UCF

UNIVERSITY OF CENTRAL FLORIDA

Graduate Program Handbook 2024-2025

INTEGRATIVE ANTHROPOLOGICAL SCIENCES PHD

COLLEGE OF SCIENCES • DEPARTMENT OF ANTHROPOLOGY

Reference this handbook to learn about the unique policies, requirements, procedures, resources, and norms for graduate students in the Integrative Anthropological Sciences PhD program.

Last updated: June 2024

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How to Use This Handbook

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.

Who to Contact for Questions

Many of your questions about how to meet expectations and thrive as a graduate student will be answered by the various sources of policies, procedures, requirements, resources, and norms listed in this document. Several key positions in this department and on campus are ready to answer your remaining questions:

Graduate Program Staff
Anelis Diaz (anthrograduate@ucf.edu) – Graduate Admissions Specialist

Graduate Program Director
Dr. Scott Branting (anthroGDP@ucf.edu)

Names and contact information of your Graduate Program Director be found on your program's page in the *Graduate Catalog*. Simply navigate to the Programs tab in the catalog and then navigate to the program name.

Graduate School Services
For general graduate inquiries and graduate student services from the Graduate School, please review the College of Graduate Studies website as an additional resource.

Complete Name of Degree
Integrative Anthropological Sciences PhD

College
College of Sciences

Department
Department of Anthropology

Program Type
Doctoral

Program Website
https://sciences.ucf.edu/anthropology/

Year of Program Inception
Fall 2018

Program Overview Narrative

Program Description

The Integrative Anthropological Sciences PhD emphasizes cross-disciplinary empirical research on the dynamics of transformation and change in societies past and present. The program integrates methodologies from the science and technology components of Science, Technology, Engineering, and Math (STEM) with the theoretical and analytical strengths of social science to address critical social challenges.

The curriculum is comprised of the following basic elements: 1) a core curriculum focused on methodological expertise; 2) a topical curriculum covering the dynamics of transformation in human societies; 3) professional competence in workplace skills embedded into all courses; and 4) experiential learning via independent research. The central purpose of the program is to produce graduates with the necessary methodological expertise and analytical skills to create innovative solutions to the ongoing challenges of local and global disparities, environmental and anthropogenic crises, and the resilience and vulnerability of human populations.

The Integrative Anthropological Sciences PhD requires 51 credit hours beyond an earned master's degree. Required coursework 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 earned master's, remaining credit hours may consist of additional electives, doctoral research, and a maximum of 9 credit hours of directed research and independent study.

Total Credit Hours Required: 51 Credit Hours Minimum beyond the Master's Degree

Program Goals and Objectives

This program is specifically designed to prepare graduates for employment in the private, government, and non-profit sectors, in addition to academic positions. Our graduates will be prepared to work in collaborative research teams, as well as independent researchers and practicing anthropologists.
Students will enroll in advanced-level methodological courses. This includes anthropological topics in a choice of two of the following three methods; geospatial analysis, qualitative analysis or quantitative analysis.

The central purpose of the program is to produce graduates with the necessary methodological expertise and analytical skills to create innovative solutions to the ongoing challenges of local and global disparities. For example, students may explore pressing problems such as food accessibility and insecurity, immigration, differential access to healthcare, environmental issues, and other anthropogenic crises.
The program will take advantage of existing institutional commitments to established interdisciplinary collaboration to strengthen cross-disciplinary ties and produce graduates able to triangulate using multiple methodologies to address current, complex problems, such as:

- Geospatial Cluster in the College of Sciences
- National Center for Integrated Coastal Research at UCF
- Puerto Rico Research Hub
- Center for Research and Education in Arts, Technology, and Entertainment
- India Center
- Zora Neale Hurston Institute for Documentary Studies
- National Center for Forensic Science at UCF

Student Learning Outcomes/Competencies

- Demonstrate an understanding of methods, theory, and core concepts specific to their sub-discipline within anthropology.
- Develop an active research agenda by their third year in the program.
- Be prepared to secure and retain employment in a position related to their education.

Student Expectations

Successful PhD students will be self-starters, able to work independently, have excellent time-management skills (especially if funded on GTA lines), be involved in department life and culture, and be prepared to commit significant time and effort to a variety of different research activities exceeding normal classroom expectations.

Admission Requirements

In addition to the general UCF graduate application requirements, applicants to this program must provide:

- A master's degree or its equivalent in Anthropology or a closely related discipline.
- A minimum cumulative GPA of 3.5 for all master's level work completed.
- One official transcript (in a sealed envelope) from each college/university attended.
- A personal statement not to exceed 1,500 words.
- A curriculum vitae.
- A writing sample of at least 2,500 words demonstrating the ability to conduct graduate-level work.
- Three letters of recommendation.
- International applicants are required to submit additional materials by the College of Graduate Studies, such as foreign influence screening, results of an approved English proficiency exam, and a course-by-course credential evaluation. International applicants should review all requirements set by the College of Graduate Studies before starting an application.

All application materials must submitted by the deadline to be considered for admission. Students will be selected on a competitive basis and meeting the application requirements does not guarantee admission.

Onboarding

All new PhD students are required to attend a program orientation session led by the Graduate Program Director prior to the beginning of their first semester. Information regarding orientation dates and times are provided to students upon their acceptance of admission.

Advising/Mentoring

Advising relationships are a central part of academia, important to both the experience and development of students and faculty members. Your advisor has two main roles: 1) To assist you in acquiring the highest possible level of knowledge and competence in the field, and 2) to chair the committee that will determine whether you have performed at an acceptable level in each of your degree milestones. Other roles of your advisor may include tracking your progress in completing your degree, assist in developing the student's plan of study, offer professional guidance, and helping you identify possible research mentors, committee members, and research opportunities. Upon admission to the program, the student will be assigned an Academic Advisor (this advisor will be identified in your letter of admission). The student's Academic Advisor will chair their Dissertation Advisory Committee.

