UCF

Integrative Anthropological Sciences PhD Graduate Program Handbook

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Table of Contents

Integrated Anthropological Sciences PhD

Together, the Graduate Student Handbook and your graduate program handbook should serve as your main guide throughout your graduate career. The Graduate Student Handbook includes university information, policies, requirements and guidance for all graduate students. Your program handbook describes the details about graduate study and requirements in your specific program. While both of these handbooks are wonderful resources, know that you are always welcome to talk with faculty and staff in your program and in the Graduate College.

The central activities and missions of a university rest upon the fundamental assumption that all members of the university community conduct themselves in accordance with a strict adherence to academic and scholarly integrity. As a graduate student and member of the university community, you are expected to display the highest standards of academic and personal integrity.

Here are some resources to help you better understand your responsibilities:

- Academic Honesty
- Academic Integrity Training - Open to all graduate students at no cost
- Plagiarism

Introduction

Welcome to the University of Central Florida (UCF), Orlando, and the Department of Anthropology! This handbook is intended as a student's guide to the Ph.D. program in Integrative Anthropological Sciences (IAS), communicate the rules and guidelines that are relevant to students' academic standing, degree progress, and successful completion of the Ph.D. The UCF Graduate Catalog is the university's official record of graduate policies. When this handbook appears to disagree with the Graduate Catalog, the Graduate Catalog is the final authority.

Academic Performance

The primary responsibility for monitoring academic performance rests with the student. Students should always seek to maintain good communication with their advisor and committee members. However, the department, college, and the College of Graduate Studies will monitor a student progress and may dismiss any student if performance standards or academic progress as specified by the Department of Anthropology, College of Sciences, or university is not maintained. Satisfactory academic performance in the program includes maintaining at least a 3.0 graduate status GPA in all graduate coursework taken since enrollment in the program.

Curriculum

Please visit the Graduate Catalog to see the current curriculum for our program.

Timeline for Completion

The IAS Ph.D. requires 51 credit hours beyond an earned Master's degree. Required course work minimally includes 12 credit hours of core courses, 24 credit hours of elective courses, and 15 hours of dissertation research. If foundational or theoretical coursework is not present in the student's earned Master's, remaining credit hours may consist of additional electives, doctoral research, and a maximum of 12 credit hours of directed research and independent study. While graduate credit is not given for any grade lower than a B- (2.75), the grade will count towards a student's GPA. Students may retake a course to achieve a better grade; however, the unsatisfactory grade will remain on the transcript since there is no grade forgiveness allowance at the graduate

level. In order to stay in good academic standing, students must maintain a minimum Graduate Status GPA of 3.0 in all coursework taken since entering graduate standing, and a 3.0 in their program of study.

Students are assigned a faculty advisor upon acceptance into the program. Together, the student and their advisor will determine the program of study. Students should maintain close contact with their faculty advisor in order to develop a viable program of study and avoid graduation delays.

Final projects or written work are required in all courses and at the conclusion of each class, an assessment of students' independent research projects and papers is completed. The research study will focus on reviewing and analyzing contemporary research in a particular specialization within anthropology in order to help students acquire knowledge and skills pertaining to research-based best practices in that specialization area.

Required Courses - 12 Credit Hours

There are 4 core courses (3 credit hours each), required of all doctoral students, which provide training and skill sets that will make graduates competitive for both academic and non-academic careers.

Core Courses - 9 Credit Hours

- ANG 6002 Proseminar in Anthropology
- ANG 6931 Science, Technology, and the Transformation of Human Societies
- ANG 7075 Advanced Anthropological Topics in Geospatial Analysis

Research Methods - 3 Credit Hours

Select one course from the list below.

- ANG 6498 Advanced Qualitative Methods in Anthropology
- ANG 7496 Advanced Quantitative Methods in Anthropology

Elective Courses - 24 Credit Hours

All students in the doctoral program must complete 24 hours of unrestricted electives. The unrestricted electives offer student opportunities to explore their interests, advance their methodological skills, and obtain interdisciplinary experience. To fulfill the unrestricted electives requirement, students may also take graduate-level course in programs outside the department. Possibilities include Biology, Sociology, Political Science, History, Gender Studies, and the College of Health and Public Affairs. Outside courses must not exceed 12 credit hours. A student's faculty advisor and the Doctoral Program Committee must approval all graduate courses taken outside the department. Students may also use the second methods course identified in the Core requirement as an Unrestricted Elective. The departmental course options for the Unrestricted Electives include the following:

- ANG 5094 Writing in Anthropology (3 credit hours)
- ANG 5100 Archaeological Science (3 credit hours)
- ANG 5166 Problems in Maya Studies (3 credit hours)
- ANG 5167 Maya Hieroglyphs (3 credit hours)
- ANG 5191 Mortuary Archaeology (3 credit hours)
- ANG 5228 Maya Iconography (3 credit hours)
- ANG 5272 Culture, Inequality and Global Development (3 credit hours)
- ANG 5301 Anthropology of Tourism (3 credit hours)
- ANG 5307 Peoples and Culture of Latin America (3 credit hours)
- ANG 5341 Caribbean Cultures (3 credit hours)
- ANG 5486 Quantitative Research in Anthropology (3 credit hours)
- ANG 5531 Nutritional Anthropology (3 credit hours)
- ANG 5620 Language and Culture (3 credit hours)

- ANG 5622 Language, Culture, and Pedagogy (3 credit hours)
- ANG 5738 Advanced Medical Anthropology (3 credit hours)
- ANG 5742 Problems in Forensic Anthropology (3 credit hours)
- ANG 5822 Field Research in Maya Studies (3 credit hours)
- ANG 5852 GIS Methods in Anthropology (3 credit hours)
- ANG 5853 Advanced GIS Methods in Anthropology (3 credit hours)
- ANG 5937C Human Osteology (3 credit hours)
- ANG 6003 Ethics in Anthropology (3 credit hours)
- ANG 6021 Advanced Topics in Environmental Transformations (3 credit hours)
- ANG 6110 Archaeological Theory and Method (3 credit hours)
- ANG 6125C Applied Materials Analysis in Anthropological Sciences (3 credit hours)
- ANG 6144 Contemporary Problems in the Anthropology of Mental Health (3 credit hours)
- ANG 6168 The Ancient Maya (3 credit hours)
- ANG 6181C GIS Applications in Anthropology (3 credit hours)
- ANG 6184 Advances in Archaeological Practice (3 credit hours)
- ANG 6324 Contemporary Maya (3 credit hours)
- ANG 6390 Seminar in Cultural Anthropology (3 credit hours)
- ANG 6405 Food Security and Sustainability (3 credit hours)
- ANG 6411 Business Practices for the Anthropological Sciences (3 credit hours)
- ANG 6467 Advanced Topics in Medical Anthropology (3 credit hours)
- ANG 6520C Advanced Human Osteology (3 credit hours)
- ANG 6536 Advances in Bioarchaeology (3 credit hours)
- ANG 6587 Seminar in Biological Anthropology (3 credit hours)
- ANG 6701 Public and Applied Anthropology Seminar (3 credit hours)
- ANG 6740C Advanced Forensic Anthropology (3 credit hours)
- ANG 6801 Ethnographic Research Methods (3 credit hours)
- ANG 6821C Forensic Archaeology Field Methods (3 credit hours)
- ANG 7184C Applied Integrative Isotopic Sciences (3 credit hours)
- ANG 7919: Doctoral Research

Proficiency Requirement

Prior to enrollment in dissertation hours, students are required to demonstrate a proficiency in a second language (other than English) or an additional methodological area dependent on the student's intended research area. The language requirement may be met by achieving an average grade of B or higher in two years' (four semesters) of a single undergraduate-level language that is relevant to the student's research. Students may meet this requirement by providing evidence of: 1) four semesters of undergraduate enrollment with a B average prior to admission to the program (taking the necessary undergraduate-level courses during their program of study in the Ph.D. program); or 2) passing a university-administered equivalent proficiency examination that places them into the 5th-semester or higher of undergraduate language classes at UCF. Students may also meet this requirement with methodological skills (for example, statistics proficiency, etc.) gained through appropriate and approved coursework. The Graduate Coordinator, in consultation with the student's advisor, will determine which requirement is to be met.

Dissertation - 15 Credit Hours Minimum

- ANG 7980 Dissertation Research (15 credit hours)

A typical course sequence for full-time students would be as follows:

Year 1

Fall	Spring	Summer
• ANG 6002: Proseminar in Anthropology (3) • ANG 6931: Science, Technology and the Transformation of Human Societies (3) • Unrestricted Elective (3)	• ANG 7075: Advanced Anthropological Topics in Geospatial Analysis (3) • ANG 6498: Advanced Qualitative Methods in Anthropology (3) • Unrestricted Elective (3)	• No Courses
Semester Total: 9 credit hours	Semester Total: 9 credit hours	Semester Total: 0 credit hours

Year 2

Fall	Spring	Summer
• Unrestricted Elective (3) • Unrestricted Elective (3) • Unrestricted Elective (3) *Written and Oral Qualifying Exam taken prior to the beginning of the semester.*	• ANG 7919: Doctoral Research (3) • Unrestricted Elective (3) • Unrestricted Elective (3)	• No Courses
Semester Total: 9 credit hours	Semester Total: 9 credit hours	Semester Total: 0 credit hours

*Students could also start their Dissertation hours during the summer of year 2, if agreed upon by the committee.

