



UNIVERSITY OF CENTRAL FLORIDA

Anthropology MA Graduate Program Handbook

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Anthropology MA

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.

Introduction

Academic Performance

The primary responsibility for monitoring academic performance rests with the student. However, the department, college, and the College of Graduate Studies will monitor a student's progress and may dismiss any student if performance standards or academic progress as specified by the Anthropology Department, College of Sciences, or university are not maintained. Satisfactory academic performance in the program includes maintaining at least a 3.0 graduate status GPA in all graduate coursework taken since enrolled in the program.

Classroom and Professional Conduct

Students must be aware that their behavior in the classroom is a reflection upon the Anthropology 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 into classes within the Anthropology Department or Anthropology graduate students enrolled in courses outside the program. In other words, the following applies to non-degree seeking students, senior undergraduates enrolled into graduate classes, etc.

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 Anthropologist (American Anthropology Association, Society of American Archaeologist).

Anthropology MA 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. Students can reference the GTA Offer of Appointment for more information.

Non-degree seeking students as well as any other student not in the Anthropology MA program may be administratively dropped from their courses if the above standards are not met.

Inappropriate Behavior

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 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 than “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 being made 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 (undergraduate or graduate) and your professor. If you are in a class that has combined undergraduate and graduate students, remember that as a graduate student you are supposed to set the example for the undergraduates because they may look up to you as a role model.
- Although it is okay to use your computer to take notes, Internet use during class such as answering emails, chatting or IMing is not acceptable. Text messaging on your cell phone is not appropriate. Choosing to be in a graduate program requires your focus in the classroom 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. Don’t be naïve and think that 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 (serious does not mean, for example, that you do not like the way a course is being 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 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. When you are at these functions you may make an impression on someone who in the future could be a potential PhD advisor, or a reviewer of a grant or publication. Don’t 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 don’t 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 than your own ideas. Be culturally aware.
- When students complete their undergraduate work and enter a professional realm, it requires them to portray and maintain a professional image. Dressing appropriately is essential.

It is really 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). If you are planning to go on for a PhD program or into the work force, remember that you will need letters of recommendation from numerous faculty in the Department. Fostering positive relationships with faculty and doing well in your program will contribute to not only successfully completing your program but also further advancing your career.

Curriculum

Please visit the [Graduate Catalog](#) to see the current curriculum for our program.

Timeline for Completion

Plan of Study

The plan of study is a listing of course work agreed to by the student and the Anthropology program which specifies course degree requirements. Students are responsible for completing the Plan of Study form in consultation with their Academic Advisor and submitting it to the Graduate Coordinator for approval after completing nine graduate credit hours. Failure to submit a plan of study in a timely manner will result in a hold being placed on your records which will prevent you from registering for any further classes until your plan of study is submitted and approved. Failure to submit your plan of study may also lead to suspension and revocation of current and future funding (e.g., graduate teaching assistantships).

After the student has met with his/her advisor and submitted the completed form to the department, the Graduate Coordinator reviews the plan of study for department approval. Provided the Graduate Coordinator approves, the plan of study form is forwarded to the [College of Sciences Graduate Services Office](#) and the College of Graduate Studies for final approval.

Once approved, students must adhere to their plan of study. Students should not make changes to their plans of study without consulting their advisors. Should a student decide to deviate from their plan of study they must submit a new plan of study to the Graduate Admissions Specialist.

Incomplete Grades

The department requires that students resolve their Incomplete (I) grades in the semester following the one in which they received the "I" grade. Students with excessive "I" grades not resolved within one semester will also have a departmental hold placed on their account and will not be allowed to register for further classes. Any registrations existing at the time of this hold may be administratively dropped by the department. A student will be able to register for additional classes once the "I" grades are resolved. See the Financial Support section for details on "I" grades related to departmental financial assistance.

Registration

Students are responsible for being aware of registration deadlines noted on the [Academic Calendar](#). While the department intends to have open enrollment into their graduate courses, if a student is unable to register for a course for any reason, it is that student's responsibility to notify either the Office Coordinator or Graduate Coordinator of the issue for assistance. A failure to notify the department of registration difficulties more than a full 24 hours before the registration window closes will not constitute an error on the department, but of the student. This also includes the failure to clear "holds" in enough time to register. Additionally, a failure to enroll by posted deadlines will result in additional fees.

The Academic Advisor

Upon admission to the program, the student will be assigned an Academic Advisor who will assist in developing the student's plan of study (this advisor will be identified in your letter of admission), and who will direct the student's progress. The student's Academic Advisor will normally chair the Thesis Advisory Committee or the Oral Examination Committee depending on whether the student chooses the thesis or non-thesis option. The student's advisor will guide the student on issues related to research, professional guidance, socialization, and other areas of academic and professional interest. Once formed, the additional two members of the committee will assist the committee chair in these matters. It is important for students to understand that both the Thesis Advisory Committee and the Oral Examination committee are also referred to as the MA Advisory Committee.

The Graduate Coordinator, Graduate Admissions Specialist, and Academic Advisor are important resources for students and will provide guidance on overall academic and program requirements, as well as University policies and procedures. However, it is ultimately **the student's responsibility** to keep informed of all department, college, and university policies and procedures required for graduate studies. Graduate program policies and procedures will not be waived or exceptions granted because students plead ignorance or claim their advisor neglected to keep them informed. Students are encouraged to reference the General Policies section of the UCF Graduate Catalog frequently and to seek out advisement when in doubt.

MA Advisory Committee

The MA Advisory Committee will consist of at least three members, including the student's academic advisor. For students pursuing the thesis option this committee will serve to assist and guide the student through their research and thesis defense and will also be known as the Thesis Advisory Committee. For students pursuing the non-thesis option, this committee will guide the student through the oral defense process and will also be known as the Oral Examination Committee. Students are required to form their committee by the end of their first academic year, typically end of spring semester (note: students cannot enroll in thesis hours until their committee has been formed and accepted by the College of Graduate Studies). If the committee has not been formed by the end of the student's first academic year, the student may have a "hold" placed on their enrollment capabilities until the committee is formed. Once formed, students are required to have their committees approved by the Graduate Coordinator. Only faculty approved by the department and the College of Graduate Studies are eligible to serve on graduate committees. These individuals are referred to as Graduate Faculty and a full list is published annually in the Graduate Catalog. Students may elect to have one outside committee member from either outside the department or outside the university with approval from their Academic Advisor. If an outside committee member does not have Graduate Faculty or Graduate Faculty Scholar status, the Academic Advisor should contact the Graduate Admissions Specialist to request a Nomination to Graduate Faculty Form and submit the completed form along with a recent CV to the Graduate Admission Specialist for approval by the College of Graduate Studies.