The Graduate Program Director, 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.

Changing Your Advisor

As the advisor-student relationship is one of mutual agreement, it may be terminated by either party. If you decide that you would prefer working with a different advisor, discuss this with your prospective advisor and Graduate Program Director to seek the change.

Program Assessment

The Department of Anthropology conducts an annual assessment of the Integrative Anthropological Sciences PhD program each year. This involves submitting data gathered from student annual reviews, as well as assessment rubrics following the completion of program milestones such as the qualifying and candidacy exams and dissertation defense.

Curriculum Section

Degree Requirements

Required Courses - 12 Credit Hours
There are 4 core courses (3 credit hours each), required of all doctoral students, which provide training and skillsets that will make graduates competitive for both academic and non-academic careers. If a student has taken one or more of the required courses with a grade of a B or higher prior to entering the program, they must replace the course(s) with a matching number of additional unrestricted electives.

Core Courses - 6 Credit Hours
- ANG 6002 Proseminar in Anthropology (3)
- ANG 6474 Science, Technology, and the Transformation of Human Societies (3)

Research Methods - 6 Credit Hours
Complete at least two of the following:
- ANG 5853 Advanced GIS Methods in Anthropology (3)
- ANG 6498 Advanced Qualitative Methods in Anthropology (3)
- ANG 7496 Advanced Quantitative Methods in Anthropology (3)

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, further advance their methodological skills, and gain interdisciplinary experience. To fulfill their unrestricted electives requirement, students may also take graduate-level courses in programs outside the department, but outside courses must not exceed 12 credit hours. The student's faculty advisor must approve all graduate courses taken outside the department. The student may also use the other methods course identified in the Research Methods requirement as an Unrestricted Elective. No more than 9 hours of graduate-level courses in Directed Independent Study or Directed Independent Research may be included in a student's program of study.

For a list of current elective courses please see the Graduate Catalog.

Dissertation - 15 Credit Hours Minimum

- ANG 7980 Doctoral Dissertation (15 credit hours)

A student who passes their candidacy exam (proposal defense) will begin the dissertation process. The dissertation serves as the culmination of the coursework that comprises this research-based degree. It must make a significant original theoretical, intellectual, practical, creative, or research contribution to the student's area within the discipline. Dissertations will be theoretically grounded, show expertise in the topic area, and utilize methodologically sound analysis 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.

Grand Total Credits: 51

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 for approval from the Graduate Program Director. The College of Graduate Studies requires that the Plan of study be submitted by the end of the second semester.

In the Department of Anthropology, submission of the Plan of Study form should be accomplished by the end of the first semester to avoid delays. 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 Program Director reviews the plan of study for department approval. Provided the Graduate Program Director approves, the Plan of Study form is forwarded to the College of Sciences 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.

Sample Plan of Study/Course Sequence/Completion Timeline

The following are suggested timeline plans towards completion for full-time students in the Integrative Anthropological Sciences PhD program.

Year 1

Fall	Spring	Summer
• ANG 6474: Science, Technology, and the Transformation of Human Societies (3) • ANG 6002: Proseminar in Anthropology (3) • Prerequisite for one of the three methods courses (3)	• ANG 5853: Adv GIS Methods in Anthropology (3) or ANG 6498: Adv Qualitative Methods in Anthropology or ANG7496: Adv Quantitative Methods in Anthropology (3) • Unrestricted Elective (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) Prerequisite for one of the three methods courses (3)	• ANG 5853: Adv GIS Methods in Anthropology (3) or ANG 6498: Adv Qualitative Methods in Anthropology or ANG7496: Adv Quantitative Methods in Anthropology (3) • Unrestricted Elective (3) • Unrestricted Elective (3)	• No Courses
Semester Total: 9 credit hours	Semester Total: 9 credit hours	Semester Total: 0 credit hours

*Qualifying Examination taken at the end of Fall Year 2.
**Candidacy Examination and defense completed prior to the end of Spring Year 2

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) • Dissertation Defense
Semester Total: 3 credit hours	Semester Total: 3 credit hours

Statement of Graduate 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. 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.

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 Biological Anthropologists (AABA), 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 Institutional Review Board (IRB) for review and approval. All UCF graduate students are required to complete IRB training.

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". 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. CITI Training Certification must be renewed every 3 years to remain active. Students should visit UCF's Institutional Review Board (IRB) website for submission forms, training information, and instructions.

Animal Subjects

If the student chooses to conduct research that involves animal subjects, Institutional Animal Care and Use Committee (IACUC) approval must be received prior to beginning the study. Students should visit UCF's Institutional Review Board (IRB) website for submission forms, training information, and instructions.

Ownership of Intellectual Property

UCF has three fundamental responsibilities regarding 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. Further details regarding the Ownership of Intellectual Property can be found in the Graduate Catalog.

Academic Integrity Training

All students admitted to doctoral programs must complete training designed to instill 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.

To achieve this objective, doctoral students must complete the following required training:

1. An online, asynchronous ethics course by the end of the first semester
2. Two online, asynchronous RCR workshops by the end of the second year
   - Personal and Professional Integrity
   - Ethics and Research Integrity

Graduate students who do not complete the online ethics course by their first semester will not be eligible to register for courses in their next semester.

A doctoral student who has not completed the required training in ethics and the responsible conduct of research within their first two years will not be eligible to register for courses in subsequent semesters or advance to candidacy.
Please see the Academic Integrity Workshops section below for additional details and registration instructions.

