A. in one of the four fields (including anthropological archaeology) with cross-subfield training.**

<i>Semester</i>	<i>Coursework</i>	<i>Thesis</i>	<i>Other Requirements</i>
<i>Year 1 – Fall</i>	<i>ANTH 703 6 additional hours of coursework</i>		<i>Make sure you take your out of area course. Look for external funding to help with summer research</i>
<i>Year 1 – Spring</i>	<i>9 hours of coursework</i>	<i>Circulate thesis topic to faculty. Form the rest of the committee. Research Proposal Presentations. Comprehensive Exams.</i>	<i>Turn in the following forms: Program of Study, Thesis Topic and Thesis Committee  <b>MPOS Due</b></i>
<i>Year 1 – Summer</i>		<i>Data collection</i>	<i>Fieldwork form must be completed before work begins</i>
<i>Year 2 – Fall</i>	<i>6 hours of coursework 3 hours thesis writing</i>	<i>Analyze data and begin writing thesis</i>	<i>Present summer fieldwork</i>
<i>Year 2 – Spring</i>	<i>3 hours coursework 3 hours thesis writing</i>	<i>Complete thesis</i>	<i>Apply for graduation</i>

**Timeline 2 - MA Professional Track in Archaeology with related field training (not restricted to one of the subfields of Anthropology).**

<i>Semester</i>	<i>Coursework</i>	<i>Thesis / Internship Project</i>	<i>Other Requirements</i>
<i>Year 1 – Fall</i>	<i>ANTH 720 or ANTH 745  ANTH 751  3 additional credit hours of coursework – related field</i>	<i>Choose Chair of Thesis/Internship Project</i>	<i>Complete and submit the MPOS to the graduate school</i>
<i>Year 1 – Spring</i>	<i>ANTH 742 ANTH 750  3 additional credit hours of coursework – related field</i>	<i>Circulate thesis topic to faculty. Form the rest of the committee. Research Proposal Presentations. Comprehensive Exams.</i>	<i>Turn in the following forms: Thesis Topic / Internship Project and Thesis /Internship Committee</i>
<i>Year 1 – Summer</i>	<i>3 credits of ANTH 799 (Thesis project hours)</i>	<i>Data collection</i>	<i>Fieldwork form must be completed before work begins</i>
<i>Year 2 – Fall</i>	<i>6 credit hours of related coursework 3 credits of ANTH 799 (Thesis project hours)</i>	<i>Analyze data and complete thesis / project</i>	<i>Present summer fieldwork Apply for graduation</i>

***Schedule of Expected Progress for Ph.D. Students***

This proposed schedule will vary depending on the nature of the dissertation project and the amount of time necessary for data collection, analysis and dissertation writing. The following represents an ideal timeline, and we will be flexible, within reason, as needed. The proposed credit hours reflect the expectation that students will have alternate sources of funding during the time they are off campus collecting data for their dissertations. We hope to be able to provide teaching assistantships for one year of dissertation writing (subject to availability of funds and contingent on student progress) and students must be registered for at least 6 credit hours at that time.

<i>Semester</i>	<i>Coursework</i>	<i>Dissertation</i>	<i>Other Requirements</i>
<i>Year 1 - Fall</i>	<i>6 hours coursework</i>		<i>Ensure that you take 2 out-of-subfield (different than what was taken during the MA) courses / Explore and apply for external funding</i>
<i>Year 1 – Spring</i>	<i>6 hours coursework</i>	<i>Choose Dissertation Chair / Circulate Dissertation Topic / Complete Dissertation Proposal</i>	<i>Doctoral Committee Appointment Request Form</i>

		<i>Action Form / Present Diss. Topic to Depart.</i>	
<i>Year 1 – Summer</i>		<i>Research Site Visit / Prepare for data collection &amp; Fieldwork</i>	<i>Prepare Annotated Bibliographies for Comps / Explore and apply for external funding</i>
<i>Year 2 – Fall</i>	<i>6 hours coursework</i>	<i>Comprehensive Exams Work on Dissertation Proposal Present summer fieldwork</i>	<i>Program of Study completed w/in 24 months of starting Ph.D. program / Explore and apply for external funding</i>
<i>Year 2 – Spring</i>	<i>6 hours coursework (some of which may be 899 pending Chair’s approval)</i>	<i>Defend Dissertation Proposal = Qualifying Exam</i>	<i>Explore and apply for external funding  * DPOS, form#8</i>
<i>Year 2 – Summer thru Year 3 – Summer</i>	<i>At least 1 hour of course work during Spring &amp; Fall semesters</i>	<i>Data Collection / Fieldwork</i>	<i>Explore and apply for external funding</i>
<i>Year 4 – Fall thru Year 4 Spring</i>	<i>At least 1 hour of course work during Spring &amp; Fall semesters</i>	<i>Data Collection / Fieldwork / Write Dissertation</i>	<i>Explore and apply for external funding</i>
<i>Year 4 – Summer thru Year 5 Fall</i>	<i>At least 1 hour of course work</i>	<i>Write Dissertation</i>	<i>Explore and apply for external funding</i>
<i>Year 5 - Spring</i>	<i>At least 1 hour of course work – 12 hours of 899 must be completed by this time</i>	<i>Apply for graduation Defend Dissertation</i>	<i>Dissertation Defense Announcement (via email to Department) must be done 2 weeks prior to defense / SED Survey</i>