Year 3

Fall	Spring	Summer
• ANG 7980: Dissertation (3)	• ANG 7980: Dissertation (3)	• ANG 7980: Dissertation (3)
Semester Total: 3 credit hours	Semester Total: 3 credit hours	Semester Total: 3 credit hours

Year 4

Fall	Spring
• ANG 7980: Dissertation (3)	• ANG 7980: Dissertation (3) *Student should defend in this semester.*
Semester Total: 3 credit hours	Semester Total: 3 credit hours

Examination Requirements

Written and Oral Qualifying Examinations

The written and oral examination is to be completed by each student after completion of the four required core courses, ideally at the beginning of the third semester of coursework. This examination will test students on theoretical and methodological literature pertaining to the discipline. Exam questions are based upon the specific core course selections of individual students. Exam questions are provided by course instructors, and each exam will be assembled by the Doctoral Program Committee. If an exam-taking student's advisor is on the Doctoral Program Committee, he or she must recuse themselves from the exam assembly. The written component of the Qualifying Examination is composed of 4-8 questions. The student's answers cannot exceed 60 pages in total, with an additional allowance of pages for references. Students have 5 days to complete the exam, starting at 9:00 a.m. on the Monday before classes begin in the fall or spring semesters, and ending at 5:00 p.m. on Friday the same week. Students are required to notify the Graduate Coordinator of their intention to take the exam by June 1 for the fall semester, or by October 1 for the spring semester. The Exam Committee will be given 2 weeks to grade the written exam and schedule the oral examination. This oral examination is to last no longer than 2 hours, and will allow the Exam Committee to ask the student questions pertaining to the written examination. Immediately after the oral examination, the Exam Committee will determine if the student passed the examination. A conditional pass will require students to revise and resubmit their answers to one or more questions deemed insufficient by the Exam Committee. Any student failing the examination must repeat the examination within a year of their original exam. For example, a student taking the exam in the spring semester must retake it no later than the following spring semester. Students are given sufficient notice to meet the October 1 or June 1 notification deadlines. A second failed attempt will result in dismissal from the program.

Candidacy Examination - Written Proposal and Oral Defense

Advancement to candidacy requires a successful defense of the student's dissertation proposal. The purpose of the dissertation proposal is to explain the subject under investigation, place it within the existing scholarly literature, and present the planned research approach for writing the dissertation. The proposal defense takes place in the semester prior to the one in which they intend to enroll in dissertation hours: normally during the 4th semester. Students may not schedule a proposal defense with their Dissertation Committee until they have passed the Qualifying Exam. The oral defense is based on a written research proposal that follows the guidelines and format of the National Science Foundation (NSF) Doctoral Dissertation Improvement Grant. Once the student has completed their proposal in consultation with their advisor, they will schedule a Proposal Defense that must include the Dissertation Committee. The defense will last no more than 90 minutes. Immediately after this defense, the student's Dissertation Committee will consult as a group to determine whether the student has passed the written proposal and oral defense. A student who passes the candidacy examination will then begin the actual research and writing of the doctoral dissertation. A conditional pass will require students to revise and resubmit portions of the proposal deemed insufficient by the Exam Committee prior to achieving a passing grade. Conditional pass is not available for the oral defense component: students either pass or fail. Any student failing the Candidacy Examination must repeat the examination within one semester of their original exam. For example, a student taking the exam in the spring semester must retake it no later than the following fall semester.

Dissertation Requirements

University Dissertation Requirements

The College of Graduate Studies Thesis and Dissertation page contains information on the university's requirements for dissertation formatting, format review, defenses, final submission, and more. A step-by-step completion guide is also available on Thesis and Dissertation Services Site.

All university deadlines are listed in the Academic Calendar. Your program or college may have other earlier deadlines; please check with your program and college staff for additional deadlines.

The following requirements must be met by dissertation students in their final term:

- Submit a properly formatted file for initial format review by the format review deadline
- Submit the Thesis and Dissertation Release Option form well before the defense
- Defend by the defense deadline
- Receive format approval (if not granted upon initial review)
- Submit signed approval form by final submission deadline
- Submit final dissertation document by final submission deadline

Students must format their dissertation according to the standards outlined in Thesis and Dissertation Webcourse. Formatting questions or issues can be submitted to the Format Help page in the Thesis and Dissertation Services site. Format reviews and final submission must be completed in the Thesis and Dissertation Services site. The Dissertation Approval Form is also available in the Thesis and Dissertation Services site.

The College of Graduate Studies offers several thesis and dissertation Workshops each term. Students are highly encouraged to attend these workshops early in the dissertation process to fully understand the above policies and procedures.

The College of Graduate Studies thesis and dissertation office is best reached by email at editor@ucf.edu.