Examination Section

Exam Introduction

The IAS PhD program requires two milestone examinations besides the dissertation defense; the qualifying exam and the candidacy exam. The qualifying exam will generally take place in the third semester of the program, and the candidacy exam will be completed in the fourth semester. See below for more information on each exam.

Qualifying Exam

The Qualifying Exam will consist of a collection of research statements (topical, theoretical, methodological, etc.) The advisor, in consultation with the dissertation committee, will determine the number and topics of the research statements (typically 2-3). Total amount of text generated should be in the range of 12,000-15,000 words (plus bibliography, figures, etc.). The student is expected to write their original research statements, in consultation and communication with their advisor and dissertation committee.

The Qualifying Exam will include an oral defense (about 90 minutes) that should be completed by the end of the third semester. The written statements will be submitted to the dissertation committee a minimum of two weeks before the oral exam date. The Qualifying Exam as a whole will be evaluated as pass, conditional pass, or fail. A conditional pass will result in the student revising work based on committee feedback. A fail will result in the student having to re-take the exam. A failing student may retake the Qualifying Exam once. A second failure of the Qualifying Exam will result in dismissal from the program. All students must pass the Qualifying Exam to become eligible for the Candidacy Exam. The committee members may choose to take an anonymous vote to determine the result of a pass, conditional pass, or fail using Qualtrics or a comparable platform.

Candidacy Exam

Advancement to candidacy requires a successful defense of the student's dissertation grant proposal. The purpose of the dissertation grant proposal is to explain the subject under investigation, place it within the existing scholarly literature, and present the planned research approach for completing the dissertation. The proposal defense takes place in the semester prior to the one in which the student intends to enroll in

dissertation hours: normally during the fourth 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 a major external grant, such as the National Science Foundation (NSF) Doctoral Dissertation Improvement Grant, the Wenner-Gren Foundation for Anthropological Research Doctoral Dissertation Grant, the National Institutes of Health (NIH) Ruth L. Kirschstein Predoctoral Individual National Research Service Award, or a comparable research grant at the discretion of the dissertation committee.

Once the student has completed their grant proposal in consultation with their advisor(s), they will schedule an oral proposal defense with their dissertation committee. The grant proposal will be submitted to the dissertation committee a minimum of two weeks before the oral proposal defense date. The defense will last approximately 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 research and writing of the doctoral dissertation. A conditional pass of the written grant proposal will require students to revise and resubmit portions of the proposal deemed insufficient by the dissertation 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 written and/or oral components of the Candidacy Exam must repeat the failed portion(s) of 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. The committee members may choose to take an anonymous vote to determine the result of a pass, conditional pass, or fail using Qualtrics or a comparable platform.

Dissertation Section

Doctoral Dissertation - Overview

The dissertation serves as the culmination of the course work that comprises this research-based degree. Dissertations will be: 1) original and substantive, 2) theoretically grounded; 3) show expertise in the topic area; and 4) 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. The format of the dissertation will be determined in consultation between the PhD candidate and their chair. The format of the dissertation will need to comply with UCF College of Graduate Studies requirements.

Doctoral Dissertation – Form and Content

Students, in consultation with their advisor, may opt to write a traditional dissertation or a multi-article format dissertation. Articles published or submitted prior to candidacy can be used in the dissertation if based on PhD pilot data collected while at UCF. Articles included in the dissertation may have been published or submitted provided the student is the primary author and the articles are based on the dissertation data. Primary authorship of published or submitted articles included in the dissertation is defined as the student having written the entirety of the initial draft and the submitted product should reflect at least 80% of the student's own writing.

The article-format dissertation should include three 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 dissertation to the literature, and explore the implications of the findings.

Both traditional and article-format dissertations will adhere to the same standards of academic rigor and originality to meet the requirements of the PhD.

Doctoral Dissertation – Advisory Committees

The doctoral committee will serve to assist and guide the student through their research and dissertation defense and will also be known as the Dissertation Advisory Committee. 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, advise, and give direction to the student's research.

Students are required to form their Dissertation Advisory Committee before their Qualifying Exam, typically in the third semester.

The Dissertation Advisory Committee must consist of at least four members. At least three members must be UCF Anthropology Graduate Faculty, including the student's advisor who serves as the committee chair. The fourth committee member must be an external committee member from either outside the department or outside the university. 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. If an external 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 for Graduate Faculty status be submitted on behalf of the external committee member, along with a copy of the external member's recent CV.

Once eligible committee members are selected, a Dissertation Advisory Committee Form must be completed by the student to indicate the formation of the committee. Only once the committee is approved by the Graduate Program Director, College of Sciences, and the College of Graduate Studies, will the student be eligible to complete the Qualifying Exam, before moving on to the Candidacy exam and enrolling in doctoral dissertation hours (ANG 7980). If the committee is not approved, the Graduate Program Director will notify the student of why the committee was not approved and the student will be required to form a new committee.

All committee members are required to participate in all program milestones (Qualifying Exam, Candidacy Exam, and Dissertation) and are required to be present for each of the defense events. Exceptions for attending a defense can be granted under extreme circumstances. Exceptions will be granted by the Graduate Program Director; if the Graduate Program Director cannot be reached within 20 minutes during a defense, the committee chair can grant an exception.

Doctoral Candidate

Students who pass their Candidacy Exam will be advanced to candidacy and may begin registering for dissertation credit hours must have successfully entered candidacy. That is, they have completed all course work, taken and passed all qualifying and candidacy exams, completed all university mandated workshops, and have all associated documents submitted and approved prior to the first day of classes. Students will work with their graduate advisor to enroll in the relevant dissertation course. Once a student begins dissertation hours, they must remain continuously enrolled until their dissertation defense.

