

Department of Anthropology Graduate Student Handbook

This handbook provides a general framework for the graduate program in Anthropology. We see graduate training as a self-formation. Thus, students can take these guidelines and devise a plan of study best suited to their needs in consultation with their advisors/committee chairs.

Of concern to all graduate students

Graduate students in anthropology have a responsibility to their academic milieu (fellow graduate students, the undergraduates whom they may be teaching or mentoring, the faculty, the staff, the Department, the University, the wider scholarly community); the milieu in which they conduct research (human subjects, sites, institutions); and to the wider publics in which their work will be disseminated.

Research ethics:

The contexts in which anthropologists conduct research are complex, varied, and often volatile, involving multiple actors and institutions, often with competing obligations. You are expected to take the ethical demands posed by research with the utmost seriousness. You are expected to conduct yourself in a manner that: 1) honors the dignity and welfare of those whom you are studying; 2) does not falsify or misrepresent your findings; and 3) recognizes the limits of your expertise and qualifications. When ethical issues arise during the course of your research, please consult with your advisor and committee members for guidance. Please see the appendix for the American Anthropological Association Statement on Ethics (see Appendix) as well as the University IRB policies.

<http://www.americananthro.org/ParticipateAndAdvocate/Content.aspx?ItemNumber=1656>
<http://web.jhu.edu/Homewood-IRB/index.html>

Academic integrity:

You are expected to adhere to principles of academic integrity with respect to taking examinations, producing written work, presenting information for inclusion in academic records, and using official University and Department documents. Issues such as cheating, plagiarism, and the falsification of University and department documents will be handled in accordance with University policy (see Appendix). http://homewoodgrad.jhu.edu/wp-content/uploads/sites/35/2018/03/Homewood-WSE_KSAS_-and-WSE-EP-Graduate-Academic-Misconduct-Policy-2018.pdf

Please also familiarize yourself with the University's Sexual Misconduct Policy
<http://sexualassault.jhu.edu/policies-laws/>

Graduate student progress and participation in the Department:

Expectations:

You are expected to maintain steady progress throughout your graduate training. This progress pertains to the timely completion of coursework and the comprehensive exam essays (pre-ABD status), as well as regular progress fieldwork and dissertation writing (post-ABD status). Please see below for further discussion of the expectations for progress for pre and post-ABD status.

Probation policy:

We expect students to meet the successive benchmarks laid out in this document and faculty will provide full help and support to students toward these goals. However, if a student is not demonstrating steady progress, he or she can be put on probation according to the University policy for Graduate Student Probation, Funding Withdrawal, and Dismissal (see Appendix). The fact of being put on probation does not mean that the problem cannot be corrected. However, probation must be taken with the utmost seriousness. Students on probation should discuss their status with their advisor, committee, the Director of Graduate Studies, and the Chair of the Department, who can help the student to successfully meet the conditions of the probation. Inability to meet the conditions of probation can lead to dismissal from the doctoral program.

<http://homewoodgrad.jhu.edu/wp-content/uploads/sites/35/2014/08/Graduate-Student-Probation-Funding-Withdrawal-and-Dismisal-Policy.pdf>

Participation:

Participation in the department takes many forms. We expect students to participate in the colloquia series while the student is resident in the University, and see it as an essential component of the student's training. We also strongly encourage students in residence to participate actively in conferences and workshops organized by fellow graduate students and/or faculty.

Pre-ABD Status

Advising:

All incoming students will be assigned advisors with whom they are expected to meet periodically to discuss their progress. Students are encouraged to interact closely with all faculty members and form their exam committee by their third year. You will be required to complete a self-evaluation form to submit to your advisor at the end of each year, and will also receive a written evaluation from your advisor. Students are free to consult the DGS for a change of advisor in cases where their interests align more closely with faculty other than their assigned advisor.

Coursework and Incompletes:

Graduate students are required to take 12 courses, including three required courses, spread over the first three years. Required courses include: Proseminar (first year), Methods (second year), and Proposal Writing (third year). Most students also take Regions (second year). This is encouraged, but not required.

Students may only carry forward one incomplete in their grades at a time. The extension of an incomplete beyond one year requires that students file a petition with their advisors, the DGS, and the Department Chair.

First Year Exam:

The first year exam will assess the students ability to engage anthropological scholarship through a selection of texts. All incoming graduate students will be provided with a reading list at the

start of the summer before the beginning of the academic year. A take home exam will be administered in March after Spring Break for which the student will write essays in response to questions set by faculty. A faculty committee will evaluate the essays and meet with the students to discuss their exam essays. In the case of unsatisfactory performance, the student may have to retake the exam in early May. If the second effort is unsatisfactory, the committee will evaluate the student's overall progress before making a final decision as to whether the student can continue in the program.

Pre-dissertation Fieldwork:

Graduate students are required to undertake pre-dissertation fieldwork or archival research in the summer after the first year. This research is exploratory in nature and provides students an opportunity to visit areas and assess where they may eventually do their dissertation research. Pre-dissertation fieldwork may require IRB clearance (see below).

Language Requirement:

Graduate students are required to study one foreign language. This could be a field language or a language that a student would find useful for research literature. In the case of students whose native language is not English, the foreign language must be different from their native tongue but could be a different dialect or language within the same larger language group. In case the university does not have provisions for study in a particular language, the student may devise a program of instruction with the advisor and the DGS. Students will have been deemed to have successfully completed the language requirement if they obtain: 1) a grade of B or higher for an intermediate-level course; or 2) a passing grade on an exam administered by a competent authority consisting of translation assignments.