Program Dissertation Requirements

Students who pass their candidacy exam (proposal defense) will begin the dissertation process. The dissertation serves as the culmination of the course work that comprises this research-based degree. Dissertations will be: 1) theoretically grounded; 2) show expertise in the topic area; and 3) utilize methodologically sound research and analytical techniques of either quantitative data, qualitative data, or mixed-methods data. The dissertation will be completed through a minimum of 15 hours of dissertation credit, which students will use to conduct original research.

Students must successfully defend their completed dissertation with a 30-minute research presentation in an open seminar, which will be followed by a closed oral examination with the Dissertation Committee. A defense date must be approved by all committee members before scheduling. The chair of the Dissertation Committee must approve a final, complete defense draft before it is distributed to the other committee members. The complete defense draft must be submitted to all committee members at least 30 days prior to the scheduled defense. A notification of defense must be disseminated to the university community at least 2 weeks prior to the defense.

The total dissertation defense process will not exceed three hours. A majority of the committee must approve the dissertation for the student to pass. The final dissertation (including all changes stipulated by the Dissertation Committee as contingent for passing) must also be approved by the Department Chair, the Graduate Coordinator, the Dean of the College of Sciences, and Dean of the College of Graduate Studies before final acceptance of the dissertation in fulfilling degree requirements.

Dissertation Advisory Committee

In consultation with the advisor and with the approval of the Doctoral Program Committee, each student must secure qualified members of their Dissertation Committee. The Dissertation Committee will consist of a minimum of four members. At least three members must be Anthropology Graduate Faculty, and the student's advisor will serve as the committee chair. One member must be from either outside the student's Department at UCF or outside the university. A Dissertation Committee must be formed prior to students' enrollment in dissertation hours.

Virtual Dissertation Defense Policy

The department strongly encourages students and advisors to find a defense date where all members of the Dissertation Committee can be present on campus for the defense. It is recognized there are situations where all committee members may not be available to convene on campus due to sabbaticals, field research, and members located outside of the Orlando area. Students must obtain prior approval from their committee chair, the Graduate Coordinator, and the department chair for a virtual defense to occur. Requests for a virtual defense must be submitted in writing, preferably through email, and should be done at the start of the semester of graduation. A decision will be sent to the student within two weeks of the formal request.

A virtual dissertation defense must satisfy the following:

- The student must be present at the on-campus location of the public defense.
- The committee chair or co-chair must be present at the on-campus location of the public defense.
- One committee member may virtually attend the defense via videoconferencing.

Web conferencing platforms such as Skype for Business (formerly Lync) are recommended for a virtual defense. Students should schedule their defense in rooms that provide the equipment necessary for web conferencing. The department recommends students schedule time to test the conferencing system prior to the defense date. Defenses must be scheduled during the normal business hours of 8:00am – 5:00pm, EST, to ensure the availability of technical support.

Requests to deviate from the above conditions due to extenuating circumstances will be evaluated on a case-by-case basis. Any deviation requests that will result in the student not being present at the on-campus location of the public defense will be denied.

Annual Review

Information projected to be entered in 2019-2020.

Graduate Research

Doctoral research requires considerable responsibility beyond the Master's degree. Students must meet ethical and methodological standards in the College, University, and profession. Guidelines for meeting these standards are provided by various divisions at UCF as well as professional organizations like the American Anthropological Association (AAA), Society for American Archaeology (SAA), and American Association of Physical Anthropologists (AAPA), among others.

Human Subjects

All researchers at UCF - faculty, researchers, staff, and students - who plan to conduct research that involves human subjects must submit their study proposal to the UCF IRB (Institutional Review Board) for review and approval. Researchers may not recruit, contact participants, or begin research until they receive an IRB approval

letter. According to federal guidelines, "*human subject* means a living individual about whom an investigator (whether professional or student) conducting research obtains: (1) Data through intervention or interaction with the individual, or (2) Identifiable private information." (See: hhs.gov/ohrp/regulations-and-policy/regulations/45-cfr-46/index.html#46.102)

Research with human subjects includes: social/ behavioral research such as, survey research, questionnaires, focus groups, classroom research, and biomedical research. Students must confer with their advisors to determine if a study meets the definition of human subject research. All researchers conducting human subject research are required to complete the Collaborative Institutional Training Initiative (CITI) Responsible Conduct of Research Training certification provided through the UCF IRB office (See: research.ucf.edu/Compliance/irb.html). CITI Training Certification must be renewed every 3 years to remain active. Students should visit research.ucf.edu/ > Research Integrity & Compliance > Institutional Review Board (IRB) for submission forms, training information, and instructions.

Animal Subjects

If the student chooses to conduct research that involves animal subjects, he or she must gain Institutional Animal Care and Use Committee (IACUC) approval prior to beginning the study. Students should visit research.ucf.edu > Research Integrity & Compliance > Office of Animal Welfare for submission forms, training information, and instructions.