### ***Funding***

Students who enter the Ph.D. program without the M.A. may receive funding from the Department of Anthropology for up to 5 years while those entering the Ph.D. program with the M.A. may receive funding for up to 3 years. We expect all students to explore and apply for external funding to support their graduate education (NSF Grad fellowships, etc.). Students are expected to seek funding from outside the department and by doing so can often increase the length of time they are funded. In general, students who have funding from outside the department that is equal to or more than the funding offered by the department will not receive department funding during those semesters unless there are teaching assistantships that have not yet been filled. Students who receive a small amount of funding from outside the department may receive department funding to raise the level to that offered by the department. Students who have had outside funding for much of their program may receive funding from the department during their final stages of writing the dissertation. The only funding offered by the department are teaching assistantships; therefore, students can only receive it if they are present on campus. While we endeavor to

find funding for all students, funding is always subject to availability and contingent on the continued good standing of the student. **A student admitted to the M.A.-Ph.D. program must complete the M.A. in two years or funding will cease until the M.A. is completed and a decision to continue to the Ph.D. program is made by the faculty.** Only then will additional funding be released.

### *Assistantship*

The Anthropology Graduate Program offers several graduate assistantships. Selections of graduate assistants are based on student qualifications and the needs of the department. Assistantships within the Department of Anthropology involve assisting faculty members in teaching their courses while those offered through the South Carolina Institute for Archaeology and Anthropology involve assisting with research. Students who do not receive department assistantships are encouraged to seek assistantships in other departments. For example, the Women's and Genders Studies Program, the McKissick Museum and other departments and programs often offer assistantships that provide the opportunity for students to widen their network on campus and to become involved in innovative and exciting projects where they can enhance their skills.

Although the amount of an assistantship award can vary, students who have assistantships will generally qualify for in-state tuition and tuition fee abatement. While the abatement will substantially assist with the cost of tuition, the student will still be required to pay a series of other fees.

Assistantships held by M.A. students require 15 hours of work per week; assistantships held by Ph.D. students require 20 hours of work per week. There may also be half time assistantships, which require 7.5 to 10 hours of work per week for M.A. and Ph.D. students respectively. The Graduate Director assigns assistantships on the basis of student interests and abilities as well as faculty and department need.

At the end of each semester, the Graduate Director reviews the allocation of assistantship funds and may reallocate them based on merit, assistantship performance and available funds.

Ordinarily an average grade of B+ will be required to keep an assistantship. Students may apply for assistantships in their second year even if they did not receive one in their first year. All students serving, as Instructional Assistants or Teaching Assistants are required by the Graduate School to take a University Instructional Development Project workshop, held shortly before the Fall Semester begins.

### *Graduate School Support*

The Graduate School offers fellowships to incoming students and allows each department to submit two applications per year. The Department of Anthropology automatically considers everybody who has been accepted into the Graduate Programs. The Graduate School also co-sponsors fellowships for minority students with the Southern Regional Education Board. Interested students should contact the Graduate School for additional details and information on other assistantships and fellowships.

### *Other Financial Aid*

Students are strongly encouraged to pursue additional financial support through the federally sponsored Work-Study program, administered at USC through the student Financial Aid Office, 1714 College St. (777-8134).

The student Employment Office, located on the 6th floor of the Business Administration Building, maintains listings of graduate assistantship opportunities available through other departments. They can be reached by phone at 777-7280.

### Department Graduate Travel

The Department will only fund graduate students for conferences that they are presenting at. When returning from your conference you must submit a copy of the conference program cover and the page with your name on it. If you are requesting funds during the academic year for fieldwork, please include the completed Contract for Summer Field Practicum (Form #27) with your travel info sheet (Form #29).

**The Department accepts requests for travel for the academic year twice. If you are planning on traveling during the Fall semester, forms must be completed and turned into the Graduate Director no later than September 15, 2023. For the Spring semester forms must be turned in by December 4, 2023. Some exceptions can be made but priority will go to those students who turn in their requests by the appropriate dates.**

*\*If you are traveling in the Fall semester before September 4, please turn in your form as soon as possible. The travel paperwork for the university must be submitted before you leave on your trip in order for you to be reimbursed.*

Request for funding for summer research should be made to the department by **April 1, 2024**. Please complete both the Contract for Summer Research-Field Practicum (Form #27) and the Request for Conference-Research Travel (Form #29).

### Facilities

The Department makes every effort to provide all students with office space. We encourage students to utilize offices, laboratories, archives, libraries and photographic and computer facilities. The Department of Anthropology does not, however, provide office or photo supplies, or free photocopying; students must obtain specific permission from the appropriate faculty or staff member should they require such supplies. In addition to the program's facilities, the College of Arts and Sciences Computing Laboratory provides

state-of-the-art computer facilities for students in the College. Here students can access computers for analysis, mapping and word processing. The Department also maintains a Computer Lab for students.