Doctoral Dissertation – Defense

Per university policy, dissertation defenses are open to the public and must be announced with the date, time, and location at least two weeks prior to the defense date. All the members of your committee should be available for your defense and a defense date must be approved by all committee members before scheduling. The chair of the Dissertation Committee must approve a final, complete dissertation draft before it is distributed to the other committee members. The complete dissertation draft must be submitted to all committee members at least 30 days prior to the scheduled defense. Should a committee member have serious concerns over the quality or defensibility of the dissertation draft they should notify the dissertation chair as soon as possible.

Students must successfully defend their completed dissertation with a 30-45 minute research presentation in an open seminar. The exact duration length of the presentation will be set by the chair of the student's committee. Members of the audience will be given the chance to ask questions after the presentation. After this round of questions, the audience is asked to leave and the Dissertation Committee will begin their round of questions. After this round of questions, the defending student will be asked to leave the room so that the committee can deliberate. The committee members may choose to take an anonymous vote to determine the result of a pass or fail using Qualtrics or a comparable platform. 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 final dissertation. The total dissertation defense process will typically last 2 hours but will not exceed 3 hours. Students who fail the initial defense will have the opportunity to re-defend the subsequent semester. A majority of the committee must approve the dissertation for the student to pass by signing the Dissertation Approval Form before the dissertation can be submitted to Graduate Studies.

Virtual Defense

Beginning in 2022-2023, the Department of Anthropology allows fully virtual defenses if desired by the student and committee chair. A public zoom link must be shared in the thesis defense announcement.

Doctoral Dissertation – Submission Procedures

Students should follow established UCF procedures for dissertation submission (see the Graduate Catalog for more information). Students must submit their Dissertation Approval Form signed by their committee members to the Graduate Admissions Specialist for department approval. to the Graduate Admissions Specialist will obtain signatures from the Graduate Program Director, Department Chair, and College of Sciences representative. The College of Sciences will send the approved form to the College of Graduate Studies at editor@ucf.edu by the dissertation submission deadline. Please note that the dissertation approval form will not be signed by the Graduate Program Director or department chair without an iThenticate or Turnitin report on file. Your dissertation committee chair is responsible for submitting the iThenticate or Turnitin report directly to the Graduate Admissions Specialist.

University Dissertation Requirements

Doctoral candidates must remain continuously enrolled (including summers) until their dissertation. Exceptions to the continuous enrollment policy may be appealed to Graduate Studies. Students may not enroll in more than nine credits in any given semester and must enroll in at least three credits; full time is three credit hours of doctoral dissertation each semester once advanced to candidacy. Candidates that have met the 15 required dissertation hours but have not yet defended must remain continuously enrolled. Graduate policy states students have seven years from beginning the program to complete the degree.

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.

All university deadlines are listed in the Academic Calendar. Consult with graduate director or advisor for potential earlier deadlines.

All doctoral students must access the Graduate Thesis and Dissertation Webcourse in the semester they plan to complete their dissertation. This Webcourse contains a template and formatting resources, the submission of the Format Review requirement,

the Dissertation Approval Form, and instructions for the final submission process to UCF's institutional repository, STARS.

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

- Access the Graduate Thesis and Dissertation Webcourse
- Submit a properly formatted file for initial format review by the format review deadline
- Submit the Thesis and Dissertation Release Option form before the defense
- Defend by the defense deadline
- Close IRB study (if needed)
- Receive format approval (if not granted upon initial review)
- Submit signed Dissertation Approval Form by final submission deadline
- Submit final thesis document by final submission deadline

Students must format their dissertation according to the standards outlined in the [Thesis and Dissertation Webcourse](). Formatting questions or issues can be submitted to [ETDHelp@ucf.edu]().

The College of Graduate Studies also 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]().

Doctoral Dissertation – IRB

All University of Central Florida students are required to enroll in the Institutional Review Board (IRB) Webcourse training and Human Research Protection Program (HRPP) prior to creating their graduate advisory committee. We encourage all PhD students to complete this requirement in their first year of the program.

Students conducting research involving human subjects must obtain IRB approval prior to beginning any research activities involving human subjects. IRB protocols must be submitted using the Huron system. Please work with your advisor to develop your protocol and navigate the IRB submission process. CITI certification as required of doctoral students must be completed prior to enrolling in dissertation hours.

Program and Institutional Policies

Admission to Candidacy

A student must demonstrate their readiness for the PhD program by successfully completing the candidacy examination before admission to full doctoral status and enrollment into dissertation hours. The Candidacy Examination should be taken when the student is nearing the end of coursework. The exam is administered by the members of the student's dissertation advisory committee. Admission to candidacy will be approved by the Graduate Program Director and the college coordinator and forwarded to the College of Graduate Studies for status change. Students must complete all academic integrity training as listed above before the College of Graduate Studies can approve their admission to candidacy. Only after admission to candidacy may a student register for doctoral dissertation hours (ANG 7980). Effective beginning Summer 2019, students must have passed candidacy and have the candidacy and dissertation advisory committee documentation received and processed by the College of Graduate Studies by the date listed in the academic calendar in order to enroll in dissertation hours for that term.

Doctoral students admitted to candidacy are expected to enroll in dissertation hours and to devote full-time effort to conducting their dissertation research and writing the required dissertation document. Students in doctoral candidacy must continuously enroll in at least three hours of dissertation coursework (ANG 7980) each semester (including summer) until the dissertation is completed.

Annual Review

All doctoral students are required to complete an annual review with their advisors at the end of each academic year. The purpose of the annual review is to ensure students are making appropriate progress towards degree completion as it relates to programmatic course work, milestones, and professional development. The annual review also serves to assist the student in formulating appropriate academic goals for the next academic year. The annual review aids in addressing issues with progression as early as possible so appropriate remedies can be provided. This is a valuable opportunity to check in with your advisor and receive feedback. The annual review should be completed in a meeting between advisor and student and submitted to the Graduate Admissions Specialist. When a student graduates in fall, they should complete their annual review prior to graduation.