Ethics in Research

Researchers in every discipline have a responsibility to understand and uphold ethics guidelines and procedures in all aspects of research and professional behavior, as the status of the profession rests with each individual researcher. Students are encouraged to read the American Anthropological Association Ethics Statement on the Principles of Professional Responsibilities (See: ethics.americananthro.org/category/statement/). It is important to be honest and ethical in conducting research as well as in taking classes. The ethical collection and use of information includes, but is by no means limited to, the following: confidentiality, accuracy, relevance, self-responsibility, honesty, and awareness of conflict of interest.

Ownership of Intellectual Property

UCF has three fundamental responsibilities with regard to graduate student research. They are to (1) support an academic environment that stimulates the spirit of inquiry, (2) develop the intellectual property stemming from research, and (3) disseminate the intellectual property to the general public. UCF owns the intellectual property developed using university resources. The graduate student as inventor will, according to this policy, share in the proceeds of the invention.

The full policy is available online from the Graduate Catalog > Policies > General Graduate Policies > Ownership of Intellectual Property.

Academic Integrity

All students newly admitted to doctoral programs must complete training designed to inculcate an awareness and understanding of the fundamental issues of academic integrity and the responsible conduct of research (RCR) in a manner that is consistent with federal regulations. This required training includes: (1) the online Collaborative Institutional Training Initiative (CITI) "Responsible Conduct of Research" training module in the appropriate disciplinary area; and (2) four face-to-face ethics/RCR workshops coordinated by the College of Graduate Studies and the Office of Research and Commercialization, or an approved alternative training offered as a program

requirement for all students in the program. Students in a program that has approved alternative ethics/RCR training must still complete the online CITI Responsible Conduct of Research training in the appropriate disciplinary area.

The workshops and CITI training modules are open to all UCF graduate students and postdoctoral fellows and associates. For the ethics/RCR workshops, priority is given to doctoral students who are required to complete these workshops prior to advancement to candidacy.

Information on deadlines and additional workshops are in the Graduate Catalog > Policies > Doctoral Program Policies > Academic Integrity Training.

Financial Support

Students in the IAS Ph.D. program may be eligible for various funding opportunities at both the university and department levels. The Department of Anthropology will nominate applicants to the university fellowships as determined by the Doctoral Program Committee. Other funding opportunities from the university may include awards, loans, and work study programs. Students should consult the Office of Student Financial Assistance and the Graduate Catalog for additional information.

The Department of Anthropology also offers departmental assistantship funding opportunities based on the availability of departmental funds. The IAS Ph.D. program receives a set number of tuition waivers for Graduate Teaching Assistantship (GTA) positions each year. These positions are awarded by the Doctoral Program Committee. Students may be assigned a GTA position either to assist faculty in their courses or to serve as the instructor of record for a course. The tuition waivers associated with GTA positions only cover the tuition charges, but not the additional fees associated with tuition. The department may also offer Graduate Research Assistantship (GRA) positions based on faculty members' grants and eligible funds. The faculty members' grants and other funds are used to cover a student's tuition and fees, if possible.

Students should consult the Graduate Catalog for information for GTA requirements and other financial information: Graduate Catalog > Financial Information.

GTA Training Requirements

GTAs, including graduate teaching associate, assistant, or grader, must complete the required UCF GTA Training by the semester deadline (before classes start) prior to serving as a GTA. There are no exceptions to the GTA Training requirement.

GTA Grader and Assistant training is completed through online courses located in Webcourses. GTA Associate training includes both the grader and assistant Webcourses in addition to an associate specific Webcourse and a required, all day, face-to-face workshop. Students may also complete the Preparing Tomorrow's Faculty Program as offered by the Faculty Center for Teaching and Learning. This program satisfies all training requirements for grader, assistant, and associate position if completed in a prior semester.

Students who are non-native speakers of English and do not have a degree from a U.S. institution must pass the Versant English Test (or the SPEAK test prior to Spring 2018) before they will be permitted to teach as Graduate Teaching Associates (position code 9183) or Graduate Teaching Assistants (position code 9184). The English speaking test is not required for students who will be appointed as a Graduate Teaching Grader (position code 9187).

The Versant English Test is administered by UCF's English Language Institute and generally takes about 20 minutes.

GTA Performance Assessment

All GTAs are evaluated on their teaching each semester using the GTA Performance Assessment Form provided by the College of Graduate Studies. Completion of the form constitutes a summary assessment based on prior classroom visits, informal observations, input from students, discussions with the GTA, and other evidence of performance. The faculty member who is supervising the GTA must complete the assessment and meet with the assistant to discuss the assessment. The form is sent to the College of Graduate Studies by the end of the semester.

Graduate Student Associations

Graduate Anthropology Association (GAA)

The GAA is a registered student organization dedicated to providing a setting where students can discuss current research topics and assist fellow students in conducting graduate level research. The primary goals of the GAA is to raise funds to assist graduate students in traveling to professional conferences, to hold public colloquiums with guest lecturers concerning current research topics in anthropology, and to offer workshops that will be beneficial to anthropology students. In addition, this group works to provide undergraduate anthropology students with opportunities to assist in research and mentoring.