To have their committee reviewed, a Thesis Committee Approval form must be completed by the student to indicate the formation of the committee. Provided that the Graduate Coordinator and College of Sciences approve the committee, the department will notify the student of when to begin enrolling in thesis. If the committee is not approved, the Graduate Coordinator will notify the student of why the committee was not approved and the student will be required to form a new committee. Generally, a student must have an approved proposal on file in order to register for thesis hours.

To form a committee and find committee members, the student must contact potential graduate faculty to determine if they are willing to serve. The Committee should include faculty who can contribute, advice, and give direction, especially to the student's research.

Graduation Checklist

When an Intent to Graduate (ITG) is filed through MyUCF, several academic requirements are confirmed, including the following:

- Graduation Check Appointment with Graduate Coordinator
- Enrollment in semester of graduation or waiver of enrollment provided by the Thesis/Dissertation Editor
- Transfer course limits, which includes courses taken at UCF or other universities
- Total hours required in plan of study
- Courses used in plan of study are not more than seven years old
- Half of required plan of study credit hours are taken at 6000-level or higher
- Minimum of 24 credit hours must be earned exclusive of thesis and research hours
- Limit of six credit hours of independent study credit hours used toward plan of study
- Graduate Status GPA (at top of degree audit) is at least 3.000
- Plan of Study GPA is at least 3.000

Thesis students must additionally meet the following:

- Format Review deadline to Thesis Editor
- Submit Defense Announcement to program office two weeks in advance
- Defense Deadline
- Final Submission Deadline

The following are *suggested* timelines towards completion of the MA in Anthropology degree.

2-Year Schedule of Course Requirement for Thesis Option

Year 1

Fall	Spring	Summer
<ul style="list-style-type: none"> • ANG 6110: Archaeological Theory and Method (3) • Elective (3) 	<ul style="list-style-type: none"> • ANG 6587: Seminar in Biological Anthropology (3) • ANG 6930: Seminar in Cultural Anthropology (3) • Elective (3) 	<ul style="list-style-type: none"> • Optional Semester
Semester Total: 9 credit hours	Semester Total: 9 credit hours	

Year 2

Fall	Spring
<ul style="list-style-type: none"> • ANG 5094: Writing in Anthropology • Elective (3) • Thesis (3) 	<ul style="list-style-type: none"> • Thesis (3) • Thesis Defense
Semester Total: 9 credit hours	Semester Total: 3 credit hours

Total Credit Hours: 30

Note: All electives should be selected with the assistance/advice of the student's academic advisor to ensure that course scheduling will not interfere with the student's timeline towards graduation.

2-Year Schedule of Course Requirements for Non-Thesis Option

Year 1

Fall	Spring	Summer
<ul style="list-style-type: none"> • ANG 6110: Archaeological Theory and Method (3) • Elective (3) 	<ul style="list-style-type: none"> • ANG 6587: Seminar in Biological Anthropology (3) • ANG 6930: Seminar in Cultural Anthropology (3) • Elective (3) 	<ul style="list-style-type: none"> • Optional Semester
Semester Total: 9 credit hours	Semester Total: 9 credit hours	

Year 2

Fall

- ANG 5094: Writing in Anthropology
- Elective (3)
- Elective (3)

Semester Total: 9 credit hours

Spring

- Elective (3)*
- Final Oral Examination

Semester Total: 3 credit hours

Total Credit Hours: 30

**Funded students must maintain full-time enrollment of 9 credit hours.*

Note: All electives should be selected with the assistance/advice of the student's academic advisor to ensure that course scheduling will not interfere with the student's timeline towards graduation.

Examination Requirements

Completing and Graduating—Non-thesis Option

In consultation with the Academic Advisor, two additional faculty members shall be selected to serve on the Examination Committee, otherwise known as the MA Advisory Committee. To learn more about the formation of this committee, please review the MA Advisory Committee portion in the Timetable for Completion of Degree Program section.

The comprehensive examination will consist of two phases. The first phase requires the student to write three (3) papers to answer a question from each member of their Advisory Committee. Each paper will be 7-10 pages in length and will be due one week (7 days) from the date the student is provided their questions. The second phase will be a 90-minute comprehensive oral examination with two formal rounds of questions from the Advisory Committee.

The department will use the semester schedule for Thesis submittals, as published by the College Graduate Studies, to determine deadlines related to the comprehensive examination. Students must complete the written portion of the examination by the Format Review Deadline as noted in the Thesis and Dissertation (ETD) schedule. The oral examination will be completed by the Last Day for Thesis Defense. A student may need to meet additional requirements if the committee determines the student did not adequately answer either the written or oral exam questions.

Students are given two opportunities to successfully complete both phases of the comprehensive examination. If a student does not pass the examination, they will be required to enroll for the upcoming semester and will be given the second opportunity to pass the exam. Students will be dismissed from the program if they fail to pass the comprehensive examination on their second attempt. A successful comprehensive examination completes the requirements for the degree. Students are expected to follow all procedures and complete all their requirements in the semester of graduation.

The members of the examination committee must sign all forms that will be made available by the student at the time of the oral exam when passed.

Department of Anthropology Guidelines for Completing the Non-thesis Option

The Non-thesis option of the MA in Anthropology is designed for students who do not want to include a research component in their degree (recommended for students that do not plan to pursue a PhD, or for those that are pursuing the degree for job enhancement, etc). The Non-thesis option is more course intensive, and culminates with an oral examination that is structured to test the student's knowledge of Anthropology, and the specialized knowledge within their chosen focus. Students that focus their studies on archaeology and want to become a Registered Professional Archaeologist cannot pursue the non-thesis option. This registration requires an advanced degree that culminates in either a thesis or dissertation.

Policy and Procedures for Completing the Non-thesis Option

Regardless of your interests or the focus you have chosen for your MA in Anthropology, all students who have opted for the non-thesis route must complete the following requirements:

- 1. Courses** – The non-thesis option is course intensive, and students must complete 30 hours of course work. Students must complete the core, required, and elective courses – seek advice from your advisor or the graduate coordinator regarding the choice of courses for your degree path.
- 2. Plan of Study (POS) Form** – Upon completing 9 credit hours in the program (if you are full-time this will occur during your 2nd semester), you must complete the Plan of Study Form with your advisor. This form helps you to plan out the remaining courses for your degree, and is considered to be a contractual obligation that can only be changed with the consent of your advisor or the graduate coordinator. This form is required by the Department of Anthropology, the College of Sciences, and the University of Central Florida's College of Graduate Studies. This form can be obtained from the Coordinator in the Department of Anthropology and must be returned back to her after completion for filing in the Department and College of Sciences.
- 3. Examination Committee** – By the end of your 3rd full time semester, you, together with your advisor, must select an examination committee. Your examination committee must consist of three members – your advisor and two other faculty members. All three of the committee members can come qualified faculty from the Department of Anthropology at UCF (your committee members should represent those faculty with whom you have taken most of your program courses). However, if you select a committee member from outside the university, they must meet certain criteria to be considered a graduate faculty (i.e., they must hold a Ph.D. in a relevant field). Once the committee is selected, an Examination Committee Form must be completed and signed by all members of the committee and the student. If a committee member is selected from outside UCF, a copy of their C.V. must accompany the form.
- 4. Apply for Graduation** – At the beginning of the semester that you expect to graduate, complete the Intent to Graduate form online through your MyUCF account. This form must be completed by the end of the regular registration period if you wish to graduate that semester. When you complete the form you will need to notify the department. At this time, the Coordinator will conduct the Department of Anthropology Check for graduation. Provided that the student is approved to graduate the term of filing, they will receive communication from the College of Sciences directing you to a final semester website to complete a brief questionnaire about your graduate experience.
- 5. Oral Examination** – This program is designed to take 2 years to complete, and as such your oral examination should occur at the end of your 4th semester in the program (not including summers).

Checklist for Non-Thesis Option Students

- Complete core required courses
- Complete elective courses
- Complete Plan of Study (POS) form with advisor (after completion of 9 credit hours). Submit to the Graduate Admission Specialist.
- Select Examination Committee and fill in form

- Submit an “Intent to Graduate” form prior to the close of regular registration
- Complete Department Graduation Check with Graduate Coordinator
- Complete “Exit Questionnaire” on COS Graduate Services website
- Set Examination time at end of last semester in program
- Submit Examination signature form to Graduate Admission Specialist

Thesis Requirements

University Thesis 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 thesis 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
- Close IRB study (if needed)
- Receive format approval (if not granted upon initial review)
- Submit signed approval form by final submission deadline
- Submit final thesis document by final submission deadline

Students must format their thesis 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 Thesis 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 thesis 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.

Department of Anthropology Guidelines for Writing the Thesis Proposal and Thesis

The goal of the graduate-level thesis is to demonstrate a student’s ability to work independently and to think critically. Thoroughness, accuracy and a working knowledge of the research methodology to be employed are indispensable. A thesis provides the student with an opportunity to collect data, conduct analysis, and construct theory. All research for theses must be original work for the project and draw from graduate study. Graduate students researching and writing a thesis are expected to grow in the spirit of research under the guidance of graduate faculty in Anthropology. Through this process, the student will become fully capable of scholarly research, defense and peer review.

Policy and Procedures for Completing the Thesis Option

Regardless of the sub-discipline you have chosen for your MA in Anthropology, all students who have opted for the thesis route must complete the following requirements:

- 1. Selecting a Thesis Topic** - During your 2nd semester you should be meeting with your advisor to decide on a thesis topic (if you already have one before this, all the better!). At this point it is also advised to choose a thesis format – the traditional or the “journal article” thesis format.
- 2. Thesis Committee** – By the end of your 2nd semester, you, together with your advisor, must select a thesis committee. Your thesis committee must consist of three members – your advisor and two other faculty members. One of the other faculty members must be from the department, while the other is an external member (this is someone from outside the Department and they can be from another UCF department or from another institute). If you select a third committee member from outside the university, they must meet certain criteria to be considered a graduate faculty (i.e., they must hold a Ph.D. in a relevant field). Once the committee is selected, a formal Thesis Committee Form must be completed and signed by all members of the committee and the student. If a committee member is selected from outside UCF, a copy of their C.V. must accompany the form, so that the Associate Dean for the College of Sciences can approve of their participation. This form must be received and approved by the College of Science before you can register in thesis hours (ANG6971 Thesis).
- 3. Thesis Proposal** – After a topic has been chosen and your thesis committee is formed, the next step is to start your thesis proposal. The Department of Anthropology has a set of guidelines (below) that outlines what your proposal should look like. Your proposal must be submitted to all your committee members at least two weeks (i.e. 14 days) before a formal committee meeting is scheduled to discuss your proposal. All committee members must sign off on your proposal before you can proceed with the thesis. A copy of this document must go to the department to be included in your student file. If your research involves work with human subjects, you must secure IRB approval prior to beginning data collection (more information below).
- 4. Data Collection, Analysis, and Thesis Writing** – This part of your program should begin by or in your 3rd semester. Keep in regular contact with your committee to advise them of your progress. Keep, barring unforeseen circumstances, to the timeline that you established in your proposal.
- 5. Review for Original Work** - To ensure originality of material, all theses are submitted to iThenticate.com before formal submission takes place. Students should check with their advisors on when their thesis is due to each committee member for review and feedback. Once the thesis is final, with all committee members agreeing to revisions, the chair of the thesis committee will submit the thesis to [iThenticate.com](https://www.iThenticate.com).
- 6. Apply for Graduation** – At the beginning of the semester that you expect to graduate, complete the Intent to Graduate form online through your MyUCF account. This form should be completed by the last day of classes in the term preceding the graduation semester. When you complete the form you will need to notify the department so the Coordinator can conduct the Department of Anthropology check for graduation. An example of the Department Graduation Checklist can be seen in Appendix C. Provided that the student is approved to graduate the term of filing, you will receive communication from the College of Sciences directing you to a final semester website to complete a brief questionnaire about your graduate experience.
- 7. Thesis Defense** – The suggested time of completion for this program is 2 years (although we recognize this may be longer if you are conducting field research), and as such your thesis defense should occur at the end of your 4th semester in the program (not including summers). When your committee is satisfied that your thesis is in optimum form (you should plan on having a draft to your advisor at the beginning of the semester that you are planning to graduate), you will be required to set a thesis defense date. Please note that Graduate Studies has very strict deadlines by which your defense must occur in order for you to graduate that semester. If you plan to graduate in your 4th semester, you must consult these dates in order to plan accordingly for your defense. These dates are published in the university’s [Academic Calendar](#).

- 8. Final Draft of Thesis** – After your thesis defense, you must prepare a final draft (including any revisions suggested by your committee) of your thesis and present it to your advisor for final approval and signatures. This draft must conform to the Graduate Studies thesis formatting rules, and must be grammatically correct, free of typographical, spelling and other errors. Students should reference the [Thesis and Dissertation Webcourses](#) for information on document formatting. The thesis must be submitted electronically by the required date in order to be eligible for graduation that semester.

