

Northwestern University

*Department  
Of  
Anthropology*

A Guide to Graduate Study

For students entering 2009-2010

Northwestern University reserves the right to change, without notice, any statement in these guidelines concerning, but not limited to rules, policies, curricula, etc.

# Faculty

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**Ana Aparicio**, Assistant Professor (PhD Graduate Center, City University of New York 2004) Urban Anthropology, race/ethnicity, social movements and activism, youth, immigration; Latinas, Urban US.

**Caroline H. Bledsoe**, Professor (Ph.D. Stanford 1976); Socio-cultural anthropology, kinship and marriage, demography, medicine; Africa.

**James A. Brown**, Professor (Ph.D. Chicago 1965); Archaeology, quantitative analysis, comparative mortuary studies, evolution of cultural complexity, eastern North America.

**Elizabeth M. Brumfiel**, Professor (Ph.D. Michigan 1976); Archaeology and ethnohistory, gender, class and factional dynamics in prehistoric societies, Aztec religion; Mesoamerica.

**Micaela di Leonardo**, Professor (Ph.D. California Berkeley 1981); Gender, cultural theory, political economy, urban anthropology, kinship theory, race/ethnicity, U.S. Joint appointment with Gender Studies.

**Timothy K. Earle**, Professor (Ph.D. Michigan 1973); Archaeology of complex societies, ecological anthropology, prehistoric economics, Andes, Polynesia, Northern Europe.

**Karen Tranberg Hansen**, Professor (Ph.D. Washington 1979); Socio-cultural anthropology, urban anthropology, political economy, gender relations, colonialism; Southern Africa.

**Katherine E. Hoffman**, Associate Professor (Ph.D. Columbia 2000); Linguistic and socio-cultural anthropology, ethnomusicology, ethnicity, indigenous people, rural-urban relations, migration, colonialism, Imazighen (Berbers), Morocco, North Africa.

**John Hudson**, Professor (Ph.D. Iowa 1967); Director, Geography Program; Director, Environmental Sciences Program; Cultural geography, physical geography, cartography, and settlement geography; North America.

**William G. Irons**, Professor (Ph.D. Michigan 1969); Evolutionary ecology, reproductive strategies, demography, evolutionary foundations of morality and religion, pastoral nomads, Middle East.

**Chris Kuzawa**, Associate Professor (Ph.D. Emory 2001); Human biology, growth and development, cardiovascular disease, human life history.

**Robert Launay**, Professor (Ph.D. Cambridge 1975); Social organization, history of theory, Islam; West Africa.

**William Leonard**, Professor & Chair (Ph.D. Michigan 1987); Biological anthropology, adaptability, growth and development, nutrition, South America, Asia, U.S.

**Thomas McDade**, Associate Professor (Ph.D. Emory 1999); Human biology, bio-cultural perspectives on health and human development, medical anthropology, evolutionary ecology.

**William Murphy**, Lecturer (Ph.D. Stanford 1976); Language and Culture, politics, aesthetics; West Africa.

**Cynthia Robin**, Associate Professor (Ph.D. Pennsylvania 1999); Archaeology, households and settlements, social organization, complex societies, gender, class, feminist theory; Mesoamerica.

**Monica Russel y Rodriguez**, Lecturer (Ph.D. UCLA 1995); Cultural anthropology, race & mestizaje, Chicana feminist theory; U.S., Latino communities.

**Helen B. Schwartzman**, Professor (Ph.D. Northwestern 1973); Psychological anthropology, organizational ethnology, play and work, children and technology; U.S.

**Rebecca Seligman**, Assistant Professor (PhD Emory University 2004) Culture and mental health; global health, medical anthropology, psychological anthropology; mind-body interaction; ritual; Latin America.

**Shalini Shankar**, Assistant Professor (PhD New York University 2003) Sociocultural and Linguistic Anthropology, media, materiality, youth culture, language and identity, race/ ethnicity, South Asian diaspora, suburban US. Joint appointment with Asian American Studies.

**Kearsley Stewart**, Senior Lecturer (Ph.D. Florida 2000); Medical anthropology, HIV/AIDS, malaria, epidemiology, demography, ethnography, video; U.S., Africa.

**Mary Weismantel**, Professor (Ph.D. Illinois 1986); Cultural anthropology, food, adoption, sex/gender, race, historical materialism; Andes, Latin America.

# Anthropology in Other Departments and Programs

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**Paul Berliner**, Professor, Music (Ph.D. Wesleyan 1974); Ethnomusicology.