Graduate Student Association (GSA)

The GSA is UCF's graduate organization committed to enriching graduate students' personal, educational and professional experience. To learn more or get involved, please visit facebook.com/groups/UCFgsa/.

National Association of Student Anthropologists (NASA) - American Anthropological Association

The National Association of Student Anthropologists (NASA) is the largest national student organization, and a section of the American Anthropological Association. It was founded in 1985 to address graduate and undergraduate student concerns and to promote the interests and involvement of students as anthropologists-in-training. NASA is a four-field network of student, which directly addresses issues that are of interest to both undergraduate and graduate students, including finding jobs, attending graduate school, fieldwork programs, and networking.

Archaeological Institute of America, Central Florida Society (AIA CFS)

The AIA CFS is your local chapter of the Archaeological Institute of America (AIA), an organization dedicated to the encouragement and support of archaeological research and publication and to the protection of the world's cultural heritage for more than a century. A non-profit cultural and educational organization chartered by the U.S.

Professional Development

Participation in Professional Development Activities

To ensure that students are advised and prepared to enter the academic and non-academic workforce, students must participate in professional development activities offered by the department and university. All newly admitted students are required to attend an orientation session, led by the Graduate Coordinator, prior to the beginning of their first semester. Students are expected to participate in graduate workshops offered or organized by the department and the College of Graduate Studies, attend research presentations, job talks, dissertation defenses by their peers, and attend lectures organized by other UCF units when the topics are relevant to their area of study. Though participation in these activities is not graded, it will be included in the annual academic review for each student.

Pathways to Success Workshops

Coordinated by the College of Graduate Studies, the Pathways to Success program offers free development opportunities for graduate students and postdoctoral scholars including workshops in Academic Integrity, Graduate Grantsmanship, Graduate Teaching, Personal Development, Professional Development, and Research. For additional information on workshops and registration, visit graduate.ucf.edu/pathways-to-success/.

Travel Support and Conferences

Students are encouraged to take every opportunity to attend conferences relating to their research or anthropology. This not only enhances the student's curriculum vitae, it also provides the opportunity to network with other scholars in their field(s) of interest. There are several divisions on campus that offer financial support to students wishing to travel to professional conferences in order to present formal papers. Students should join the Graduate Student Association (GSA) to gain access to presentation support opportunities provided by the College of Graduate Studies. Additionally, if students are successful in forming a graduate student organization through the Office of Student Involvement, the club may have access to travel funds distributed through the Student Government Association (SGA) office.

The College of Graduate Studies offers a Graduate Presentation Fellowship that provides funding for master's, specialist, and doctoral students to deliver a research paper or comparable creative activity at a professional meeting. The funding is available to pay transportation expenses only. Students wishing to know more are encouraged to visit graduate.ucf.edu/presentation-fellowship/.

Graduate Research Forum

The Graduate Research Forum will feature poster displays representing UCF's diverse colleges and disciplines. It is an opportunity for students to showcase their research and creative projects and to receive valuable feedback from faculty judges. Awards for best poster presentation in each category will be given, and all participants will receive recognition. For additional information, visit graduate.ucf.edu/graduate-research-forum/.

Classroom and Professional Conduct

Students must be aware that their behavior in the classroom is a reflection upon the IAS Ph.D. program, its faculty, as well as incoming students. Therefore, the Anthropology program holds high standards regarding classroom conduct. These standards apply to any student enrolled in classes within the Department of Anthropology or Anthropology graduate students enrolled in courses outside the program.

Classroom behavior, at a minimum, should encompass the following:

Professional: Positive professional demeanor and presentation in interpersonal relations and professional activities with faculty, peers, and colleagues.

Adjustment: Positive personal and professional behaviors such as self-confidence, maturity, sensitivity, responsibility, cooperation, etc.

Ethics: Personal behaviors that reflect adherence to Code of Ethics for Anthropologists (American Anthropology Association, Society of American Archaeologists).

Anthropology Ph.D. students may forfeit financial support from the department, college, and university as well as current/future field opportunities if found to be violation of the above-mentioned standards. Student can reference the GTA Offer of Appointment in order to review similar standards.

Inappropriate Behavior

The Department of Anthropology is committed to creating a safe and inclusive environment for all members of the UCF community and visitors. To that end, students must be familiar with University policy regarding discrimination, harassment and related interpersonal violence. All students are expected to abide by the UCF Rules of Conduct delineated by the Office of Student Rights and Responsibilities. Campus resources are available to safely report incidents or concerns. Violations of university policy in this regard may be grounds for dismissal from the program.