### Forms for Completing your M.A. & Ph.D. in Anthropology

The following section includes the forms required for the successful completion of the Master's and Doctoral Programs. (Please get original forms from the Graduate School website for those with the "\*" in front of them and from the Graduate Coordinator for all others – these are only copies.) **It is the student's responsibility to maintain an up-to-date copy of these forms on file in the Main Office of the Department of Anthropology.**

**[\* All forms with an \* are found on the Graduate Schools web page (<http://gradschool.sc.edu/forms/>). All forms from the Graduate School must be typed. They will not accept handwritten forms.]**

### Forms for Master's Students

- 1     \*Master's Program of Study (MPOS)  
-Must be completed and on file with Graduate School 12 months prior to graduation.
- 2     Thesis Proposal Form – to be completed by Thesis Committee
- 3     \*Master's Comprehensive Exam Verification Form
- 4     Approval of Thesis Committee
- 5     Approval of Thesis Topic
- 6     Permission to Register for 799
- 7     \*Thesis Signature and Approval Form (G-TSF)  
-this form must be signed and submitted to the Graduate School within a couple of days of uploading your thesis

### **Forms for Ph.D. Students**

- 8     \*Doctoral Program of Study (DPOS)  
-must be completed and on file with Graduate School after comprehensive and qualifying exams are passed.
- 9     Research Skills Form
- 10    \*Doctoral Committee Appointment Request Form - GS48 (G-DCA)
- 11    Doctoral Comprehensive Exam  
(Ph.D. Committee Evaluation of Annotated Bibliographies and Essays)
- 12    \*Ph.D. Comprehensive Exam Verification form
- 13    Dissertation Proposal Action Form (written portion of exam)  
-this form also includes your working title for your dissertation
- 14    \*Doctoral Qualifying Exam Verification Form (Qualifying Exam Verification Form)
- 15    Permission to Register for 899
- 16    Ph.D. Annual Student Progress Report (to be completed by student each Spring semester)
- 17    \*Dissertation Signature and Approval Form (G-DSF)  
-the form must be signed and submitted to Graduate School within a few days of uploading your dissertation
- 18    \*Z-Status Form (Request for Special Enrollment GS-ZS)  
(Guidelines included – **READ CAREFULLY**)

### Forms for ALL Students

- 19 Advisory Worksheet (kept in pink advisement folder)
- 20 \*Application for Degree or Certificate (AS-126)  
-must be completed and turned in when you apply for graduation
- 21 \*Program of Study Adjustment Form - GS-43 (POSA)  
-Details any changes in Program of Study (Grad School Website)
- 22 \*Concurrent Enrollment (G-CON)  
-Needed if student is enrolled in another degree program or a certificate program  
***\*must also complete an additional POS for any other degree program***
- 24 Time Sheet  
-Must be filled out and signed each week by all teaching assistants
- 25 \*Independent Study Contract (G-ISC)
- 26 End of Year Assessment (completed by student and advisor)

### Travel Fund Forms

- 27 Contract for Summer Field Practicum  
-This form must be done before leaving for summer research, it is also used as part of your request for summer travel funds
- 28 Verification of Required Supervised Fieldwork
- 29 Request for Conference-Research Travel  
-Must be completed when requesting travel funds from the department. This form needs to be turned into Claudia Carriere a minimum of 3 weeks before the actual travel dates.
- 30 \*Graduate School Travel Grants Award Form Instructions – Ph.D.’s ONLY



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**Student** **Date**

---

**Graduate Director of Program or School** Date

---

Major Professor **Date**

---

Dean of the Graduate School **Date**

Rev 8/2017



# MUST BE COMPLETED ON LETTERHEAD

Date: \_\_\_\_\_

## Thesis Proposal

Name: \_\_\_\_\_

Passed: \_\_\_\_\_

Revisions Needed: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Expected Completion Date: \_\_\_\_\_

Completion Date: \_\_\_\_\_



\_\_\_\_\_  
Thesis Director

\_\_\_\_\_  
Graduate Director



# MASTER'S COMPREHENSIVE EXAM VERIFICATION

Today's Date: \_\_\_\_\_

Student's Name: \_\_\_\_\_

**SEE GRAD  
SCHOOL  
WEBSITE**

Department: \_\_\_\_\_

USC ID# \_\_\_\_\_

Date of Comprehensive Exam: \_\_\_\_\_

I verify that the above-named student has successfully passed the  
**Master's Comprehensive Exam.**

**Department Graduate Director:**

\_\_\_\_\_

**Graduate School Coordinator's Initials:** \_\_\_\_\_

# MUST BE ON LETTERHEAD

Date: \_\_\_\_\_

TO: DEAN OF GRADUATE SCHOOL

The Director of the Anthropology M.A. Program has approved the following Thesis Advisement

Committee for \_\_\_\_\_ / USC ID: \_\_\_\_\_

*Printed Name*

*Signature*

Chair

Chair

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____



The Department of Anthropology has approved the following Thesis topic:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ THESIS COMMITTEE CHAIR

\_\_\_\_\_ GRADUATE DIRECTOR

\_\_\_\_\_ CHAIR, DEPARTMENT OF ANTHROPOLOGY

# MUST BE ON LETTERHEAD

Date: \_\_\_\_\_

TO: DEAN OF GRADUATE SCHOOL

The Department of Anthropology has approved \_\_\_\_\_ Thesis topic for

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



\_\_\_\_\_  
THESIS COMMITTEE CHAIR

\_\_\_\_\_  
GRADUATE DIRECTOR

\_\_\_\_\_  
CHAIR, DEPARTMENT OF ANTHROPOLOGY

# **MUST GET FROM CLAUDIA AND RETURN TO CLAUDIA WHEN YOU ARE ADVISED EACH SEMESTER**

Permission to Register for ANTH 799 (Thesis Writing)