**Larry Cochard**, Assistant Professor, Cell & Molecular Biology (Ph.D. Wisconsin-Madison 1981); Human and primate anatomy and evolution, dental anthropology.

**Luis A. Curet**, Assistant Curator, The Field Museum (Ph.D. Arizona State University 1992); Archaeology, development and social complexity, political economy, ceramics; Caribbean, Mesoamerica.

**Marian Dagosto**, Associate Professor, Cell & Molecular Biology (Ph.D. CUNY 1986); Bioanthropology, primate evolution, anatomy.

**Gary M. Feinman**, Chair and Curator, The Field Museum (Ph.D. City University of New York 1980); Archaeology, economic anthropology, archaeology method & theory, macroregional analysis, archaeological survey, shell; Mesoamerica, U.S. Southwest, China.

**Alfred Hess**, Research Scientist/Professor, School of Education & Social Policy (Ph.D. Northwestern 1980); educational anthropology, urban schooling, minority education, urban school reforms, U.S.

**Madelyn Iris**, Associate Director, Center on Aging, McGaw Medical Center, Director of Ethnographic Field School (Ph.D. Northwestern 1981); applied anthropology, aging, disability.

**Chapurukha Makokha Kusimba**, Associate Curator, The Field Museum (Ph.D. Bryn Mawr College 1993); Archaeology, ethnology; Africa.

**Robert D. Martin**, Provost, VP of Academic Affairs, The Field Museum (Ph.D. Oxford 1967); Biological anthropology, evolutionary biology of primates, reproductive biology, conservation.

**Brian T. Shea**, Professor, Cell & Molecular Biology (Ph.D. Duke 1982); Bioanthropology, human and primate anatomy and evolution.

**John F. Sherry, Jr.**, Professor, Marketing, Kellogg School of Management (Ph.D. Illinois 1983); Consumer behavior, organizational behavior, contemporary marketing. U.S.

**John Terrell**, Curator, The Field Museum (Ph.D. Harvard University 1976); Archaeology, ethnology, biogeography; Pacific Island.

**Anne P. Underhill**, Boone Associate Curator of Asian Anthropology, The Field Museum (Ph. D. British Columbia 1990); Archaeology, complex societies, ceramic production, mortuary ritual; China.

**Alaka Wali**, John Nuveen Associate Curator and Director, Center for Cultural Understanding & Change (Ph.D. Columbia University 1984); Economic development, political anthropology, grassroots development, forced resettlement, complex societies; Latin America, Caribbean, urban U.S.

**Patrick Ryan Williams**, Assistant Curator, The Field Museum (Ph.D. Florida 1997); Archaeology of empires, geographic information systems, remote sensing applications, evolution of social complexity, development of agriculture, regional analysis of settlement systems; Andean South America.

# Introduction to Anthropology

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Anthropology historically has inquired into the nature of humanity in the broadest of terms. How did the human species evolve? What is its basic nature, and in what ways is it manifested in different cultures? How have language and culture become the defining characteristics of our species? How and why do cultures change over time? Traditionally, Anthropology has investigated these and related problems with a broad range of approaches, from the scientific to the humanistic.

Northwestern's graduate program in Anthropology is committed to fostering the historic diversity of the discipline by building an intellectual dialogue between humanistic and scientific approaches. In particular, the department's research and graduate training emphasizes the integration of the major anthropological sub-fields: archaeology, socio-cultural anthropology, bio-anthropology, and linguistic anthropology. We train graduate students to harness these strengths in basic research, in effective teaching, and in the application of anthropology both inside and outside of academia.

The faculty in the department have a broad range of topical and real interests, with particular strengths in:

- **Human Biology**
- **Medical Anthropology**
- **Political Economy**
- **Gender, Ethnicity and Identity**
- **Urban Anthropology**
- **Africa**
- **North America**
- **Prehistoric Complex Societies**
- **Prehistoric Economic systems**
- **Reproductive Ecology**
- **Demography and Fertility**
- **Quantitative Analysis**

The department offers graduate students a variety of research and educational opportunities:

- **Ongoing field research projects and archaeological excavations in Denmark, Central America, South America and Sub-Saharan Africa.**
- **Connections to interdisciplinary programs in the University, including the Program of African Studies, African Humanities Institute, Urban Studies and Gender Studies.**
- **Professional training in research design, grant preparation and teaching.**