Examples of Inappropriate Behaviors – although many of these examples may seem obvious to some, it came to our attention that some students need to pay special attention to these examples of unacceptable conduct.

- As a general rule, professors, staff, and student peers should be approached and treated with respect. Unless told otherwise, always refer to professors by "Dr." Even if you have been told that you can address your professor by their first name, when talking to professors around staff or undergraduates, professors should be referred to by "Dr." Avoid using sarcasm with professors (this is not appropriate professional behavior). Do not expect professors to be your "friends" (this is different from "mentor"). It is not necessarily appropriate to discuss your social/personal life with your professors unless it is impeding your ability to attend class or complete work.
- There are times when graduate students coming in and out of the office may hear private conversations occurring over the phone or between other staff members. Graduate students are to respect the privacy of these events and not repeat information they may have overheard to their peers. Intentionally repeating information that was overheard could be a violation of that student's FERPA rights, which will result in a report to the Office of Student Conduct.
- Talking during another student's presentation or while the professor is talking is not appropriate behavior. Engaging in this behavior is disrespectful to your fellow students and your professor. If you are in a class that has combined undergraduate and graduate students, remember that as a graduate student you set the example for the undergraduates because they may consider you a role model.
- Although it is fine to use your computer to take notes, Internet use during class such as answering emails, chatting or instant messaging is not acceptable. Text messaging on your cell phone is not appropriate. Choosing to be in a graduate program requires your focus and engagement in the classroom, participation in discussions, and contributing to a positive learning environment. Doing other things in class other than what you are supposed to be doing is unacceptable.
- Websites such as Facebook, Twitter, Snapchat, Instagram, Tumblr, and Reddit are very popular. However, you need to think of what impression you want to make when you have one of these pages. Do not be naïve and think your professors or prospective employers never visit these sites. Be careful of what you have on display for the whole world to read. It is completely inappropriate to have comments about other students or professors on your site.
- In the Department of Anthropology, all the professors are colleagues and do not like to hear unwarranted negative comments about their colleagues. Key things to remember is that faculty work together and communicate with each other. In the event you have a serious complaint that cannot be resolved through discussions with the faculty member (serious does not mean, for example, that you do not like the way a course is taught), please bring it to the attention of the Graduate Coordinator or the Chair of the Department.
- Students must maintain appropriate social conduct at Department functions. Even though these are social occasions, students must refrain from getting intoxicated or displaying obnoxious or disrespectful behavior. If the party is winding down (i.e., most faculty have left), observe this signal and follow suit. If you are one of the last people at the party, be courteous and assist in some of the clean-up. In addition, when asked to RSVP for a dinner, please make sure you RSVP as it is a necessary request to ensure enough food and beverages are available.
- Students must maintain appropriate social conduct at professional functions. Remember at all times that you are representing your advisor, the Department, and UCF when you attend professional functions (e.g., conferences). The rule also applies when you are off campus conducting research. You may make an impression on someone who in the future could be a potential advisor, a reviewer of a grant or publication, or a supervisor. Do not burn any bridges or lock yourself out of a future opportunity. How do you behave appropriately? Stay sober, dress appropriately, and at all times

conduct yourself in an appropriate manner that is befitting a professional. Although we do not like to think about it, many times "books are judged by their covers." Students must remember that many times our colleagues are from different countries, and what they think is appropriate behavior may be different from your own ideas. Be culturally aware.

- When students complete their graduate work and enter a professional realm, it requires them to portray and maintain a professional image. Dressing and behaving appropriately is essential.

It is important for all graduate students to remember that any negative conduct can have long-term repercussions (and can even result in your dismissal from the program or faculty declining to write letters of recommendation on your behalf). Fostering positive relationships with faculty and doing well in your program will contribute to not only successfully completing your program but also advancing your career.

Graduate Excellence Awards

Each year, the College of Graduate Studies offers graduate students who strive for academic and professional excellence the opportunity to be recognized for their work. The award categories include the following:

Award for Excellence by a Graduate Teaching Assistant – This award is for students who provide teaching support and assistance under the direction of a lead teacher. This award focuses on the extent and quality of the assistance provided by the student to the lead instructor and the students in the class. (Not intended for students who are instructor of record)

Award for Excellence in Graduate Student Teaching – This award is for students who serve as instructors of record and have independent classroom responsibilities. The focus of this award is on the quality of the student's teaching and the academic contributions of those activities.

Award for the Outstanding Dissertation – The focus of this award is on the quality and contribution of the student's dissertation. Excellence of the dissertation may be demonstrated by evidence such as, but not limited to: publications in refereed journals, awards and recognitions from professional organizations, and praise from faculty members and other colleagues in the field.

For the nomination process and eligibility criteria, see the College of Graduate Studies website at graduate.ucf.edu/awards-and-recognition/.