Writing a Thesis Proposal

If you have chosen to take the thesis route for your degree, before beginning the thesis process, you must complete a thesis proposal that must first be approved by your thesis Chair and then accepted by your thesis committee. The proposal will become part of your student file. Some thesis Chairs require a meeting with the thesis committee to discuss your proposal before it is approved. The aim of the thesis proposal is to convince your committee that:

- There is a need for the research; it is significant and important.
- You are contributing something original to the field (ask yourself, “What is my work contributing to the field of Anthropology and other related or integrated disciplines and sub-disciplines?”).
- The topic you have chosen is feasible in terms of availability of the timing of activities, access to research site, participants or data, funding, equipment, supervisors, and other resources (as applicable to your specific research goals).
- The research can be completed in the expected time period (the length of this program is designed to be two years).
- Ethical issues have been considered and, if necessary, approval has been given for the research by the university’s Institutional Review Board (IRB [3]).
- The topic matches your interests and capabilities.

Completing and Graduating-Thesis Option

It is vital for students to understand the department, college, and university procedures necessary to successfully complete and graduate when pursuing a thesis option. A failure to complete any step or meet any posted deadlines will result in a delay of graduation and degree certification.

In consultation with the Academic Advisor, two additional faculty members shall be selected to serve on the Thesis Advisory Committee, otherwise known as the MA Advisory Committee. To learn more about the formation of this committee, please review the MA Advisory Committee portion in the Timetable for Completion of Degree Program section.

Once students have completed all their required coursework, and have successfully proposed their Thesis, three hours of thesis will constitute full-time status. Also, the university recognizes that thesis research is on-going and does not follow the typically time constraints of an actual live class, therefore, once students begin enrolling into thesis hours, they are not permitted to skip thesis hour enrollment of any semester—including summer (see [General Graduate Policies](#) > Continuous Enrollment Policy).

When planning on graduating, it is important for the student to, first, discuss with their Thesis Advisory Committee the plans to complete. If the committee is confident that the student can complete by the anticipated date, an Intent to Graduate must be filed through the student’s MyUCF account by the posted university deadline found on the [Academic Calendar](#). Due to several of our faculty being off-contract and out of the country conducting field research, **the department does not usually permit summer graduations**. In rare cases with evidence of extenuating and exceptional circumstances, a summer graduation request may be considered.

Timely filing ensures the availability of the Advisor and Graduate Coordinator for required signatures, as well as allows the program staff to ensure the student's records are in order. While the department staff reviews the graduate records regularly, students are encouraged to monitor their own progress by referencing their degree audit. Before filing an Intent to Graduate, the student must ensure that all requirements are showing as completed on their degree audit (see MyUCF Navigations), other than defense of thesis. An Intent to Graduate with any requirements, other than thesis defense, showing as incomplete will be denied by the Graduate Coordinator. Provided that the Graduate Coordinator approves the student's Intent to Graduate, it will be reviewed by the college and university for final approval.

After the college and university have approved the student's Intent to Graduate, the Editor of the College of Graduate Studies will begin sending regular correspondence of thesis format workshops and upcoming deadlines. It is very important students pay attention to all correspondences sent by this office. **A failure to read emails will not be grounds for an exception to any procedure or deadline.**

There are several steps after filing an Intent to Graduate that, if missed, will prevent graduation. The following list is meant to provide a quick reference for students, however, should not be understood as inclusive. Students are encouraged to reference the College of Graduate Studies [Thesis and Dissertation](#) website, where the current Thesis/Dissertation manual can be downloaded.

- Contact the thesis committee chair and ask for deadlines on submitting your draft to the committee. Each faculty member may vary on the amount of time needed to properly review and respond to student thesis. Students may want to plan on giving each committee member a month to review their thesis and respond with feedback.
- Schedule a thesis defense date with your Academic Advisor and notify the department by completing the Notification of Thesis Defense (see Thesis/Dissertation Manual)—ensure the defense date is before the university deadline to complete.*
- Submit a draft of the thesis to the College of Graduate Studies Editor for a format review.**
- Complete a Thesis and Dissertation Release Option eForm in their MyUCF Student Center to declare your thesis title, defense date, whether patent disclosures apply or not, and release option choices. Students should meet with their thesis committee chair prior to submitting the form. The Release Option form should be submitted at the time the student submits their thesis to the College of Graduate Studies Editor for format review.**
- Submit a Thesis Defense Announcement (see Thesis/Dissertation Manual) no later than two weeks from actual defense date to the Graduate Admission Specialist for release.
- Defend before or on the university deadline to graduate and have the Thesis Advisory Committee complete the Thesis Approval Form. The form can only be accessed through the Thesis and Dissertation Services Website by the graduate student. Students are responsible for obtaining all signatures including all committee members, the Graduate Coordinator of the Department of Anthropology, the Chair of the Department of Anthropology and the Dean of the College of Sciences.***
 - The student's advisor should send the iThenticate report to the Graduate Admissions Specialist prior to signing the Thesis Approval Form. Signatures from the Graduate Coordinator and Department Chair will not be obtained without the iThenticate report on file in the student's academic record.
- Upload the final thesis by the College of Graduate Studies Editor's posted deadline.**
- Submit the Thesis and Dissertation Approval Form to the College of Graduate Studies.**

**It is understood that on the rare occasion, committee members are unable to meet before the university-wide defense deadline. If this situation arises, students are responsible for notifying the department Graduate Coordinator to request an extension from the College of Graduate Studies. Only those students granted extensions will be allowed to defend after the posted university deadline.*

***Deadlines with this notation are particularly important. A failure to meet these deadlines will cause the student to be immediately removed from the graduation list.*

****All theses must be submitted through iThenticate.com to ensure originality of material. Any material that is deemed plagiarized will result in serious academic consequences for the student.*

The Goal of Your Proposal

The thesis proposal helps you focus your research aims, clarify its importance and the need of your proposed research, describe the methodology and/or research approaches, predict problems and outcomes, and plan alternative approaches and potential interventions (as applicable to your specific research goals). The proposal generally follows the outline of what the thesis will become, but it is in itself not the thesis. The principle is that the proposal needs to contain what is necessary to understand the proposal itself, and to provide coherence and continuity to statements of problem, hypotheses or research question/s, and analysis plan. Students should work with their advisers to develop research proposals and seek feedback along the way. After receiving guidance from advisers, the committee members should have the opportunity to review and approve the proposal.

How Do You Structure Your Proposal?

The following sections are recommended for your thesis proposal. Check with your advisor for optional sections, variations and additional sections that may be needed based on the specific research questions you are addressing.

1. Cover Page

- This should be the first full page. It should include your:
- Name
- Contact information including UCF email address
- Degree for which you are a candidate (MA Anthropology)
- Thesis proposal title
- Advisor and committee members' names and places for them to sign and date
- Date

2. Introduction and Statement of Topic

Introduce the reader to the recognized general subject area (e.g., cultural anthropology, physical anthropology, archaeology) and how your specific topic is related (in other words, start big, and narrow it down to your topic). Briefly point out why your topic is significant and what contribution your work will make to the wonderful world of Anthropology and interrelated disciplines and/or sub-disciplines. We recommend dividing the introduction into the following sections:

- Overall aims and general questions to be addressed.
Specific research questions/objectives and hypotheses.