- **Opportunities for study at major Chicago-area universities, laboratories and museums.**
- **Financial Aid packages**
- **Collaborative program of research and training with Chicago's Field Museum which provides an opportunity for faculty, graduate and undergraduate students to participate in field collections, and research projects. Joint research exists in two areas (1) The archaeology of complex societies focusing on the Middle East, Europe, Sub-Saharan Africa, South America, Mesoamerica, Midwestern and Southwestern U.S., East Asia and Oceania; and (2) Urban anthropology focusing on research and representation of culture, communities and social change in Chicago through the Center for Cultural Understanding and change.**
- **Participation in ongoing field research on Human Biology and Health in South America, Kenya, Russia and the Philippines.**

## Admission

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Students must be admitted to The Graduate School before they can be enrolled in the Department of Anthropology. For information on admission, see requirements for Admission and Degree in *The Graduate Policy Guide* (found on line at <http://www.tgs.northwestern.edu/abouttgs/policyguide/>). The Policy Guide also provides an annual academic calendar, information on financial aid, tuition, and other basic matters.

The Department relies on the Graduate Record Examination (GRE), letters of recommendation, transcripts, and a personal Statement of Purpose in making choices for admission and financial aid. GRE's are required for admission to the Department whether or not the applicant is seeking financial aid. The required Statement of Purpose is a brief statement of career plans that must be submitted to the Department independently of the application to The Graduate School. A writing sample is optional, but students with relevant samples of writing are encouraged to submit them.

In order to be considered for the graduate program, students whose first language is not English must take the TOEFL examination and score 600 or higher on the paper-based test, 250 or higher on the Computer-based test, or 100 or higher on the internet based test. The test must be taken no more than two years before the intended quarter of entry.

Departmental requirements supplement, but do not supersede, The Graduate School regulations. Students with well-defined interests should study the list of courses offered by the Department of Anthropology and related departments to ascertain the availability of courses in their desired specializations. **Bear in mind that not all courses are offered every year.**

## Financial Aid

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In addition to the information supplied in *The Graduate Policy Guide* (found online at <http://www.tgs.northwestern.edu/abouttgs/policyguide/>), students should be aware that there are two sources of University funding (1) University Fellowships and (2) Graduate (departmental) Assistantships. These carry different amounts of aid. Students who wish to apply for aid for their first year of study must apply to The Graduate School for financial aid. Please note that applications must be made by December 31<sup>st</sup>. Graduate (departmental) assistantships and fellowships are awarded for the second and third year and require a variety of duties (TAing, grading, etc...) for each quarter of support. Continuing departmental support is based on satisfactory progress toward the degree.

The department strongly encourages students to pursue other financial aid available through the National Science Foundation (NSF) and other sources. Students should apply for NSF fellowships before entering The Graduate School and during the first year. Students may learn about the other sources of support from the Director of Graduate Studies, their advisor, department bulletin boards, as well as from Behavior Today, the Newsletter of the AAA, government publications, and various programs or centers at this University. Students are encouraged to actively seek such support in cooperation with faculty.

## General Requirements for the M.A. and Ph.D. Degrees

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Students commence their studies in the Fall Quarter. The Department of Anthropology is devoted to the preparation of professional anthropologists. **Therefore, we normally accept only students who intend to work toward the doctorate.**

**The MA:** The Master of Arts in Anthropology is an intermediate degree granted upon application to students who satisfactorily complete one year of residence (nine courses), fulfill Department course requirements for the first two years, and successfully complete the First-year paper (a proposal for original research) and the Second-year paper (a paper based upon original research and prepared for publication in a reviewed journal). In exceptional circumstances, a student seeking only an M.A. may be admitted but will not be considered for financial aid. Such students must meet the same requirements as other first-year graduate students.

All second-year graduate students wishing to earn a Master's degree should apply for admission to candidacy for the M.A. degree early in March. A copy of this application is available on CAESAR.

Students entering with an M.A. are subject to the same general academic requirements as other First-year graduate students. Candidates entering our program with an M.A. or equivalent in anthropology or a closely-related field may, upon the department's recommendation, qualify for three full quarters of transfer credit toward the Ph.D. degree and will be required to spend only two years in residence paying full tuition (see also Transfer of Credit below). It is expected that such students will be prepared to submit a Second-year paper instead of a First-year paper at the end of their first year of study in the department. Please note that it is not possible to receive an M.A. in Anthropology from Northwestern and also receive transfer credit toward the Ph.D. for advanced work taken elsewhere.