Classroom, Office, and Laboratory Use

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.

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 (Graduate Teaching Assistants) 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 the 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 for personal reasons, the student will be formally reprimanded and billed for the personal copies.

Office Space
The Department of Anthropology maintains a computer lab within the department's main office space (HPH 309) 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 ArcGIS and Google Earth already installed for student convenience.

Office Library
The Department of Anthropology maintains an extensive library of resource materials including books donated by the community and textbooks. Students are welcome to check out these materials from the front office. 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 Graduate 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.

Communication

Students should diligently check their email and Teams for important announcements and information. Students should respond to email as soon as possible, especially on time-sensitive issues.

Student Responsibility for University Communication

UCF uses email as the official means of notifying students of important university business and academic information concerning registration, deadlines, financial assistance, scholarships, student accounts (including tuition and fees), academic progress and problems, and many other critical items for satisfactory completion of a UCF degree program. The university sends all business-related and academic messages to a student's campus email address to ensure that there is one repository for that information. Every student must register for and maintain a campus email account [here](#) and check it regularly to avoid missing important and critical information from the university. Any difficulty with establishing an account or with accessing an established account must be resolved through the [UCF Computer Services Service Desk](#) so that a student receives all important messages.

Additionally, each student must have an up-to-date emergency e-mail address and cell phone number by which they can be reached in case of a crisis on campus. This emergency contact information will be used only for emergency purposes. Also, both permanent and local mailing addresses must be on the record, so that any physical documents that must be mailed can be delivered.

It is critical that students maintain and regularly check their email account for official announcements and notifications. Communications sent to the campus email address on record will be deemed adequate notice for all university communication, include issues related to academics, finances, registration, parking, and all other matters. The University does not accept responsibility if official communication fails to reach a student who has not registered for, or maintained and checked on a regular basis, their email account. Please ensure that this information is current and that any changes in contact information are made online through the [myUCF portal](#).

Satisfactory Progress

All full-time doctoral students are expected to pass their Qualifying Exam during their third semester, advance to candidacy during their fourth semester, and defend their dissertation at the end of their fourth year in the program. The department understands that students may need to alter this timeline based on specific circumstances. We encourage all students to maintain regular communication with their primary advisor and Graduate Program Director about their progress to degree.

Time Limits to Degree Completion

The Integrative Anthropological Sciences PhD program is designed to be a 4-year program for a full-time student; however, it is understood students may need longer based upon specific circumstances. Please note it is university policy for all students to complete their graduate degrees within seven years or face automatic dismissal. Students who have been enrolled in the program for longer than 5 years will be required to submit a program completion plan to the College of Graduate Studies with their graduate advisor. Please refer to the [Time Limitation](#) in the Graduate Catalog for more information.

Continuous Enrollment

All graduate students are required to enroll in at least one class over the span of the Academic year. Failure to enroll in 3 consecutive terms results in dismissal from the program. After the candidacy exam is passed for doctoral students, they are required to enroll in dissertation hours every semester until graduation. Please refer to the institutional policies regarding [Continuous Enrollment and Active Students](#) for further details.

Full-time and Part-time Requirements

A full-time degree-seeking graduate student must take at least 9 credit hours in the fall and spring semesters. A half-time load is defined as enrolled in at least 4.5 credit hours in fall and spring terms.

Dissertation research is considered to be a full-time effort, and post-candidacy enrollment in at least three Doctoral Dissertation (ANG 7980) credit hours constitutes full-time graduate status. Doctoral students who have passed candidacy and have begun taking Doctoral Dissertation hours (ANG 7980) must enroll in at least three dissertation hours each semester (including summers, without skipping a semester) and

continue doing so until they complete and successfully defend the dissertation. Students wishing to enroll in fewer than 3 credit hours must have approval from their advisor.

All international students on F or J visas must maintain full-time, degree-seeking status regardless of financial support received from the university.

Further details regarding full-time enrollment requirements can be found in the Graduate Catalog.

Grading and Grading Procedures

The Department of Anthropology follows general university guidelines regarding grading and withdraws. Students should refer to the Grade System section within General Graduate Policies of the grad catalog for more information. Incomplete grades will be granted rarely and should be resolved as soon as possible. Funded MA students with "I" grades will no longer be funded if these grades are not resolved within one semester.

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.

Unsatisfactory Grades

Unsatisfactory grades include "C" grades (C, C+, C-), as well as D, D+, D-, F and U grades. A student may apply a maximum total of six semester credit hours of "C" grades, or the "C" grade credits associated with at most two classes, whichever is greater, to satisfy degree program requirements. Exceeding six semester credit hours of unsatisfactory grades is grounds for dismissal. There is no grade forgiveness policy for any course taken while in graduate status.

Transfer Credit

As the Integrative Anthropological Sciences PhD programs requires a master's degree for admission, credits from the required, earned master's degree may not be used as transfer credits. If a student has taken one or more of the required courses, or a comparable course, with a grade of B or higher prior to entering the program, they can petition to have that course count towards their degree. However, the course will only remove the requirement for taking the core course. They will need to replace the credit hours with a matching number of additional unrestricted electives.

Absences

Students who anticipate that they may not be able to enroll continuously due to external circumstances should apply for Special Leave of Absence. Specifically, students who are taking courses should apply for a Special Leave of Absence when they cannot enroll in more than two consecutive semesters. Students who are in thesis/dissertation hours should apply for a Special Leave of Absence when they cannot enroll in every semester (including summer).