**This contract must be completed, signed by both student and instructor, and filed in the Department office before being cleared to register for ANTH 799.**

Student Name: \_\_\_\_\_ USC ID: \_\_\_\_\_

Instructor Name: \_\_\_\_\_

Course: ANTH 799 Semester: \_\_\_\_\_ Year: \_\_\_\_\_

Schedule Code: \_\_\_\_\_

Brief description of material to be covered, with

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Schedule of meetings between student and instructor:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Final grade to be based on: \_\_\_\_\_

\_\_\_\_\_

Beginning date: \_\_\_\_\_ Planned completion date: \_\_\_\_\_

Student signature and date: \_\_\_\_\_

Instructor signature and date: \_\_\_\_\_

## Research Skills

Student: \_\_\_\_\_

Research Skill #1: \_\_\_\_\_

Description: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Form of Completion: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Date of Completion: \_\_\_\_\_

\*\*\*\*\*

Research Skill #2: \_\_\_\_\_

Description: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Form of Completion: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Date of Completion: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Graduate Director: \_\_\_\_\_

Date: \_\_\_\_\_





## DOCTORAL COMMITTEE APPOINTMENT REQUEST

**This form should be filled out on your computer, then saved with a new file name to your local disk. Next, print the form and obtain the necessary signatures.**

### Doctoral Committee Membership

In order to serve on a doctoral committee, all **regular committee members** must hold a **regular, associate, or term** appointment to the graduate faculty (your Graduate Program will have information as to the status of relevant faculty). The major professor must have a regular or associate appointment to graduate faculty. Term appointment graduate faculty are not eligible to serve as the major professor but may serve as an **additional major professor** along with a regular or associate graduate faculty member. Each doctoral committee must have an **outside member** (with the exception of DMA students whose major is NOT piano). Each doctoral committee should have no more than one outside member.

The outside member: (i) may be a program at USC or a faculty member at another institution nominated by the Graduate School, or may be a qualified professional from the private or government sector who is active in the student's research area and is approved by the Dean of the Graduate School; (ii) is a faculty member at another institution whose credentials, and his/her relevance to the student's major field, as explained in the request, are approved by the Dean of the Graduate School; and (iii) is approved separately for each committee.

**SEE GRAD  
SCHOOL WEBSITE**

Major points that should be noted with regard to committee membership:

1. A majority of the committee composition must be regular and/or associate members of the Graduate Faculty.
2. A doctoral committee member whose Graduate Faculty eligibility expires (e.g., emeritus faculty) while a student is still pursuing the degree may continue to serve until the student completes the program or the committee is dissolved. To continue to serve in the capacity as major professor or regular member is a special exception. This request (with a valid academic justification) must have the endorsements of the unit faculty, chair of department, graduate director, and academic dean. Once these approvals are affirmed, the petition is presented to the Dean of the Graduate School for final approval. Otherwise, a change in the committee composition must be presented to the Dean of the Graduate School replacing the now ineligible member.

### Doctoral Committee Functions

WRITTEN AND ORAL COMPREHENSIVE EXAM COMMITTEE administers the written and oral portions of the comprehensive exam.

DISSERTATION COMMITTEE directs the student in the preparation of the dissertation, examines the student on the dissertation, and informs the Dean of the Graduate School as to whether the student passed or failed. The dissertation cannot be submitted to the Graduate School until it has been approved and signed by members of the dissertation committee.

### Instructions for Filling Out This Form

Student should complete each item on the following page. Check the appropriate committee(s) to which this request applies (Comprehensive Examination/Dissertation) to assure compliance with Graduate School policy. Each committee must include an outside member and at least three other members (the major professor and two or more members from the student's degree program). Upon completion of the form, student should sign the form and pass it along to the program's Graduate Director. The Graduate Director, after approving the composition of the committee, should sign the form and transmit it to the Graduate School.



## DOCTORAL COMMITTEE APPOINTMENT REQUEST

FORM #10

This form should be filled out on your computer, then saved with a new file name to your local disk. Next, print the form and obtain the necessary signatures.

Last Name:  First Name:  M.I.

Street:  USC ID:

City:  State:  Zip:

Department/Program:

Major:  Degree Sought:

This application is for the appointment of the:

1.  Written and Oral Comprehensive Examination Committee
2.  Dissertation Committee

Committee Members (Please type or print the names. Do not have members sign.):

Major Professor:

Additional Major Professor (if applicable):

Member:

Member:

Member:

Outside Member:

Name of USC department/program or other institution affiliation for outside member:

-----  
Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

APPROVAL:  
Graduate Director: \_\_\_\_\_ Date: \_\_\_\_\_

Dean of the Graduate School: \_\_\_\_\_ Date: \_\_\_\_\_



**DOCTORAL COMPREHENSIVE EXAMINATION  
PHD COMMITTEE EVALUATION OF ANNOTATED BIBLIOGRAPHIES AND ESSAYS**

<b>Date enrolled in program</b>			
<b>Student Name</b>			
<b>Email Address of Student</b>			
<b>Title of Dissertation Proposal</b>			
<b>Examination Date :</b>	<b>Time :</b>	<b>Place :</b>	
<b>Dissertation Director and Committee Members</b>			



**EVALUATION**

(E : Excellent VG : Very Good G : Good S : Satisfactory)