**The PhD:** The Doctor of Philosophy in Anthropology requires satisfying The Graduate School's residency requirements and Department course requirements, passing the First, Second, and Third-year paper/ proposal requirements (see below), submitting an acceptable doctoral dissertation, and passing the final oral examination. A minimum of three years of full-time tuition is required for graduate students (including the M.A. year). Typically the student is admitted to candidacy at the end of 3 years. Following the third year, three quarters of 599 "Post Candidacy Research" are required of all Ph.D. candidates who have completed residency requirements-unless the dissertation is submitted to The Graduate School before three-quarters have elapsed.

Full-time enrollment comprises three credits, which is the normal course load for the first three years. Part-time enrollment is allowed under special circumstances until the equivalent of the first year of residency, or five quarters of part-time residency (which is two courses per quarter), to comply with the doctoral requirements. Fulfilling the residency requirement on a part-time basis requires approval of the department and The Graduate School Dean.

Application for admission to candidacy for the Ph.D. must be filed with The Graduate School via on CAESAR. The department acts on this application after the student has completed departmental requirements (see below). All requirements for the doctoral degree must be met within nine years of initial registration in the doctoral program. Please see the "Timeline for Completion of the PhD Degree" at the end of this guide. It can also be found on The Graduate School Website, <http://www.tgs.northwestern.edu/studentsvcs/doctoral/> .

**Grades:** Only those courses listed in *The Graduate School Policy Guide* (<http://www.tgs.northwestern.edu/abouttgs/policyguide/>) count toward graduate credit. No credit is allowed for any course with a grade below C. An overall B average must be maintained. Note also that a 300-level course cannot be taken

for credit if there is an equivalent 400-level course; e.g., 399 vs. 499. University regulations governing incomplete grades are stringent: loss of credit will result unless there is proof of illness or other hardship. Incomplete grades must be made up within one academic year. To maintain good standing with the Department and The Graduate School, no student should have more than one incomplete on his/her record. Exceptions are (1) automatic incomplete to all students at the end of the first quarter of a two-quarter course sequence, and (2) 590 Research.

**Transfer of Credit:** Upon admission, a Master's Degree or its equivalent is usually accepted for three full quarters of credit toward the Ph.D. If you have completed, as a graduate student, some appropriate courses you would like considered for acceptance toward your residency credits, be sure to bring that fact to our attention upon application. As mentioned previously, it is not possible to take the NU Master's degree as well as transfer credit toward the Ph.D.

## **Planning Your Personal Graduate Program**

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Consultation with the advisor should be initiated early and carried on at regular intervals. The selection of faculty committees for First and Second-year requirements, as well as for the dissertation proposal and research, should be made well in advance of deadlines. Arrangements for faculty assistance with research proposals should allow ample lead-time for the writing and revisions necessary to prepare a professional proposal. Usually, at least six months elapse between submission and judging of a proposal.

## **Departmental Advisory System**

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The general philosophy of Northwestern's Department of Anthropology calls for a fundamental education in all major branches of anthropology during the first year, with individually designed programs of specialization thereafter. The advisory system is intended to contribute to each student's professional development. An incoming graduate student should meet with their advisor prior to registration. The student then works closely with an advisor in the area of the student's declared interest. In the event that the student has not committed himself/herself to an advisor, the Director of Graduate Studies will assign each student to a provisional advisor. The advisor is expected to guide the incoming student and help him/her to choose an appropriate program of courses. **The advisor should be consulted before registration each quarter and as often as necessary to prepare the First-year research problem statement.**

The First-year Committee is composed of the advisor and two or more additional faculty members who read the First-year research problem statement and participate in the design of the student's academic program of courses and research. First-year students must submit a one-page abstract describing either

their problem statement (first year paper) or their research paper (second year paper) by the end of Fall Quarter. This abstract will help both the student and faculty determine the best choice of a First-year Committee. **First-year students must give the Director of Graduate Studies (via the Graduate Assistant) the names of their First-year Committees no later than the first week of February.** The Second-year research paper is evaluated by a faculty committee composed of an advisor and two or more additional faculty members. **Second-year students should give the Director of Graduate Studies the names of their Second-year Committees no later than February 1<sup>st</sup>.**

A change of advisor is consistent with the Department's educational policy, and becomes effective as soon as the student demonstrates to the Director of Graduate Studies that another member of the faculty is willing to take him/her on as an advisee. Changing advisors and committee members prior to commitment to the PhD dissertation advisor is therefore relatively easy. If a student has committed himself/herself to a dissertation advisor and considerable work (one year or more) toward the dissertation has already occurred, then a change of advisor requires the following steps: (1) the student consults the Director of Graduate Studies; (2) the original advisor or the Chair of the Department writes a letter releasing the student; (3) the new advisor agrees in writing to accept the student as an advisee; (4) the members of the student's Dissertation Committee must be informed about the change.