To qualify for a Special Leave of Absence, the student must demonstrate a good cause (e.g., illness, family issues, financial difficulties, personal circumstances, recent maternity/paternity, employment issues). The specific reason for the Leave of Absence request must be indicated by the student on the Leave of Absence Form. Due to current U.S. government regulations, international students must be enrolled every fall and spring semester. For students in this category, a Special Leave of Absence is only available for documented medical reasons.

Academic Standards & Integrity

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

All students newly admitted to doctoral programs must complete training designed to instill an awareness and understanding of the fundamental issues of academic integrity and the responsible conduct of research (RCR) in a manner consistent with federal regulations. Students will not be able to enroll in dissertation hours or be admitted to candidacy until all academic integrity requirements are met.

To achieve this objective, doctoral students must complete the required training. Please see https://graduate.ucf.edu/academic-integrity-training for details.

Program Professional Conduct & Ethics

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. 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 the Codes of Ethics for Anthropologists (American Anthropological Association, Society of American Archaeologist).

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

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 Code 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, TikTok, 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 Program Director or the Department Chair.

- 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. Always remember 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 always 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.

Probation

The Department of Anthropology follows the policies set by the College of Graduate Studies regarding probation and academic standing. Any student who does not maintain a 3.0 program GPA will be placed on Academic Probationary Status. Students placed on probation are required to meet with their graduate program director to create a Probation Plan. Students will have a maximum of 18 graduate credit hours of graded A-F course work from their Graduate Plan of Study to increase their Program GPA to 3.0 or higher. Students should reference the Academic Progress and Performance section from the Graduate Catalog for information on probation.

Appeals/Grievances

Students may file appeals or grievances. Students should reference the [Academic Grievance](#) section in the Graduate Catalog for more information.

Dismissal/Discipline

The Department of Anthropology follows the procedures outlined by the College of Graduate studies for program dismissal based on academic progress and performance, grades, and student conduct. See the Graduate Catalog for more information.

Golden Rule

The Golden Rule is the university's policy regarding non-academic discipline of students and limited academic grievance procedures for graduate (grade appeals in individual courses, not including thesis and dissertation courses) and undergraduate students. Information concerning The Golden Rule can be found at https://goldenrule.sdes.ucf.edu/. Section 11, Student Academic Behavior, addresses appeals of graduate program actions or decisions.

Accommodations

UCF admits a diverse graduate student population. Some of our students may need an accommodation (or a variety of accommodations) to help them be successful in the program. The department will strive to be inclusive in its design and provide any accommodation outlined by the Student Accessibility Services. Students needing specific accommodations should contact the Student Accessibility Services office (https://sas.sdes.ucf.edu/accommodations/).

Disability Statement

ACCESS matters

Purpose: We envision UCF to be a fully accessible campus and inclusive environment for people with disabilities. We do this by:
- **A**cknowledging disability as an aspect of human diversity;
- **C**ultivating awareness of the environment's disabling barriers;
- **C**ollaborating on and proactively facilitating accessible environments and experiences;
- **E**ducating faculty and staff to create and maintain access in their spheres of influence;

- **S**hifting to an inclusive-minded attitude;
- **S**upplementing with reasonable accommodations as a last resort measure to ensure access.

Diversity Statement

The University of Central Florida considers the diversity of its students, faculty, and staff to be a strength and critical to its educational mission. UCF expects every member of the university community to contribute to an inclusive and respectful culture for all in its classrooms, work environments, and at campus events. Dimensions of diversity can include sex, race, age, national origin, ethnicity, gender identity and expression, intellectual and physical ability, sexual orientation, income, faith and non-faith perspectives, socio-economic class, political ideology, education, primary language, family status, military experience, cognitive style, and communication style. The individual intersection of these experiences and characteristics must be valued in our community.

Title IX prohibits sex discrimination, including sexual misconduct, sexual violence, sexual harassment, and retaliation. If you or someone you know has been harassed or assaulted, you can find resources available to support the victim, including confidential resources and information concerning reporting options at https://letsbeclear.ucf.edu and http://cares.sdes.ucf.edu/.

If there are aspects of the design, instruction, and/or experiences within this course that result in barriers to your inclusion or accurate assessment of achievement, please notify the instructor as soon as possible and/or contact Student Accessibility Services.

For more information on diversity and inclusion, Title IX, accessibility, or UCF's complaint processes contact:

- Title IX – OIE http://oie.ucf.edu/ & askanadvocate@ucf.edu
- Disability Accommodation – Student Accessibility Services – http://sas.sdes.ucf.edu/ & sas@ucf.edu
- Diversity and Inclusion Training and Events – www.diversity.ucf.edu
- Student Bias Grievances – Just Knights response team – http://jkrt.sdes.ucf.edu/
- UCF Compliance and Ethics Office – http://compliance.ucf.edu/ & complianceandethics@ucf.edu
- Ombuds Office – http://www.ombuds.ucf.edu

Statement of Inclusion and Diversity

The Anthropology Department at UCF is committed to respecting and promoting a diverse and inclusive community of students, faculty, staff, and alumni in our classes, offices, laboratories, workplaces, fieldwork sites, and other settings. Recognizing that true strength lies in diversity, not similarity, we strive towards a representation of department faculty and staff that better reflects the variegated tapestry of American society.

We value and celebrate the diversity of the human experience that encompasses ethnicity, class, gender, citizenship, sexuality, religion and spiritual beliefs, language, age, and ability. We recognize these identities intersect in multiple and complex ways, privileging some and disenfranchising others. We are committed to providing safe and inclusive learning environments that promote respect for difference, challenge stereotypes, embrace individual experiences, and advance scholarship and advocacy of historically marginalized groups.