**THEMES OR TOPICS OF BIBLIOGRAPHY**

<b>A</b>	
<b>B</b>	
<b>C</b>	

<b>ESSAYS</b>	<b>THEME A</b>	<b>THEME B</b>	<b>THEME C</b>
Depth of knowledge and understanding			
Integration or synthesis of knowledge			
Critical engagement with the theme(s)			
Coherence and structure of essay			
Precision and clarity			
Grammar and spelling			

<b>ORAL PRESENTATION AND DISCUSSION</b>	<b>THEME A</b>	<b>THEME B</b>	<b>THEME C</b>
Argument, reasoning, and structure of thoughts			
Facility of expression, clarity of responses to questions, precision of vocabulary			

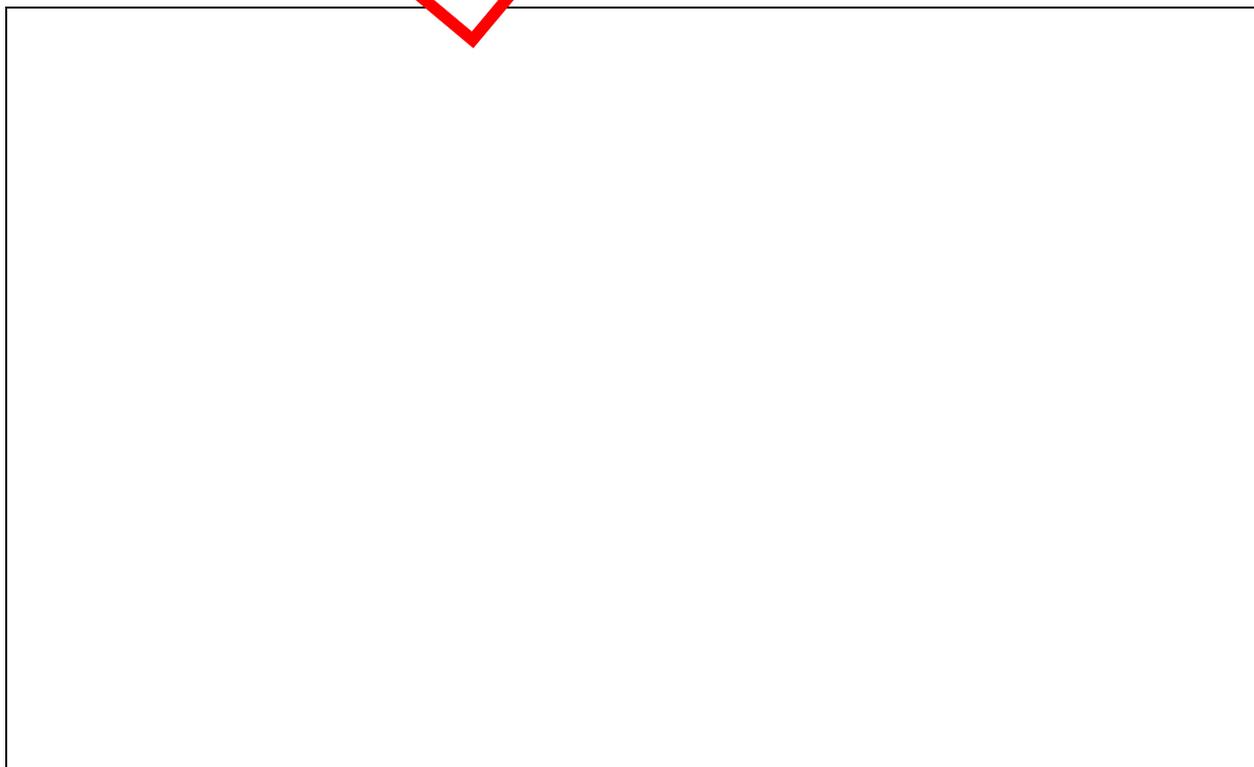
**COMMENTARY**

**Strengths**



A large empty rectangular box for writing strengths, with a red 'SAMPLE' stamp diagonally across it.

**Aspects for improvement**



A large empty rectangular box for writing aspects for improvement.

FORM  
#11  
(Page  
3 of 3)

**Oral**

**Presentation**

--

**Recommendation to the Graduate Director**

**Exam passed** (attach the evaluation of each committee member, which will be forwarded to the student)

**Passed with conditions**

The student must satisfy the following gaps in their program and/or their examination before passing :

--

**Examination must be re-taken by :** \_\_\_\_\_ **(date)**

(A memo must accompany this form clearly stating the aspects of the examination and/or dissertation proposal that must be improved as well as the format which the re-examination will take)

Name of the Dissertation Chair(s)	
--------------------------------------	--

Final Evaluation : \_\_\_\_\_ (letter grade : A, A-, B+, B, B-, C+, etc.)