Not all courses listed in *The Graduate School Policy Guide* (<http://www.tgs.northwestern.edu/abouttgs/policyguide/>) are offered every year. Students should check the actual course offerings and plan their programs accordingly.

It is the student's responsibility to see that his/her Department file is up to date. Both the Department and The Graduate School should have a current address, whether one is in or away from Evanston.

## **Graduate Program**

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The Department of Anthropology places a strong emphasis on an integrative approach to the discipline. Students are expected to develop a broadly based understanding of the ways in which the major sub-fields of anthropology (archaeology, socio-cultural anthropology, bio-anthropology, and linguistic anthropology) provide complementary approaches to the study of human origins, behavior, and culture. The Department has established the following general goals for each of the first three years of graduate work.

**First Year:** Introduction to the four-field approach at Northwestern and possible ways to bridge and integrate the sub-fields, historical grounding in the discipline,

development of research questions and specific sub-field and regional areas of specialization, writing and critical thinking skills, and language work if necessary.

**Second Year:** Focus on specific sub-field and regional areas of specialization, further development of research questions/problems based on fieldwork experience, developing familiarity with research methodologies, writing and critical thinking skills, inter-disciplinary course work, also continuation of language work.

**Third-Year:** Preparation of research proposal and further sub-field/regional specialization, interdisciplinary course work, continuation of language work, qualify for dissertation research. Students who enter the program with three-quarters of transfer credit are expected to meet these goals in two rather than three years.

**Core Requirements:** The Department of Anthropology's core requirements for all Ph.D. students include: (1) the four-quarter sequence of 401 "The Logic of Inquiry in Anthropology", (2) 470 "History of Anthropological Theory", and (3) 496 "Bridging Seminar", (a topically-focused, advanced course designed to integrate at least two of the four sub-fields). Students must register for 401 during each quarter of their first year. All PhD students are also required to take one formal methods course appropriate to their field of study, approved by their advisor, offered within or outside the department; this requirement can be waived if the student can produce evidence of prior equivalent training.

## **Subfield Requirements**

**Cultural/linguistic students:** In addition to the above core requirements, cultural/linguistic students are required to take the following three courses:

- **472 "Seminar in Political Anthropology"**
- **473 "Seminar in Economic Anthropology"**
- **474 "Seminar in Religion and Values"**

**Archaeology students:** In addition to the above core requirements, archaeology students are required to take seven sub-field requirements: two graduate level courses in biological, cultural or linguistic anthropology, a three-quarter sequence course (422) "Advanced Seminar in Archaeological Method and Theory", one seminar in Archaeological Materials (e.g., zooarchaeology, pollen analysis, etc...) and one graduate level Topics course (490). The "Advanced Seminar in archaeological Method and Theory" course will be taught as a three-quarter sequence in which each segment focuses on a different state of research process:

- **422-1 "Archaeological Thought in Historical Perspective"**

- 422-2 “Archaeological Field Methods”
- 422-3 “Archaeological Data Sets”

## Research Papers and Proposals

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First-year students, with the exception of those entering with transfer credit equivalent to an M.A., are expected to prepare a Research Problem Statement to be completed during Spring Quarter of their first year, in addition to satisfying course work requirements. In this paper students will specify their developing research questions/problems as they relate to theoretical debates in the literature and discuss potential methods appropriate for their research as well as its significance to anthropology and other disciplines. The format of the paper follows the requirements of NSF dissertation proposals, including an abstract, summary, ten single-spaced pages of project description and bibliography. The first-year paper requirement may be amended in order to allow students to substitute a Critical Literature Review focusing on a specific research question in lieu of a Research Problem Statement. The decision to make such a substitution would be made by the student in conjunction with his/her advisor, and is subject to the advisor’s approval. Generally, students take a 590 Research during the winter or spring quarter to prepare this Research Problem Statement.