3. Background and Significance—Review of the Literature

This should be the main substance of the proposal and will lay the basis for your discussions of your methods. This section is a description of the general problem area, what is generally thought to be known about your problem, and the key unresolved issue(s) (e.g., a gap in research or a poorly understood issue) that you will address. While literature should be cited, this section is not necessarily the full literature review to be used in the thesis itself. You should cite enough sources to make clear that you have read widely enough in the field to know what the major issues are. At the end of this section, the readers should believe:

- You have identified a question that is of interest and remains unaddressed in the scholarship.

- You have the background and resources necessary to successfully carry out the proposed research (e.g., background knowledge, qualitative/quantitative methodology/research approach, grasp on relevant terminology and literature, etc.)

4. Research Approach

This section should include a description of the materials (e.g., data, skeletal materials, artifacts), research participants (sample population), and/or other data sources (e.g. policy documents, images) that you plan to use for your thesis. Several questions should be addressed in the research design, as appropriate to your subdiscipline(s).

5. Analysis Strategy

Regardless of your area of study, the analysis strategy tells your committee what you are going to do with the data once you have collected it. If you will be working with qualitative data and research question/s, you should discuss how you will code your data to answer your research question/s and still allow for unexpected results to emerge. You need to provide information on how you're going to analyze the data through for example, coding, cross-indexing, grounded theory thematic analysis, etc.

Overall, your analysis strategy plan should make us believe that you are going to be able to get from the data you collected back to your hypotheses or research question/s in some reasonable and logical fashion.

6. Thesis Chapter Outline

This section is the presentation of your research results and normally cannot be drafted at the proposal state, therefore the inclusion of this section should be discussed with your advisor.

7. Limitations and Implications

Instead of ending your proposal with a conclusion (because you do not have one at this time) you should end with a consideration of the limitations and implications of your project. This is an opportunity for you to critically assess what the limitations and implications of your study will be and may help you avoid biased conclusions later.

8. Research Program Timeline

The time-line can be formatted as a table or a list. Include when you will start and finish important aspects of your research, such as: literature research, required training or attending courses, relevant travel, research site selection, stages of experiments or investigations and data collection, IRB review, beginning and completing chapters, any meetings you will attend or give presentations at, and completing the thesis. This will give your advisor and committee a guide for when they can expect to see your progress and completion of the thesis.

9. References Cited

All the references you cited in the text of your proposal must go in this section. The citation style used in this section (and throughout your proposal) should be the one that you will use in your thesis. The format you choose will depend on whether you pursue a traditional thesis format or a journal style format.

10. Appendices
This section (if necessary) should include documents such as survey forms, interview guides, informed consent forms if available, data collection sheets, IRB approval letter (if applicable), lengthy descriptions of measurements to collect (e.g. long lists of anatomical landmark definitions), or anything extraneous that is important to your project, but does not really fit under any of the categories defined previously.

Things to Consider When Writing a Proposal

In general, the proposal need be no longer than 20 pages double spaced in total (this does not mean it has to be 20 pages...if you are succinct 10 pages *might* be sufficient); if a lot more is required, this is an indicator that the problem is probably too large and/or complicated for an MA thesis project.

When you have finished an initial draft of your proposal, it is often helpful to let your friends look at it. Peer review works as well among students as it does for journals or granting agencies. The important point is to be sure that you have clearly described things. If it confuses your friends, you can be certain it will confuse your committee. You may also make sure of the services provided by the [University Writing Center](#) to aid you at any point in the writing or proofreading process.

Your final draft should be completed in a clear and readable font (e.g. Arial, Times New Roman), and in a reasonable font size (e.g. 11 pt. or 12pt.). Before printing, run the spell-checker. After printing, carefully proofread your document; the spell-check cannot pick up an error that is a real word but not the one you intended to use. Check the References section to be sure all entries exactly match the text. The visual impression conveyed by your proposal predisposes the reader to judgments.

Institutional Review Board (IRB) at UCF

All researchers at UCF - faculty, researchers, staff, and students - who plan to conduct research that involves human participants, must submit a study application to the UCF IRB (Institutional Review Board) for review and approval. Researchers may not recruit or contact participants or begin research until they receive an IRB approval letter. This research includes: social/ behavioral research such as, survey research, questionnaires, focus groups, classroom research, and biomedical research, such as, blood draws, etc.

The researcher cannot determine whether or not the study meets the definition of human subject research. When in doubt call IRB at 407-823-2901 or send an e-mail to IRB@ucf.edu. If data (using human participants) is collected without IRB approval many journals will not publish the study findings. Master's students, whose theses are going to use data from human participant research, must obtain IRB approval before beginning their research. The UCF Thesis editor asks for the IRB approval letter and it is placed in a separate Appendix in the document. IRB approval cannot be granted after the fact.

Before completing the IRB process, researchers must complete a training course concerning the protection of human subjects (CITI). CITI training is online, and can be found through the IRB web page. This is a self-paced course that contains modules for Social/Behavioral or Biomedical research. At the end of this process, the researcher should print out the CITI Completion Certificate for their records (if you register with UCF as your institution, IRB will automatically receive your Completion Certificate). CITI is good for three years (after this a refresher course is required).

Any researchers working with animals must go through IACUC (this is separate from IRB, but part of the Office of Research & Commercialization and can be found on their compliance web page.

The IRB process at UCF is now completed with a new online submission software system called Huron. Once submitted, a proposal must be reviewed by IRB. Most of the research done at UCF is less than minimal risk and as such does not need to go to the full board meeting of the IRB. Instead, it can be reviewed by the IRB chair or vice chair. Depending on the study and how well it has been put together, the review can take a week or so, or even more quickly. If there are questions that arise the applicant may be asked to respond to IRB and this may add additional time to the process. When considering your timeline, please factor in the time that it may take to pass your proposal through IRB.

The IRB website and complete instructions for submission can be found online at: research.ucf.edu/Compliance/irb.html.

UCF's Institutional Review Board (IRB): research.ucf.edu/Compliance/irb.html. Refer to Appendix A for a description of IRB and whether or not your research will require IRB approval.