\_\_\_\_\_  
Signature of Dissertation Chair(s)

\_\_\_\_\_  
Date

## Dissertation Proposal – Qualifying Exam Written Portion of QE’s Action Form

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Working Title of Dissertation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Action Taken** (check one)

\_\_\_\_\_ Proposal Approved \_\_\_\_\_ Approved Conditionally\*

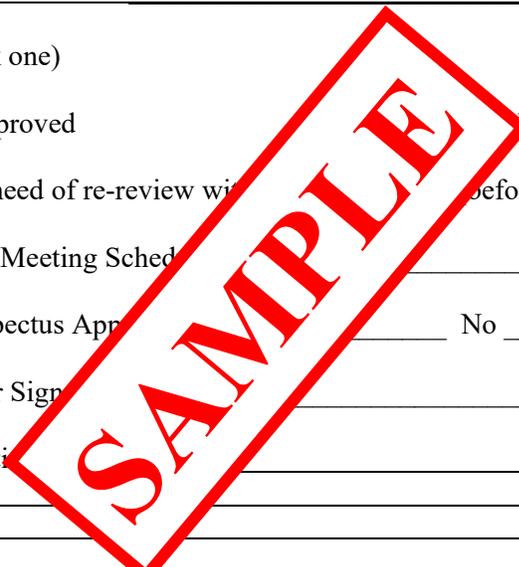
\_\_\_\_\_ Proposal in need of re-review with \_\_\_\_\_ (before beginning data collection)

Date Meeting Scheduled \_\_\_\_\_

Prospectus Approved \_\_\_\_\_ No \_\_\_\_\_

Chair Signature \_\_\_\_\_

\* Summary of Conditions \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Action Acknowledgement:**

Dissertation Chair: \_\_\_\_\_

Committee Member: \_\_\_\_\_

Committee Member: \_\_\_\_\_

Committee Member: \_\_\_\_\_

Student: \_\_\_\_\_

\*\* Must be signed by at least 2 committee members and chair\*\*

**NOTE: Once Oral portion of QE’s are complete, please fill out the Graduate Schools QE Verification form.**

# MUST GET FROM CLAUDIA AND RETURN TO CLAUDIA WHEN YOU ARE ADVISED EACH SEMESTER

Permission to Register for ANTH 899 (Dissertation Preparation/Writing)

**This contract must be completed, signed by both student and instructor, and filed in the Department office before you will be cleared to register for ANTH 899.**

Student Name: \_\_\_\_\_ USC ID: \_\_\_\_\_

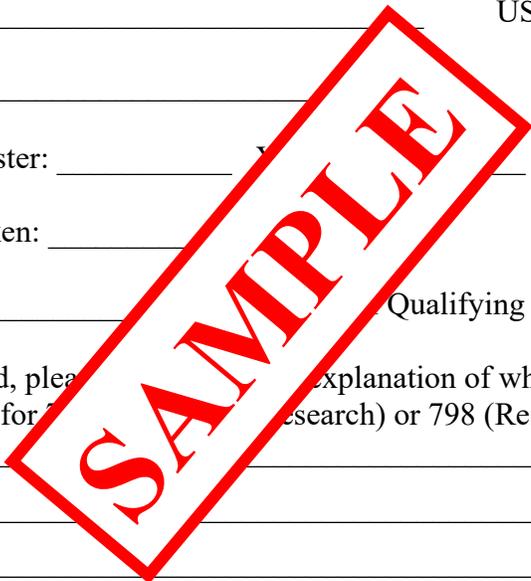
Instructor Name: \_\_\_\_\_

Course: ANTH 899 Semester: \_\_\_\_\_ Schedule Code: \_\_\_\_\_

Number of Credits being taken: \_\_\_\_\_

Date of Comps: \_\_\_\_\_ Qualifying Exam: \_\_\_\_\_

If these have not been passed, please provide explanation of why you will be taking dissertation hours (instead of signing up for 797 (Research) or 798 (Research Practicum in Anthropology):



\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Brief description of material to be covered, work to be done (please make sure amount of work is comparable to the amount of credits being taken):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Schedule of meetings between student and instructor:

\_\_\_\_\_  
\_\_\_\_\_

Final Grade to be based on:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_  
Date

Doctoral Program in Anthropology @ USC  
**Annual Student Progress Report**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Entry Term: \_\_\_\_\_ USC ID \_\_\_\_\_

Field: \_\_\_\_\_ Subfield: \_\_\_\_\_

Current Advisor / Chair: \_\_\_\_\_

Research Interests (provide a **brief** description): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Timetable for Completion of Degree Milestones:**

Milestone	Term	Date (if known)	Comments (optional)
Research Skills (1)			
Research Skills (2)			
18 consecutive hrs			
Prospectus Approved			
Annotated Bib			
Bibliographic Essay			
Oral Exams			
Admitted to Candidacy			



Academic Honors and Achievements: \_\_\_\_\_  
 \_\_\_\_\_

Plans for Research (timing, location): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Funding Sources Applied for (and approximate time you expect to hear): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Research / Dissertation Plans (for candidates only)**

Please indicate precisely where you are in progress to the degree:

Are you engaged in research? Yes \_\_\_\_\_ No \_\_\_\_\_

What Point? Beginning \_\_\_\_\_ Middle \_\_\_\_\_ Near End \_\_\_\_\_  
Other (explain) \_\_\_\_\_

Are you writing chapters? Yes \_\_\_\_\_ How many? \_\_\_\_\_

Has your advisor seen your chapters? Yes \_\_\_\_\_ Yet \_\_\_\_\_

If you have revised your committee, have you filed \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

If you are planning on defending soon, have you met with your committee? Yes \_\_\_\_\_ No \_\_\_\_\_

Prospectus Title: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dissertation Title: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Please Attach a Personal Statement**

(Describe your research and professional interest, your goals and plans. Please be brief.)