Second-year students (or First-year students entering the program with three-quarters of transfer credit) will prepare a Research Paper that should be based on original fieldwork, laboratory or library research and should be suitable for publication. The paper should be completed in the Spring Quarter of the second year. The format of the paper must conform to the study style required by a major journal in the field of the student’s interest (e.g., American Anthropologist, American Ethnologist, American Antiquity, American Journal of Physical Anthropology, etc...). Each paper must be accompanied by a one-page abstract in a style appropriate to the format of the relevant professional journal. Although usually not required by journals, a table of contents is a useful addition to help the writer to better organize material. Second-year students who entered the program with MA transfer credit will be expected to meet the requirements of the Third-year students by submitting a Dissertation Proposal, as explained below.

During the Second-year process, each student registers for **590 Research** with the faculty member who will serve as advisor for the Research Paper. Students should work closely with their advisor and utilize all resources that are available through the expertise of their readers and other faculty.

Third-year students prepare a formal Dissertation Proposal that will be presented before the student’s dissertation research committee at a formal dissertation proposal defense. Each student should work closely with his/her advisor on the preparation of the dissertation proposal. Ideally, the proposal should be started

during the second year and completed early in the third year of graduate work because of the deadlines of funding agencies. Most deadlines cluster in October to early January. Special care should be taken with this requirement since the funding of fieldwork depends almost entirely on the quality of the proposal. Students should be prepared to adapt the form of the proposal to the differing requirements of various funding agencies, and should bear in mind that preparation of an acceptable proposal is time consuming for both students and faculty.

Evaluation of the First-year Research Problem Statement, Second-year Research Paper and the Dissertation Proposal is determined by a committee composed of the student's advisor and two additional faculty members (see discussion in Departmental Advisory System). Students will be evaluated for continuation in the graduate program, for Graduate (Teaching) Assistantships, and for summer fieldwork using grades in course work, faculty evaluations and a specific evaluation of the First-year, Second-year and Third-year paper/proposal requirements.

**First and Second-year papers will be due Monday of the 9<sup>th</sup> week, Spring quarter. Four copies of the final paper are to be submitted to the department, 3 for committee members, and 1 for the archive. The archive copy is to be submitted to the Graduate Assistant. By Monday of the 7<sup>th</sup> week, drafts of the papers should be submitted to the student's committees. The faculty meetings to evaluate these papers and recommend TA-ship support will be held the 10<sup>th</sup> (reading) week.**

Third-year papers are the proposal for dissertation research modeled on a NSF doctoral grant or comparable proposal. An expectation is that these will be defended at a qualifying exam in spring of the 3<sup>rd</sup> year. The completion of the defense of proposal will be an important consideration when evaluating students for support beyond their initial 3 years (2 years for students with an M.A. in Anthropology).

In situations when First and Second-year papers need revision or other circumstances arise, the Department may offer an extension of the deadlines to complete papers. Under these circumstances, papers will be delivered to the student's committee two weeks prior to the first day of classes in the Fall Quarter. By one week prior to classes, the student's Committee Chair will evaluate the paper and provide the Department Chair with the Committee's recommendation for continued funding. Decisions on appropriate action will be made by the full faculty.

The full range of evaluations are:

- **“Pass”**: This evaluation permits a student to continue in the PhD program. The student is eligible, but not guaranteed, financial aid.

- **“Pass after acceptable rewrite”**: This evaluation permits a student to continue course work in the PhD program, but the student will not be eligible for advancement to candidacy until the Research Problem Statement, Research Paper, or Dissertation Proposal is rewritten and accepted by the student’s committee. After the paper/proposal is accepted by the committee, the student will be eligible for financial aid.
- **“Acceptable for terminal MA”**: (Second-year Research Paper): This evaluation means that the quality of the student’s work meets the Department’s standards for the Master’s Degree, but is not sufficiently high quality to permit the student to continue in the PhD program. The student may be eligible for a Master’s Degree if all other requirements are met.
- **“Fail”**: This evaluation means that the quality of the student’s work meets neither the standards required of students continuing in the PhD program, nor the standards required for the Master’s Degree. The student will not be permitted to continue in the Department, nor will he/she receive a Master’s Degree, regardless of the student’s grade-point average.
- **“Qualifying for Candidacy”**: Students who have satisfied Graduate School requirements and Departmental course work requirements with a grade average of B or better, and who pass their Second-year Research Paper and Third-year Dissertation Proposal requirements will qualify for candidacy.