Checklist for Thesis Students

- Complete core requirement courses
- Complete elective courses
- Complete Plan of Study (POS) form with advisor (after completion of 9 credit hours). Submit to Graduate Admission Specialist
- Select a thesis topic with advisor
- Select thesis committee and fill out Thesis Committee Form. Submit to Graduate Admission Specialist
- Complete Thesis Proposal and meet with Thesis Committee for approval
- If necessary, complete paperwork and receive approval from Institutional Review Board (IRB) for Research on Human Subjects
 - Send proof of IRB approval (or waiving of IRB) to the Graduate Admissions Specialist
 - Send proof of IRB closure to Graduate Admissions Specialist
- Complete thesis research
 - Submit an “Intent to Graduate” form prior to the close of regular registration
 - Complete Department of Anthropology’s Graduation Check with Department Coordinator
- Complete “Exit Questionnaire” on COS Graduate Services website
- After committee approval of your thesis, set up thesis defense
- Successfully defend thesis
- Submit corrected thesis to iThenticate.com and Graduate Studies through electronic submission

Thesis Format

The Department of Anthropology allows for students to choose from two different thesis formats: the traditional thesis format or the “journal article” format. The decision of which format you will follow should be made in conjunction with your advisor and/or committee.

1) Traditional Thesis Format

The first choice is the traditional thesis format. This format usually includes the following thesis sections (this format may vary slightly depending on topic and committee decision):

- Introduction
- Literature Review
- Material and Methods
- Results
- Conclusions
- References

Literature Citation Style – Reference citation within your paper and in your “References Cited”, should follow an accepted Anthropological journal style. These will vary according to your sub-discipline. Examples of accepted journal formats include (please consult your advisor if you want to use a style that is not listed):

Archaeology

- Latin American Antiquity
- American Antiquity

Biological Anthropology

- American Journal of Physical Anthropology
- International Journal of Osteoarchaeology
- Journal of Archaeological Science

- Journal of Forensic Sciences

Cultural Anthropology

- American Anthropologist
- Cultural Anthropology

2) Journal Article Format

The second choice is the “journal article” format where two “publishable” [1] papers are put together to form the thesis. The advantage of this format is that students are able to write their thesis in a format that is conducive to publication. The thesis should include two papers bound on either side by a short introduction and conclusion chapter to tie everything together. The introduction chapter should introduce the topic area that the papers cover and provide an overview of the questions that the papers will address and why the examination of these questions is important. The introduction should also provide a brief “road map” to the papers that follow. Each of the papers should also include sections at the beginning of each that provide an indication of the relationship of the paper to the rest of the thesis in its entirety. The concluding chapter should explore the link between the findings of the different papers, relate the findings of the whole thesis to the literature, and explore the implications of the findings. A good way to think of this approach and the resulting product is to envision your thesis as an edited book, where you, as the editor, write the introductory chapter and the concluding chapter; as the only contributor to the edited book, you also write all the main chapters.

Each article should contain the following sections (dependent also on what journal is chosen for potential publication):

Introduction/Background - What is the big picture? Set the stage for your research by including background material on the current status of your general topic. Make sure you state what you are attempting to explore via your thesis research and why. Does it fill a gap in the current body of literature on your topic? How? State the hypotheses that you will be testing in this study. This section should be no more than a couple of pages.

Materials and Methods - Describe how the research was conducted including the following:

- **Study population:** This section will vary depending on the focus of the student. What is the study design and how were subjects/artifacts selected? Where is the study site? For Anthropology, a map of site location is particularly appropriate. If necessary, a statement should be included that the institution's review board has approved the study proposal, as well as the manner in which informed consent was obtained from subjects (if applicable).
- **Data collection:** Provide a detailed description of the variables used in your analysis. Descriptions should include, if applicable, measurements; collection method (interview, med record abstraction, etc.); and validation procedure. Provide a detailed description of any special methodologies or instruments used to collect your data (e.g. special laboratory methods).
- **Statistical analysis:** Describe in detail how you carried out analysis of the data including methods used (logistic regression, principal components analysis), tests of statistical significance (chi square, Student's T Test, etc), transformation of data, selection of covariates for multi-variable models and any other details that would allow the reader to reproduce your work.

Results - The results should be a combination of tables, figures and text. Present results in a logical sequence. Usually descriptive data are presented first, followed by results of statistical analysis. Make sure all tables are labeled such that they could stand by themselves. Do not repeat in the text all data in a table; emphasize or summarize only important observations. In the text, talk not only about p-values, but interpret the magnitude and direction of any associations as well.

Discussion - The purpose of the discussion is to interpret and compare the results to the established literature. Be objective; point out the features and limitations of the work. Your opening paragraph should describe your key

findings, emphasizing new and important aspects. Do not repeat information given elsewhere in the manuscript. Discuss the limitations of your study. Relate your results to current knowledge in the field and to your original purpose in undertaking the project: Have you resolved the problem? What exactly have you contributed? Briefly state the logical implications of your results. Suggest further study or applications if warranted.

Conclusion – Summarize your study and findings. Note future work (if applicable).

Literature Citation Style – Each paper should be formatted in the journal format to which you would most likely submit the paper. If you are not sure what journal would be appropriate for your subject, talk to your advisor and/or committee for advice. Also look at the articles in your literature review to see where they are published. Each journal will have an instruction description such as an “Author’s Guide for Submission” with citation guidelines. Follow these instructions.

Thesis Format – The formatting of your thesis MUST conform to the standards set by Graduate Studies. For a guide to formatting, see [Thesis and Dissertation Webcourse](#). The university also has an individual on staff that will work with students on the formatting of their thesis (contact the thesis editor by email at: editor@ucf.edu).

Questions of Authorship for Published Papers

Joint authorship on publications in Anthropology is very common in certain subdisciplines. While the papers submitted for publication may have joint authors, the papers that are included in the thesis are, together, considered the work of the student and would not have joint authorship assigned (students should, however, reference their co-authors, either in each of the papers or at the beginning of the thesis). The result is an outcome that is often observed even when the standard thesis format is used – the thesis as a whole appears as the work of the student, while papers that may result from the thesis may have joint authors. This is something that you should talk to your advisor about if you have any questions. Each professor may have a different perspective on how joint publication should work [2] depending on their academic background and experiences, so it is best to have this discussion early so there are no surprises or problems in the future.

Best Practices for Students Concerning the Review for Original Work

As of the Fall 2008 semester, the university requires all students submitting a thesis or dissertation as part of their graduate degree requirements to first submit their electronic document through iThenticate.com for advisement purposes and for review of originality. The thesis or dissertation chair is responsible for scheduling this submission to iThenticate.com and for reviewing the results with the student's advisory committee (typically during the student's final semester). Please see the [Thesis and Dissertation Webcourse](#) for comprehensive information about Originality and using iThenticate.com. Use the following information to guide you through the Review for Original Work review process.