### Advisory Worksheet

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Subfield: \_\_\_\_\_

**Required Courses:**

(PhD must take if not taken during MA) Semester Taken

ANTH 703 \_\_\_\_\_

ANTH 711 \_\_\_\_\_

**Subfield Distribution:**

*If course not taken, please note reason*

**Archaeology**

ANTH 720 \_\_\_\_\_

**and**

ANTH 745 \_\_\_\_\_

**Cultural**

ANTH 730 \_\_\_\_\_

**Physical / Biological**

ANTH 762 \_\_\_\_\_

**Linguistic**

ANTH 747 \_\_\_\_\_

**and**

ANTH 748 \_\_\_\_\_



**Distribution Requirement**

Course

MA Students – 1 out-of-area \_\_\_\_\_

PhD Students – 2 out-of-area \_\_\_\_\_

(must be different than out-of-area \_\_\_\_\_

during MA) \_\_\_\_\_

PhD – Out of Department Course \_\_\_\_\_

**Independent Study**

-Please list whom the independent study was taken with and what specialization

\_\_\_\_\_

\_\_\_\_\_



**Committee**

Chair: \_\_\_\_\_

Co-Chair: \_\_\_\_\_

Members: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Outside Member: \_\_\_\_\_

-please check with Cat to see if additional paperwork is needed for outside reader

**MA Comprehensive Exam Date:** \_\_\_\_\_

**PhD Qualifying Exam Date:** \_\_\_\_\_

**Comprehensive Exam Date:** \_\_\_\_\_

**Concurrent Enrollment**

-List the 3 courses that you will be using

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

-List the 3 courses that \_\_\_\_\_ for second degree / certificate

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_







## **Directions for FORM #27**

### **Description of Project:**

Student must write a paragraph or more describing the work he/she is planning to undertake, outlining (as appropriate) the purpose of the project, the student's role, the expected outcomes in terms of education, data collection and the product required by the supervisor. The product can be a short report, weekly written updates, field journal, etc, decided in consultation with the supervisor. Project description should be attached to this page.

### **Budget:**

**Students who would like to be considered for departmental funding (when available) should include a budget that itemizes necessary expenses beyond ordinary subsistence, which will be incurred in the process of undertaking the project. Such expenses include travel (airfare, fuel for travel outside Columbia, hotels), tuition, supplies (plastic bags, audio and video tapes, stationary, etc.), laboratory fees and so forth. Attach the budget to this page.**

**Contract for Summer Research/Field Practicum**

**Student's Name:** \_\_\_\_\_

**Faculty Supervisor:** \_\_\_\_\_

**Title of Project:** \_\_\_\_\_

\_\_\_\_\_

**Start Date:** \_\_\_\_\_

**End Date:** \_\_\_\_\_

**Description of Project:**



**Budget: (Itemized list)**

*To be signed **BEFORE** the student goes into the field.*

This summer field practicum has been approved.

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Graduate Director

**\*\*Make sure to complete Verification of Required Fieldwork Form (#28) when you return**

Department of Anthropology  
University of South Carolina

Verification of Required Supervised Fieldwork

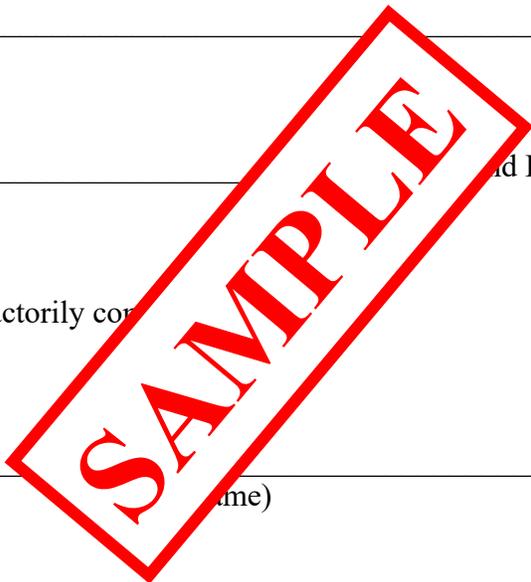
Student Name: \_\_\_\_\_ USC ID: \_\_\_\_\_

Title of Project:

\_\_\_\_\_  
\_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

This project was satisfactorily completed



Student's Advisor: \_\_\_\_\_  
(name)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(email address)

\_\_\_\_\_  
(date)

**Request for Conference/Research Travel**

**Directions: Please complete this form and turn into your advisor. Your advisor will then turn into the Department**

Name: \_\_\_\_\_ **VIP ID:** \_\_\_\_\_

Purpose of Trip (Name of Conference): \_\_\_\_\_

Destination of Trip: \_\_\_\_\_

Dates of Trip: From: \_\_\_\_\_

Time leaving Columbia, SC: \_\_\_\_\_ To: \_\_\_\_\_ Columbia: \_\_\_\_\_ (Check Plane Receipt)

Title of Presentation (Must be 1<sup>st</sup> or 2<sup>nd</sup> in the categories below\*): \_\_\_\_\_



<b>Transportation Costs</b>	Personal Vehicle (\$0.54 per mile)	\$
<b>Miles one way X....</b>	To:	
<b>Subsistence</b>	Meals (see reimbursement scale below)	\$
	Hotel	\$
<b>Other Expenses</b>	Local Transportation / Parking	\$
	Registration Fees	\$
	<b>TOTAL AMOUNT REQUESTING</b>	\$

**Are you requesting funds from other sources for this trip (such as the Grad School)? Y / N**

If yes, from where?