## **Teaching Requirement**

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An integral part of every graduate student’s training for a professional career is service as a teaching assistant. Each student can receive one unit of credit, and normally registers in the Spring Quarter of the 2<sup>nd</sup> year for one unit of 570 “Anthropology Seminar” with the Director of Graduate Studies. In the event that the student serves as a TA with several professors, they jointly determine the grade. Schedules assigning TA’S are prepared at the beginning of each academic year, and student’s special interests are taken into account to the extent possible.

The Teaching Assistant-ship is required for candidacy and is never waived, even in the case of students who have had previous teaching experience. The faculty must be able to judge each student’s teaching ability, based on direct observation, for letters of recommendation when the student seeks a teaching position. Students who do not anticipate teaching also need to be evaluated on

their performance before an audience. In addition, the TA role affords an opportunity for faculty-graduate contact in a different context.

## **Graduate Exchange Program**

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The CIC Traveling Scholar Program is open to doctoral-level students enrolled in any of the “Big Ten” Universities or the University of Chicago. The program enables students to enroll for a short-term period of study or research at a participating university in order to take advantage of opportunities not available at the home institution, e.g., specialized course offerings, research opportunities, laboratory facilities, library collections, etc... An interested student should first consult his/her advisor, who will then determine the advisability of the off-campus work. If he/she approves, the advisor is expected to confer with the faculty member teaching the course at the host institution. If an agreement is reached, the application is referred to the Traveling Scholar Liaison Officers of the two institutions. Traveling Scholars are limited to one semester (or two quarters) of work at a host institution. The student remains registered at the home university and pays all fees of the home institution only. Credit earned for CIC study is accepted and entered on the student’s record at the home university. Courses at other Universities should be taken under the CIC program when such courses are important to an individual’s program and are not available at Northwestern. For further information and deadlines see the CIC web site at <http://www.cic.net/programs/TravelingScholars/>.

## **Candidacy for the PhD**

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**Admission:** The department, in consultation with the advisor, initiates the procedure for scheduling the qualifying examination. The Department submits the PhD Qualifying Exam form online via TGS Forms in CAESAR. After a review of the student’s records (to ascertain conformity to The Graduate School requirements), the form is sent to the Department with an outline of the student’s current status. The Committee then determines admissibility, indicates on the form the student’s current status and the student’s remaining obligations for meeting Department and Graduate School requirements, and returns the form to The Graduate School. Care is taken by the Department in listing remaining course or registration requirements, since The Graduate School holds the student responsible for complying with these recommendations. Students are notified in writing by The Graduate School of their admission to candidacy, further requirements for the completion of their program, and their degree deadline.

**Further Training:** A student may be required, or find it advisable, to do further course work after admission to candidacy. The Department reserves the right to require or encourage such work in order to ascertain that each student has adequate training in his/her particular specialty.

**Maintaining Candidacy:** In addition to The Graduate School's (and the Department's) course and residency requirements, The Graduate School requires three quarters of 599 registration unless all requirements for the PhD have been completed before three quarters have elapsed.

**Curriculum Vitae:** Upon admission to candidacy, each Graduate Student should submit an electronic copy of his/her curriculum vita for the Department's files. Additions to this record are the responsibility of each student, and should include the date the PhD degree is earned, research grants obtained, teaching experience acquired, publications, and other professional activities. The curriculum vita is needed by the Department for placement, recommendations, and for providing other continuing assistance for each student's professional career development.

**Dissertation Research and Write-up:** The topic and a general outline of the proposed dissertation must be approved by the student's Dissertation Committee. Three Department members sit on the committee, although additional Committee members may be chosen and may be from other departments. The Department will provide students with advice and references when seeking financial support for fieldwork. The primary responsibility, however, falls on the student to prepare a research proposal suitable for funding. All applications for field awards, and all correspondence concerning plans for field projects by graduate students, must be cleared with a faculty member, with copies provided for the student's file. The Department encourages graduate students to find opportunities for fieldwork experience; as a matter of general policy, however, fieldwork carried out prior to admission to candidacy is not acceptable as the basis for a doctoral dissertation.

The completed first draft of the dissertation should be presented to the dissertation supervisor (Committee Chair) no later than mid-January if the PhD degree is to be granted the following June. The members of the Dissertation Committee may read the first draft of the dissertation if so requested by the supervisor. Directions for the final form of the dissertation are on The Graduate School's web site and should be consulted early and regularly thereafter. ([http://www.tgs.northwestern.edu/docs/dissertation\\_submission\\_checklist.pdf%20](http://www.tgs.northwestern.edu/docs/dissertation_submission_checklist.pdf%20)). The dissertation submission site may be found at <http://dissertations2.umi.com/northwestern/> .