Historically, anthropological scholarship frequently intertwined and intersected with hegemonic systems that actively served to disenfranchise indigenous groups and inflict irreparable cultural harm to millions worldwide. These dominant and now discredited systems include European colonialism, US settler expansion, eugenics, and racialized classification schemes that expedited empire building around the world and fraudulently legitimized social hierarchies and power differentials.

Increasingly, anthropological research and methods strive to dismantle the idea of biological race, promote greater understanding of social and cultural differences, and advocate for a more inclusive society based on the principles of cultural relativism. As a department we continually make meaningful connections between our discipline's past and our ongoing work towards promoting diversity in our scholarship, student body, and community relationships.

Aligning with the policies and recommendations of the American Anthropological Association, the American Association of Physical Anthropology, and the Society for American Archaeology, among others, the UCF Department of Anthropology is committed to:

- Building an inclusive and diverse student body, faculty, and staff.
- Rejecting all forms of discrimination.
- Addressing power inequities and privilege in the classroom and other learning environments.
- Promoting scholarship and advocacy of historically excluded groups.

- Maintaining zero tolerance for sexual misconduct in the classroom, laboratory, field, and other work and research settings.
- Establishing a Department Committee on Inclusion starting Fall 2020 to address our commitments outlined in this statement.

Land Acknowledgement Statement

The Department of Anthropology respectfully acknowledges that the University of Central Florida resides on lands and territories of the Ais, Apalachee, Calusa, Timucua, and Tocobago tribes as well as the Seminole Tribe of Florida and the Miccosukee Tribe of Indians of Florida. Many members of these Indigenous groups were forced to leave their land or lost their lives to genocide and other forms of settler colonial and state-sponsored violence. As a department, we recognize the historical and ongoing impact of colonization on Indigenous communities. We also acknowledge the role that anthropology has played in their exploitation, dispossession, and removal. Committed to diversity, equity, and inclusion, the Department of Anthropology will continue to work to be more accountable to Indigenous peoples in Florida and beyond.

The Department of Anthropology will take action in response to this acknowledgment with all Indigenous groups in teaching, research, and practice. Our intent is to:

- support and promote Indigenous students, faculty, and staff in higher education,
- advance Indigenous scholarship,
- examine structural barriers to recruitment and/or professional advancement of Indigenous people,
  and evaluate anthropology's historic and current relationship with Indigenous individuals and communities.

Ethical Use of Human Remains

The University of Central Florida's Department of Anthropology recognizes the historic abuse of human remains (e.g., bones, teeth, skin, blood, etc.) by anthropologists for teaching, research, and public engagement. The Department of Anthropology is committed to an ethical and collaborative practice regarding the treatment, study, and use of human remains. Our main principles regarding the management and curation of skeletal collections and the use of human remains in teaching, research, and public engagement are as follows:

 Collection Management & Curation

- We work with descendant communities regarding the repatriation of remains, prioritizing their concerns and requests.
- We provide optimal and appropriate storage for all human remains and avoid permanent modifications to skeletal remains (e.g., use of permanent markings for accession numbers).
- We support the Native American Graves Protection and Repatriation Act (NAGPRA) and the Vermillion Accord (from the World Archaeological Congress) and will abide by them in appropriate cases.
- We follow the ethical codes regarding human remains as outlined in our respective professional associations (e.g., *American Association of Biological Anthropologists, American Anthropological Association, Human Biology Association, Society for American Archaeology*).

Teaching & Research
- We inform students about the history of the use of human remains in anthropology and the proper handling and care in class and research.
- We avoid use of unidentified/non-returned (forensic) remains as a part of teaching or research materials whenever possible.
- We receive consent and enact collaborative partnerships with descendant communities.
- We use non-invasive or minimally destructive sampling methods whenever possible.

Other/Institutional

- We avoid unnecessary images of real human remains in public-facing work.
- We avoid use of real human remains in public engagement work whenever possible.

Please contact the department chair if you have any questions.

Harassment

The University of Central Florida values diversity in the campus community. Accordingly, discrimination on the basis of race, sex, national origin, religion, age, disability, marital status, parental status, veterans' status, sexual orientation, or genetic information is prohibited.

Sexual harassment, a form of sex discrimination, is defined as unwelcome sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature including any of these three situations.

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or enrollment.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or enrollment decisions affecting such individual.
3. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or enrollment, or creating an intimidating, hostile, or offensive working or academic environment.

Sexual harassment is strictly prohibited. Occurrences will be dealt with in accordance with the guidelines above and university rules. Employees, students, or applicants for employment or admission may obtain further information on this policy, including grievance procedures, from the OIE Coordinator. The Director of the Office of Institutional Equity Programs is the campus Equity Coordinator responsible for concerns in all areas of discrimination. The office is located on the main campus, in Barbara Ying CMMS Building 81, Suite 101. The phone number is (407) 823-1336. Policies and guidelines are available online at http://www.eeo.ucf.edu.

Plagiarism[AD1]

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.

Review for Original Work (iThenticate)

The university as well as our graduate programs are very conscious about academic integrity and the authenticity of thesis and dissertation documents. 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 and for reviewing the results with the student's advisory committee (typically during the student's final semester).

Before the student may be approved for final submission to the university, the dissertation chair must indicate completion of the Review for Original Work through iThenticate by signing the Thesis Approval Form.

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.

Additional Program Details

How to Get Involved

UCF supports the reality that education should influence and improve people's lives beyond the university classroom. As a graduate student at UCF, you have a multitude of opportunities to become involved on campus and in your academic discipline. This involvement often enhances your academic, professional, and personal growth through developing advanced leadership, communication, and collaboration skills. It also provides opportunities for professional networking. We also encourage you to regularly attend department social events and colloquia.