\_\_\_\_\_

If this funding is from the Graduate School, how many times have you applied for funding from them?

\_\_\_\_\_

Significance of conference attendance with respect to Professional Development: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Advisor Signature

Advisor Ranking (If you have a student who is applying for funding for multiple conferences during the same funding period, please rank the relative importance of each conference for the student's professional development): \_\_\_\_\_

In-State Meal Reimbursements	B - 6      L - 7 D - 12	Out-of-State	B - 7      L - 9 D - 16	
------------------------------	----------------------------	--------------	----------------------------	--

\*If the paper / poster being presented has multiple authors, the student must have contributed at least 50%. Students presenting their own research directly related to their MA/PhD theses will be ranked higher than those that do not.

If you are going Out-of-Country, the per diem rate is figured by country and city from the State Department's website.

## 2023 – 2024 Award Cycles

Cycle	Application Period	Travel Dates
1	June 1 - 7, 2023	July 1 - Sept. 30, 2023
2	Sept. 1-7, 2023	Oct. 1 - Dec. 31, 2023
3	Dec. 1-7, 2023	Jan. 1 - March 31, 2024
4	March 1-7, 2024	April 1 - June 30, 2024

Applications for travel grants are accepted in four cycles each year. The application portal remains open for one week each cycle and then grants are awarded on a rolling basis until funds for the cycle have been exhausted.

### The Best Chance for Being Considered

Students who apply early in the award cycle will have a significant advantage.

Note: students must apply and be approved for funding in advance of the start date of travel. If your project includes travel outside of the United States, you will also be required to follow the [guidelines for international travel](#).

### Travel Grant Eligibility

#### You must...

- Be enrolled in a degree-seeking doctoral or MFA program when you apply and when you travel.

- Present a paper/poster/creative work at a conference or meeting of national or international standing.
- Be the first or sole author of the work.
- Provide a PDF copy of your invitation to present or your acceptance notification. (If the conference acceptance notification isn't received before the application deadline, attach a note in that field indicating it will be sent to Robert Sutherland [rsutherl@mailbox.sc.edu](mailto:rsutherl@mailbox.sc.edu) when received.)

Applications accompanied by a departmental funding match are preferred.

### **How often can I receive a travel grant?**

Students may receive no more than one travel grant in any fiscal year (July 1 - June 30) and no more than two while here at UofSC.

### **Travel Grants Cannot Be Used For:**

- Field or Library Research
- Working Conferences
- Courses
- Retreats
- Workshops
- Attendance at a Professional Meeting
- Travel Already Started or Completed

### **Award Amounts**

**Domestic Travel:** Up to \$500

**International Travel:** Up to \$800

### **You may apply for additional funding through:**

- Your Department
- **University Awards**
- **National Fellowships**

## **Application Process**

You must complete your application prior to traveling.

### **1. Submit the Conference Travel Grant Request Form.**

### **2. Your advisor reviews your request.**

Your academic advisor will receive a copy of the request via email. They will need to provide confirmation of your standing and progress to degree. You are responsible for following up with your advisor about your travel grant request.

### **3. The graduate director reviews your request.**

Once your advisor signs off on your materials, the graduate director will receive notification to approve your travel request. You are responsible for following up with the graduate director about your travel grant request.

### **4. The Graduate School makes a decision about your request.**

Once the graduate director approves your materials, the Graduate School begins its review. Only complete applications can be reviewed. The Graduate School reserves the right to require additional documentation to complete the review.

### **5. If approved, complete the Travel Authorization form.**

Once you receive your award notification letter from the Graduate School, complete the Travel Authorization (TA) form with the help of your department's program administrator or business manager.

### **Submitting the Travel Authorization Form**

Your department should send your TA form to Robert Sutherland at the Graduate School for him to sign and forward to the Travel Office. The Graduate School will send a copy of the signed TA to your department.

### **Total TA Amount**

Your form should include a separate line for the grant awarded by the Graduate School plus all support provided by the student's department.

## **Graduate School Account Information**

Contact Robert Sutherland at [rsutherl@mailbox.sc.edu](mailto:rsutherl@mailbox.sc.edu).

## **6. Submit a Travel Reimbursement Voucher (TRV)**

With the help of your department's program administrator or business manager, submit a Travel Reimbursement Voucher to the USC Travel Office.

### **When to Submit**

Within 30 days of completing your travel.

## **International Travel Guidelines**

Students traveling out of the country are required to follow certain health and safety international travel guidelines.

## **Travel Grant Contact**

Robert Sutherland Email: [rsutherl@mailbox.sc.edu](mailto:rsutherl@mailbox.sc.edu).

## **International Travel Guidelines**

Students traveling out of the country are required to follow the university's [international travel guidelines](#).

[MY.SC.EDU](#) | [DIRECTORY](#) | [MAP](#)

1705 COLLEGE STREET, SUITE 552, COLUMBIA, SC 29208 | PHONE: 803.777.4243 \* FAX:  
803.777.2972 | [GRADAPP@MAILBOX.SC.EDU](mailto:GRADAPP@MAILBOX.SC.EDU)

\*\*\*THE GRADUATE SCHOOL IS NOW LOCATED IN THE CLOSE-HIPP BUILDING ON THE  
EAST END OF CAMPUS\*\*\*