- Follow the instructions your committee chair provides regarding best practices for scholarly writing and for using and documenting sources properly for your discipline.
- Familiarize yourself with what “plagiarism” is and how to avoid it in your writing. The University Writing Center offers guidance on Avoiding Plagiarism.
- Complete your writing early enough in your final semester to submit it to iThenticate.com and allow ample time for your committee chair and advisory committee to review the results and provide their comments to you. Your advisory committee must agree that your writing meets university requirements before your committee Thesis Approval Form, which is required as part of your final submission to the university for graduation certification.
- If your advisory committee requires revisions, complete these revisions in a timely manner and resubmit your document to your committee chair.

Department of Anthropology’s Policy on Plagiarism

The Merriam-Webster Dictionary defines “plagiarism” as:

“...to steal and pass off (the ideas or words of another) as one's own; use (another's production) without crediting the source; to commit literary theft; present a new and original an idea or product derived from an existing source”

Simply put, the act of plagiarism is when an individual represents the work of others as one's own. It is unethical and dishonest to quote a source verbatim without placing the words in quotation marks and giving proper citation or without making a quotation clearly identifiable as another person's words. It is also plagiarism to take an idea or concept and reword it as your own without giving credit to the source. This is a serious offense and will not be taken lightly by the Department of Anthropology. If a student is found to be guilty of plagiarism in their thesis, the Department of Anthropology will seek disciplinary action against the student, following [UCF's Golden Rule](#).

Thesis Defense Policy

Thesis defenses, per university policy, are open to the public and announced two weeks prior to the defense date. All the members of your committee should be available for your defense, however, in the case that one member is not available, there must be a majority of your committee present for the defense to occur (see the Virtual Thesis Defense Policy below). The thesis defense will be scheduled for 90 minutes in the Department conference room. Thesis defenses are open to the public, and a formal notification will be issued by the graduate coordinator. The defense will begin with opening remarks by the thesis advisor, followed by a presentation of no longer than 30 minutes to be given by the student. Members of the audience will be given the chance to ask questions before the thesis examination begins. There are two formal rounds of questions from your thesis committee. After the 2nd round of questions, the audience and the defending student will be asked to leave the room so that the committee can deliberate. The student will then be called back into the room for the decision. The student will also be advised at this time regarding any revisions that must be completed before the submission of the thesis. The members of the thesis committee must all sign the thesis approval forms that will be made available by the student at the time of defense before the thesis can be submitted to Graduate Studies.

Virtual Thesis Defense Policy

Thesis defenses, per university policy, are open to the public and announced two weeks prior to the defense date. The department strongly encourages students and advisors to find a defense date where all members of the Thesis Advisor Committee can be present on campus for the defense. It is recognized there are situations where all committee members may not be able to be present 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 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 are recommended for a virtual defense. Students should schedule their defense in rooms that provide the equipment necessary for web conferencing. The department recommends student 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 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. All requests must be approved by the committee chair, graduate coordinator, and department chair.

Graduate Research

Anthropology Labs

Research is an integral part of graduate studies and the Anthropology Department. Graduate students are expected to take an active role in the laboratory and in the classroom, thereby taking full advantage of the department's outstanding facilities. To access information on the various anthropology labs, please visit the Research section of our website at sciences.ucf.edu/anthropology.

Student Responsibilities

Before students begin their research work, they have the responsibility to familiarize themselves with the university's policies governing research as detailed on the [UCF Research and Commercialization](#) and the [College of Graduate Studies](#) websites.

Researchers in every discipline have a responsibility for ethical awareness as the status of the profession rests with each individual researcher. 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. Students can reference the [American Anthropological Association](#) website for further information on responsible research and [ethical standards](#) within the field of Anthropology.

In short, as graduate students, each action whether bearing positive or negative results, is a reflection of not only that student, but of the Anthropology Department and university. Therefore, students who commit research ethics violations, [UCF's Golden Rule](#) violations, or do not meet their MA Advisory Committee's expectations may lose department financial support and/or face possible removal from the program with potential referral to the [Office of Student Conduct](#) for university disqualification. If a student is removed from the program or university, an appeal process can be initiated by the student (See [Golden Rule Handbook](#)).

Research Guidelines and Resources

Human Subjects

When planning on conducting research that involves human subjects (i.e. surveys, interviews, etc.), the student must gain Institutional Review Board (IRB) approval prior to beginning the study. Students should seek the guidance of their MA Advisory Committee in this process. In order to prepare for this process, it is also highly suggested students access the [UCF IRB website](#) for more information and to view sample IRB submissions and sample consent forms. Once the student's IRB paperwork has been approved, the student is required to submit the approved paperwork to the Admissions Specialist in order to keep their academic and research file current.

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. As when using human subjects, students should seek the guidance of their MA Advisory Committee in this process. Students can access past

IACUC submission forms by visiting the Office of Research website. Once the student's IACUC paperwork has been approved, the student is required to submit the approved paperwork to the Admissions Specialist in order to keep their academic and research file current.

Office of Research Contact

Students should first address all research questions to their MA Advisory Committee, and only if a question remains unanswered, contact an IRB Graduate Coordinator, at (407) 882-2012.

Patent and Invention Policy

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 to (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](#) in the Policies section.

Financial Support

Assistantships and Tuition Waivers

The Department of Anthropology is given a set number of tuition waivers each year. Distribution of the tuition waivers is based on fellowship/scholarship, GRE scores and GPA. For complete information about university assistantships and tuition waivers, please see the [UCF Graduate Catalog](#). The Department of Anthropology offers a number of Graduate Teaching Assistantships (GTAs) each year (the number offered will vary depending on the budget situation of the department). Graduate Research Assistantships (GRAs) may also be offered through faculty members' grants. Students who are employed under these job descriptions will be assigned to a faculty advisor (typically the instructor of the course or the principal investigator of the grant). After the completion of 18 credit hours, students may also be eligible to teach their own course. Students are encouraged to reference the [College of Graduate Studies](#) for descriptions of each job category. When granted a tuition waiver, students should understand the waiver only assists in the matriculation fees accrued. In addition to matriculation, students are also charged several university fees (athletic fee, distance fee, etc.) that the tuition waiver does not go towards. Students can reference the UCF website for the breakdown of "[tuition and fees](#)." **Finally, out-of-state graduate students should note that out-of-state fees are only waived during periods of full (20 hours per week) assistantship appointments or if awarded university-wide fellowships.** For more information on residency requirements, students should refer to [Residency for Tuition](#).

Incomplete Grades: Students with one or more Incomplete (I) grades that do not resolve those grades within one semester will not be eligible to receive future financial support from the department in the form of Graduate Teaching Assistantships or Graduate Research Assistantships. A student will be considered eligible for this support once the "I" grades are satisfactorily resolved, and the student is in good academic standing.

Beginning Fall 2021, the Department of Anthropology will change the way assistantships are awarded to current and incoming students. Along GPA, the department will consider other metrics including, but not limited to, publications, experiential learning, and community involvement. Students should plan accordingly if they wish to keep or earn departmental funding.