Plagiarism

Plagiarism is the act of taking someone else's work and presenting it as your own. Any ideas, data, text, media or materials taken from another course (either written or verbal) must be fully acknowledged. A student must not adopt or reproduce ideas, opinions, theories, formulas, graphics, or pictures of another person without acknowledgement. Also, a student must give credit to the originality of others whenever:

- Directly quoting another person's actual words, whether oral or written;
- Using another person's ideas, opinions, or theories;
- Paraphrasing the words, ideas, opinions, or theories of others, whether oral or written;
- Borrowing facts, statistics, or illustrative material; or
- Offering materials assembled or collected by others in the form of projects or collections without acknowledgment.

When using the ideas, opinions, theories, formulas, graphics, or pictures of another, students must give credit to the original source at the location or place in the document where that source's material is found as well as provide bibliographic information at the end of the document. When students are verbally discussing the ideas, opinions, theories, formulas, graphics, or pictures of another, they must give credit to the original source at the time they speak about that source. In this manner, students must make clear (so there is no doubt) within their

written or verbal materials, which parts are gained from other sources, and which are their own original ideas, theories, formulas, graphics, and pictures. The Office of Student Conduct has a set of criteria that determines if students are in violation of plagiarism. This set of criteria may be set to a higher standard in graduate programs. Therefore, a student may not be found in violation of plagiarism by the Office of Student Conduct, but a professor or program requiring higher standards of attribution and citation may find a student in violation of plagiarism and administer program level sanctions. The standard in doctoral programs should be the highest as students earning these degrees are expected to be experts in their fields and producing independent work that contributes knowledge to their discipline.

Examples of material that has been appropriately cited:

Paraphrased Material:

Source: Osborne, Richard, ed. How to Grow Annuals. 2nd ed. Menlo Park: Lane, 1974. Print. Page 24: As a recent authority has pointed out, for a dependable long-blooming swatch of soft blue in your garden, ageratum is a fine choice. From early summer until frost, ageratum is continuously covered with clustered heads of fine, silky, fringed flowers in dusty shades of lavender-blue, lavender-pink or white. The popular dwarf varieties grow in mounds six to twelve inches high and twelve inches across; they make fine container plants. Larger types grow up to three feet tall. Ageratum makes an excellent edging.

Use and Adaptation of the Material:

You can depend on ageratum if you want some soft blue in your garden. It blooms through the summer and the flowers, soft, small, and fringed, come in various shades of lavender. The small varieties which grow in mounds are very popular, especially when planted in containers. There are also larger varieties. Ageratum is good as a border plant (Osborne 24).

Explanation:

The writer has done a good job of paraphrasing what could be considered common knowledge (available in a number of sources), but because the structure and progression of detail is someone else's, the writer has acknowledged the source. This the writer can do at the end of the paragraph since he or she has not used the author's words.

The above example was provided by Northwestern University.

Northwestern University, Sept. 2016. "Academic Integrity: A Basic Guide." Accessed 20 September 2017.

Job Search

UCF's Career Services department offers a wide range of program and services designed to assist graduate students. These services include evaluation of career goals, preparation for the job search and job search resources. To learn more, visit their website at career.ucf.edu/.

Several associations related to the different subdisciplines of anthropology have career centers on their websites that contain information on potential careers, job preparation information, and available jobs from various employers.

- American Anthropological Association – Career Section
- Society for American Archaeology
- Society for Applied Anthropology
- American Association of Physical Anthropologists
- National Association for the Practice of Anthropology
- Society for Medical Anthropology
- Latin American Studies Association

Forms

- **College of Graduate Studies Forms and References**
  A complete listing of general forms and references for graduate students, with direct links, may be found here.
- **Graduate Petition Form**
  When unusual situations arise, petitions for exceptions to policy may be requested by the student. Depending on the type of appeal, the student should contact his/her program adviser to begin the petition process.
- **Traveling Scholar Form**
  If a student would like to take advantage of special resources available on another campus but not available on the home campus; for example, special course offerings, research opportunities, unique laboratories and library collections, this form must be completed and approved.

Useful Links

- Integrative Anthropological Sciences PhD Website
- College of Sciences Website
- College of Graduate Studies
- Academic Calendar
- Bookstore
- Campus Life
- Campus Map
- Counseling Center
- Financial Assistance
- Golden Rule Student Handbook
- Graduate Catalog
- Graduate Student Association
- Graduate Student Center
- Housing and Residence Life
- Housing, off campus
- Knights Email
- Learning Online
- Library
- NID Help
- Pathways to Success
- Recreation and Wellness Center
- Register for Classes
- Shuttles Parking Services
- Student Health Services
- Technology Commons (Computer Labs)
- Thesis and Dissertation (ETD)
- UCF Global
- UCF Golden Rule
- University Writing Center

Grad Faculty

Asterisk = has previous committee experience, which qualifies the person to serve as vice chair

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