The [Center for Language Education](#) and [language departments](#) on campus are a resource for students to complete this requirement. Students can seek outside funding for training as well, and a students can apply for limited funding from the department for language training outside the university.

Teaching Assistantships:

All students are required to provide teaching assistance for three courses in the first three years of their training, starting the second semester of their first year. There are other possibilities for gaining teaching experience after the student has acquired All But Dissertation (ABD) status. These include the [Dean's Teaching Fellowship](#) and Teaching Fellowships from the Programs in Latin American Studies, [Expository Writing](#), and [Women, Gender, and Sexuality Program's Teaching Fellowship](#).

Comprehensive Examination:

Students must complete their comprehensive exams before or by the start of their fourth year. The comprehensive examination consists in the preparation of two synthetic essays –the first on a conceptual issue and the second on a region – and a viva voce examination on these essays. The final essays should be between 25 and 30 pages in length and should demonstrate the student's mastery over the major debates in their chosen fields. Students are also required to defend their dissertation research proposals at the time of the comprehensive exam and to submit

it to the chair of the exam committee. Prior to the exam, they should have completed their coursework and fulfilled the language requirement.

Each student is responsible for establishing a three-member committee of the faculty (one of whom should be requested to act as chair) who will examine the student on the essays and conduct a viva voce examination. In some cases, the committee may include one member of the faculty from outside the department of anthropology. The names of the committee members should be communicated to the Academic Program Administrator by the end of the second year.

Students must circulate their essays to all department faculty at least two weeks before the date of examination. Faculty may communicate their written comments to the student and to the exam committee chair. The exam committee must approve of the essays before circulation.

Students will be awarded the M.A. degree on passing the comprehensive examination. It is expected that most students will receive ABD (All But Dissertation) status upon successful completion of the comprehensive examination and may proceed to their dissertation research. The department may decide in exceptional circumstances that the student cannot be permitted to proceed to dissertation research or there may be personal circumstances in which a student may wish to discontinue after receipt of the M.A. degree. If a student opts for the terminal M.A., they are not required to submit a dissertation research proposal.

A student who fails to complete the comprehensive exam by the end of their fourth year will be placed on probation. (See Policy for Graduate Student Probation, Funding Withdrawal, and Dismissal.)

Archiving Successful Grant Applications:

All students who have successfully funded grant applications must archive these applications with the Department. Successful grant applications will be made available to JHU Anthropology graduate students. Circulation of these applications are restricted to the Department.

Homewood Institutional Review Board:

All human participant research conducted under the auspices of the University is evaluated by an Institutional Review Boards (IRB) to ensure that the rights and welfare of participants are fully protected. This policy applies to all faculty, staff, and student research projects, whether or not a project is funded and regardless of the location at which the research will be conducted. Approval from the IRB is required for human subject research. Please consult the IRB to determine what constitutes human subject research.

<http://web.jhu.edu/Homewood-IRB/index.html>

Post-ABD Status

Fieldwork:

Graduate students should apply for non-resident status with the Graduate Board before leaving for fieldwork. The usual period of fieldwork is between one year and 18th months. During this time you are conducting fieldwork, you are expected to be in regular contact with your advisor regarding your progress. This applies also to faculty on leave.

Dissertation writing:

Upon return from fieldwork, you should meet with your committee members to discuss benchmarks for progress in dissertation writing. You are expected to work out a schedule for the submission of drafts with your committee members.

We encourage students who are returning from the field to form a dissertation writing group. The faculty are willing to take mentoring roles, at the students' request.

The faculty expect you to be considerate of faculty schedules, and therefore ask that you submit writing (drafts of chapters, job letters, proposals) with ample time for faculty to give you comments on your written work and to provide any recommendations that are needed. Faculty will help you with job letter preparation, mock interviews, and mock job talks in preparation for the job market.

We expect all grad students to have a productive time and thus enrich the intellectual life of the Department.

(A more detailed version of this handbook is available in the Department Office if any faculty or student wishes to consult it.)

University Level Relevant Resources and Policies:

Sexual Assault Response and Prevention

<http://sexualassault.jhu.edu/index.html>

Counseling Center

<https://studentaffairs.jhu.edu/counselingcenter/>

General Graduate Student Policies, including Policies on Misconduct; Probation, Funding Withdrawal, and Dismissal; University Research Integrity; Homewood Grievance Policy; RA/TA Leave Guidelines

<http://homewoodgrad.jhu.edu/academics/policies/>

Students and departments needing guidance on the new policy towards family leave:

<http://homewoodgrad.jhu.edu/student-services/family-resources-for-students-and-postdoctoral-fellows/>

University resources for graduates and postdocs regarding job searches and professional development: <https://studentaffairs.jhu.edu/careers/students/graduate-students/>

Students seeking guidance and opportunities to develop as educators are recommended to connect with the various programs offered through the Center for Educational Resources

<http://cer.jhu.edu>

For support and advising on issues relating to gender and the achievement of women students
<https://studentaffairs.jhu.edu/women-resources/>

For students looking for resources for writing and finishing the dissertation, the Center for Leadership Education offers an excellent workshop geared towards exactly that aim. They also offer a variety of graduate courses geared towards professional development: <https://engineering.jhu.edu/cle>