The Graduate Anthropology Association (GAA) is the registered student organization in the Department of Anthropology dedicated to providing a setting where our anthropology graduate students can discuss current research topics and assist fellow classmates in conducting graduate level research. The primary goals of the GAA are 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, the GAA holds periodic social events creating an environment and culture conducive to promoting camaraderie and fellowship in an academic setting, as well as assisting in mentorship of undergraduate anthropology students.

The Anthropology Mentoring Program (AMP) is an informal program designed by and for graduate students in UCF's Department of Anthropology. We all know how tough transitioning to a graduate program can be; AMP is one way to build relationships for mutual support as we navigate graduate school. As an informal program, mentors and mentees choose who they prefer to connect with and can organically grow their relationship on their own terms. Its purpose is to connect first-year masters and doctoral students with existing students, but any level graduate student is welcome to select a mentor.

The Graduate Student Association (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/. For individual department or graduate program organizations, please see program advisor.

The Central Florida Society (also known as 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.

Financial Aid Funding

Students in the IAS PhD program may be eligible for various funding opportunities at both the university and department levels. The Department of Anthropology may nominate applicants to university fellowships as determined by the Graduate Program Committee. Other funding opportunities from the university may include awards, loans, and work study programs. Please see the [College of Graduate Studies Funding Website](#) for funding opportunities. Students should consult the Office of Student Financial Assistance and the Graduate Catalog for additional information.

Graduate Assistantship Details

The Department of Anthropology offers limited Graduate Teaching Assistantship (GTA) funding opportunities based on the availability of departmental funds. Students may be offered positions as a GTA Grader or Assistant. After the completion of 18 credit hours, doctoral students may also be eligible to teach their own course as a GTA Associate.

GTAs 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 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 before they will be permitted to teach as Graduate Teaching Associates/Assistants. The Versant test is not required for students who will be appointed as a Graduate Teaching Grader. The Versant English Test is administered by the English Language Institute and generally takes about 20 minutes. The College of Graduate Studies will cover the cost of your first Versant test if you take it at the beginning of the Fall or Spring semester (Test I).

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). Students are encouraged to reference the College of Graduate Studies for descriptions of each job category.

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.

Along with GPA, the Department of Anthropology will consider other metrics including, but not limited to, publications, experiential learning, and community involvement to allocate available funding resources. Students should plan accordingly if they wish to keep or earn departmental funding.

Assistantship Tuition Waivers

The program receives a set number of tuition waivers for Graduate Teaching Assistantship (GTA) positions each year. Distribution of the tuition waivers through GTA positions are awarded by the Graduate Program Committee and are based on fellowship/scholarship and GPA. For complete information about university assistantships and tuition waivers, please see the UCF Graduate Catalog.

When granted a tuition waiver through a GTA position, 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 are responsible for covering the costs of the tuition fees. 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.

GTA Performance Evaluation

At the completion of each semester, students employed as GTA's 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 mid-semester GTA evaluations. These evaluations are utilized as part of the department's funding model. GTAs should be aware that these evaluations will be used to make funding decisions for the following academic year. Should any issues arise during the evaluation, the Graduate Program Director will address the GTA, the faculty supervisor, and faculty advisor to resolve any conflicts or issues.

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, the Graduate Anthropology Association (GAA), a graduate student organization registered with the Office of Student Involvement, 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.

Student Research Week/Student Scholar Symposium

Awards for the best poster presentation in each category will be given and all participants will receive recognition. UCF hosts an annual poster forum called the Student Scholar Symposium (SSS). The annual Student Scholar Symposium features 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. Scholarships are awarded to top projects. SSS is part of Student Research Week, a week-long celebration of student research at UCF. Please see the [Student Research Week](#) website for more information.

3 Minute Thesis (3MT)

The College of Graduate Studies also hosts a 3MT (3 Minute Thesis) competition for graduate students in the Fall semester. Please see the College of Graduate Studies [3MT](#) website for more information.

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/](#).

For grant-proposal writing resources: [uwc.cah.ucf.edu/](#).

Professional Membership

The doctoral program does not require students to be members of any professional organizations. Students may join professional organizations related to their specific subdiscipline, if desired.

Graduation Requirements

Graduation is an exciting time! Students should file an intent to graduate through their myUCF account the semester prior to the expected graduation semester (i.e. a student planning to graduate in spring should file their intent before the end of the fall semester). Please see on the College of Graduate Studies [Commencement](#) page for further details

and let the Graduate Admissions Specialist or the Graduate Program Director know if you have any questions or concerns.

Job Search and Career Pathways

Life after graduation can seem intimidating. We suggest starting to think about your future plans (jobs or continuing your education) early and seeking out opportunities to prepare you. We encourage our students to take advantage of opportunities offered by the department, student associations, the College of Graduate Studies, and other campus resources.

The university also offers various professional development opportunities through [UCF's Pathways to Success Program](). We encourage you to explore these options.

UCF's Career Services department offers a wide range of programs 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.

Graduate Student Center

UCF is fortunate to have its own Graduate Student Center. It is a great place to relax, practice a presentation in one of our conference rooms, have your lunch, and to meet other graduate students. Please visit the [Graduate Student Center]() website for more information.

Forms

The Department of Anthropology hosts a Microsoft Teams channel specifically for graduate students and posts all necessary student forms in this location. Students may also contact the Graduate Admissions Specialist for any forms they are unable to find.

Useful Links/Resources

- [Integrative Anthropological Sciences PhD Website]()
- [UCF Department of Anthropology 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](#)
- [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)](#)
- [UCF Global](#)
- [UCF Golden Rule](#)
- [University Writing Center](#)

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