****Assistantships are extremely limited and contingent upon availability of department funds.****

Graduate Employment Requirements

To be employed and to maintain employment in a graduate assistantship, the student must be enrolled full-time and meet all of the training requirements and/or conditions of employment noted within the current [Graduate Catalog](#).

The department will communicate training requirements to students at the time of hire, but the onus to fulfill all requirements by university deadlines is solely the student's responsibility. A failure to meet the requirements will result in the loss of an assistantship and all corresponding tuition waiver funds. Failure to maintain satisfactory academic progress can also result in the loss of financial support.

GTA Performance Evaluation

At the completion of each semester, students employed as GTA's (graders, assistants and associates) are required to be evaluated by their faculty advisor. If the student is assisting in a course, the faculty advisor will be the instructor of the course. If the student is serving as the instructor of record, the faculty advisor will be their Academic Advisor. Advisors, in this case, may visit the classroom and observe the student in order to complete their evaluation. These assessments will be used to review strengths and weaknesses in the student's performance in preparation for future employment. A continuously negative evaluation may cause the student to lose future assistantships. Additionally, a failure to submit an evaluation will also result in a loss of future assistantships. Therefore, students are encouraged to follow-up with their faculty supervisors to ensure a GTA performance evaluation has been submitted each semester of employment.

The Department of Anthropology conducts its own GTA evaluations mid and post semester. These evaluations are utilized as part of the funding model that will go into effect Fall 2021. GTAs should be aware that these evaluations will be used to evaluate them. Should any issues arise during the evaluation, the Graduate Coordinator will address the GTA, the faculty supervisor, and faculty advisor to resolve any conflicts or issues.

Financial Aid

Requirements that need to be met for federal loan eligibility override graduate full-time requirements. A student may be held to other enrollment requirements, as defined by financial awards, veteran status, employment or other outside agencies.

International Students

Several types of employment are available to international students, including on-campus employment. International students are encouraged to contact [UCF Global](#) for more information about the types of employment available and the requirements and restrictions based on visa type.

Graduate Student Associations

The Graduate Anthropology Association (GAA) is a registered student organization dedicated to providing a setting where students can discuss current research topics and assist fellow classmates 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. **The Central Florida Society** (also known by the acronyms AIA CFS and CFS AIA) 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.

The Graduate Student Association (GSA) is UCF's graduate organization committed to enrich graduate students' personal, educational and professional experience. To learn more or get involved, please visit facebook.com/groups/UCFgsa/. For individual department or graduate program organizations, please see program advisor.

Professional Development

Travel Support and Conferences

Students are encouraged to take every opportunity to attend conferences relating to their research or Anthropology. This not only adds to the student's curriculum vitae, but also provides the opportunity to network with other Anthropologists in their field of interest. There are several agencies 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 funding.graduate.ucf.edu/presentation/.

Preparing Tomorrow's Faculty Program

Sponsored by the [Faculty Center for Teaching and Learning](#) this certificate program (12-weeks) consists of group and individualized instruction by Faculty Center staff and experienced UCF professors. Textbooks and materials are provided.

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.

The College of Graduate Studies and the Graduate Student Association invite all UCF students, community, and employers to attend the [Graduate Research Forum](#). For more information, contact researchweek@ucf.edu.

Pathways to Success Workshops

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

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 Master's Thesis – This award recognizes graduate students for excellence in the master's thesis. The focus of this award is on the quality and contribution of the student's thesis research. Excellence of the master's thesis 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. The university award will be forwarded to a national-level competition sponsored by the Council of Southern Graduate Schools (CSGS) when the thesis discipline corresponds to the annual submission request.

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

Other

Students should take opportunities to present a poster or a topic of research at a conference. To obtain financial support to present at a conference (other than through your program) or to engage in comparable creative activity at a professional meeting, visit the Graduate Travel Fellowship section at graduate.ucf.edu/.

For information about the Council of Southern Graduate Schools (CSGS) thesis and dissertation awards, see their website: csgs.org/.

For grant-proposal writing resources: uwc.cah.ucf.edu/.

Department Resources

The following resources are reserved for conducting university business only:

Copy Machine

The department copy machines are code protected and are not to be used by any Graduate Students. Employed students needing to make copies for their courses or other business can submit a Copy Request to the department staff at least 48 hours before the copies are needed. A late request cannot be guaranteed to be completed by time needed. The department expects that our students will respect the rules governing the copy machine. However, if students are found to be using the copy machine, particularly for personal reasons, the student will be formally reprimanded and billed for the personal copies.

Office Space

The department maintains a computer lab within the department's main office space that Graduate Students are welcome to use. The lab is open as long as the department is open and includes eight computers, a refrigerator, and graduate student mailboxes. Additionally, the computers within this lab have computer programs such as ArchGIS and Google Earth already installed for student convenience.

Office Library

The department maintains an extensive library of resource materials including books donated by the community and textbooks. Students are welcome to use these materials in the computer lab but they may not be removed

from the department. The books should be treated with care so future students have the opportunity to use these resources.

Phone/Fax Machine

Unless students are using a department phone/fax machine to fulfill Teaching Assistant/Research Assistant duties, these devices may not be used by students to avoid state audit complications.

Mailboxes

Students will have a mailbox created for them in the department computer lab. It is the responsibility of the student to regularly check their mailbox.

Job Search

Career Services

[UCF Career Services](#) contributes to the university's goal of offering high quality undergraduate and graduate education and student development by providing centralized, comprehensive and coordinated career development, experiential learning and employer relations programs.

Experiential Learning Center

[Experiential Learning \(EL\)](#), part of the Division of Teaching and Learning, instructs and promotes applied learning courses, facilitates the development of quality experiential learning courses through collaboration with and training for faculty campus-wide, and partners with employers and community partners locally, nationally and internationally to help them access talented students and assist in the educational process.

Participating in experiential learning experiences, allows students to gain practical experience and apply what they learn in real-world settings. EL collaborates with colleges and units across the university to provide integrated programs so that all constituents can benefit from participation. With this approach, the academic and development needs of students, the instructional and research needs of faculty, and the workforce competency needs of employers can all be met.

Our ultimate educational goal is to ensure that all students have access to and include experiential learning courses in their academic programs to gain the relevant academic and professional skills they need to be work-ready and engaged citizens upon graduation.

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

- [Anthropology MA Website](#)
- [College of Sciences Website](#)
- [College of Graduate Studies](#)
- [Academic Calendar](#)
- [Bookstore](#)
- [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](#)
- [Shuttles Parking Services](#)
- [Student Health Services](#)
- [Technology Commons](#)
- [Thesis and Dissertation \(ETD\)](#)
- [UCF Global](#)
- [University Writing Center](#)

Grad Faculty

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