The PhD degree is granted only in June or December. However, if all the requirements for the degree have been satisfied and only the formality of presentation at Commencement is lacking, The Graduate School will provide a

letter attesting to the completion of all work for the degree. No draft of any thesis will be read by any member of the Department between the close of the Spring Quarter and the beginning of the Fall Quarter. Faculty members are otherwise employed during the summer in field schools, research, writing and/or course preparation.

**Final Doctoral Oral Examination:** In accordance with The Graduate School requirements, the candidate must defend the dissertation before a committee, and deposit two copies of the completed dissertation with The Graduate School at least three weeks in advance of Commencement (June or December). The Department also requires that all students present a summary of their dissertation research at a Departmental Colloquium. For regulations concerning the dissertation fees and deadlines, consult *The Graduate School Policy Guide* (<http://www.tgs.northwestern.edu/abouttgs/policyguide/>).

## **Recommendations**

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Faculty members write recommendations when students apply for research grants, apply for positions, etc. Letter writers address several dimensions of the student's work. The most comprehensive list of criteria, taken from the NIMH forms, includes: grade reports, originality of work, accuracy of work and organization, ability to communicate and exchange ideas, progress in acquiring mastery over the literature, professional commitment, suitability for field work, evaluation of previous field work (if any), publications (if any), and teaching.

***It is the student's responsibility to comply with these regulations and deadlines, and those in The Graduate School Policy Guide Refer to both documents regularly and, when in doubt, ask questions.***

## Northwestern University: Timeline for Completion of the PhD Degree

\* MSTP students will not follow this timeline. Please see [website](#) for information on MSTP program completion.

\* Students who are granted residency credit from another institution or from a previously completed Master's degree will not complete as many units of coursework as outlined below and should contact Student Services for information on course registration.

	Year One				Year Two				Year Three			
	Q1 - Fall	Q2 - Winter	Q3 - Spring	Q4 - Summer	Q1 - Fall	Q2 - Winter	Q3 - Spring	Q4 - Summer	Q1 - Fall	Q2 - Winter	Q3 - Spring	Q4 - Summer
<i>Coursework</i>	3-4 units of coursework	3-4 units of coursework	3-4 units of coursework	TGS 598 or Coursework	3-4 units of coursework	3-4 units of coursework	3-4 units of coursework	TGS 598 or Coursework	3-4 units of coursework	3-4 units of coursework	3-4 units of coursework	TGS 598 or Coursework
<i>Milestones to be achieved</i>	Coursework towards <a href="#">residency requirement</a>				Coursework towards <a href="#">residency requirement</a>				Coursework towards residency requirement. Students must be admitted to candidacy (PhD <a href="#">Qualifying Exam</a> ) by the end of this year (year 3).			
<i>Forms to be completed</i>									PhD Qualifying Exam form (submitted by department to TGS via Self Service)			

	Year Four				Years Five through Eight				Year Nine			
	Q1 - Fall	Q2 - Winter	Q3 - Spring	Q4 - Summer	Q1 - Fall	Q2 - Winter	Q3 - Spring	Q4 - Summer	Q1 - Fall	Q2 - Winter	Q3 - Spring	Q4 - Summer
<i>Coursework</i>	TGS 599	TGS 599	TGS 599	TGS 503	If three quarters of TGS 599 have been completed, then TGS 503 if receiving funding; TGS 512 if unfunded				TGS 503 if receiving funding; TGS 512 if unfunded			
<i>Milestones to be achieved</i>	Students must complete their <a href="#">Prospectus</a> (proposal of dissertation topic) before the end of this year (year 4).								Degree deadline - students have 9 years from matriculation to complete the PhD degree. Those who do not complete in 9 years must enroll in TGS 513 for the remaining quarters and pay tuition accordingly.			
<i>Forms to be completed</i>	PhD Prospectus form (submitted by student via <a href="#">CAESAR</a> TGS Forms; approved by department and submitted to TGS via Self Service)				Students who are completing their degree will complete the following forms: (1) Application for Degree via <a href="#">CAESAR</a> TGS Forms; (2) Final Exam Form via <a href="#">CAESAR</a> TGS Forms which will be approved by the department (3) NRC Survey of Earned Doctorates; (4) Online submission of dissertation via UMI ProQuest							