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**FOR ON-CAMPUS STUDENTS ONLY**



**FOR ONLINE STUDENTS ONLY**

## **THE MASTER'S PROGRAM IN APPLIED ANTHROPOLOGY**

The Department of Anthropology offers a master's degree in applied anthropology. While our main goal is to prepare students for employment outside academia, they will also be well qualified for transfer to a doctoral program.

The central goal of UNT's Master's in Applied Anthropology program is to provide graduates with the knowledge they will need to undertake informed and thoughtful action, whether as street-level practitioners, consultants, administrators, agency-based researchers, or program evaluators.

Students can obtain their master's degree in one of two ways:

- Through our on-campus program.
- Through our online program. Established in 2006, the UNT program was the first online master's program in applied anthropology in the United States.



### **AREAS OF INTEREST**

While students are not required to choose a specific track in the graduate program, the department offers several specialties.

#### **Business, Technology, and Design Anthropology**

This specialization includes the areas of organizational analysis and change, teams, user-centered design, marketing, communication in the workplace, human-computer interaction, consumer behavior, diversity and globalization. We work with both the private sector and the not-for-profit sector.

#### **Crossing Borders: Migration, Religion, Identities**

Topics in this area include the situations of migrants and refugees, cultures of Latin America and Africa, experiences of Mexicanos and Latinos in the U.S., and refugee and migrant resettlement in tertiary countries. In this field, students have local access to the people and issues typical of a border state like Texas, or wherever their interests take them.

#### **Medical Anthropology**

This area covers topics such as public health, healthcare delivery, indigenous medicine, and the health issues of ethnic minorities, migrants, and/or refugees. Students have access to the affiliated UNT Health Science Center at Fort Worth. In addition, the DFW area provides innumerable opportunities for students interested in the health issues of ethnic minorities, migrants, and/or refugees from all over the world.

#### **Anthropology of Education**

This area focuses on understanding various aspects related to the educational process. It explores the connection between culture and education in a variety of contexts paying

particular attention to concerns related to teaching and learning. Both faculty members focus on the challenges of bilingual education.

### **Urban Anthropology**

Studies the social phenomenon in cities with an emphasis on the relationship between spatial, cultural, and political-economic structures and the everyday life of people. It has applications in the arenas of policy, planning, social and health services, education, labor and migration, technology, business, ecology and community relations.

### **Environmental and Ecological Anthropology**

Topics in this area include community-based conservation of natural and cultural resources, cultural landscapes/seascapes, indigenous peoples and protected areas, traditional ecological knowledge, human ecology, sustainable development, ethno ecology, political ecology, environmental justice, world views concerning the environment, and globalization and environmental policy.

In addition to these specializations, the department encourages students to develop expertise in a second field outside of the anthropology department. This means that students are able to pursue their interests, no matter what they may be, by taking courses and developing mentoring relationships with faculty in other departments. When students put together their committees, one of the three committee members must come from outside of anthropology. The reason a second discipline is emphasized is that the various institutions in which applied anthropologists work all have their own forms of knowledge. Students will be better prepared for jobs if they have prior exposure to those traditions. Two of your electives must be taken outside the anthropology department, preferably in the same field. For example:

- Health sciences
- Information sciences
- Business administration
- Design
- Environmental ethics
- Environmental sciences
- Education



## **DEGREE OPTIONS**

### **Master of Arts in Applied Anthropology**

For the Master of Arts degree, students fulfill the 36 hours of degree requirements and demonstrate knowledge of a foreign language. This degree is offered on campus and online.

## Master of Science in Applied Anthropology

For the Master of Science degree, students fulfill the 36 hours of degree requirements including a course in an additional skill appropriate to their specialty. This degree is offered on campus and online.

### **Dual Degree – MS in Applied Anthropology and MPH (Community Health Concentration)** On-campus only

The UNT Health Science Center’s School of Public Health and the Department of Anthropology at UNT have developed a cooperative agreement that allows students to pursue both degrees simultaneously. Students fulfill 27 hours of anthropology and 36 hours in public health. Be sure to check with the current HSC Public Health Graduate Advisor for the latest HSC program policies and recommendations.

<https://www.unthsc.edu/school-of-public-health/dual-degree-programs/>



## DEGREE PLANS

### FOR MA AND MS:

The Masters in Applied Anthropology program requires satisfactory completion of a minimum of 36 hours of study and research beyond the bachelor's degree. All courses, transfer hours included, must be completed within 5 years.

Core Courses:	15 sem. credit hours
Applied Thesis:	6 sem. credit hours
Elective Courses:	15 sem. credit hours

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Total:	36 sem. credit hours
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Leveling course: Candidates who do not have at least 12 hours of undergraduate anthropology must take the leveling course (ANTH 5000 Seminar in Sociocultural Anthropology) before they are fully admitted into the program. This course is offered annually during 5 Week II (summer II) and is an online course.

### Core Courses

ANTH 5010	Anthropological Thought & Praxis I
ANTH 5021	Anthropological Thought & Praxis II
ANTH 5031	Ethnographic & Qualitative Methods
ANTH 5041	Quantitative Methods in Anthropology
ANTH 5050	Preparation for Practice and the Applied Thesis

### Applied Thesis

All candidates must take a minimum of 6 hours of supervised ANTH 5950 Applied Thesis. Students can register for 3 or 6 hours of 5950 at a time, but once they register for 5950,

they must maintain continuous enrollment during fall/spring semesters until graduation. Students do not need to register for summer enrollment in 5950 unless they are graduating in the summer.

## **Elective Courses**

A minimum of 2 electives (6 hours) must be from *outside* anthropology. A minimum of 2 electives (6 hours) must be from *inside* anthropology. If pursuing an MS degree, the skills class requirement counts as one of your electives. Students may arrange independent study courses with their advisor. In addition, some undergraduate anthropology courses may be cross-listed as graduate courses, providing graduate students with a greater selection of elective courses. Students are encouraged to research other electives by reading the course catalog and talking to the graduate advisor, their committee chair, and to other anthropology graduate students.

The choice of a particular elective should be made in consultation with the student's faculty advisor, as part of the process of developing a coherent degree plan, and post-graduation plan. Electives must be approved by the student's faculty advisor.



### **Anthropology elective courses for on-campus students**

ANTH 5100	Organizational Anthropology
ANTH 5110	Design Anthropology
ANTH 5201	Medical Anthropology
ANTH 5210	Anthropology in Public Health
ANTH 5300	Migrants and Refugees
ANTH 5400	Environmental Anthropology
ANTH 5620	Anthropology of Education
ANTH 5700	Special Topics, such as Ethno ecology, Anthropology of Food and Agriculture, Evaluation for Anthropological Practice, and Ethno-Racial Diversity Management: Applying Anthropology for a Competitive Business Edge
ANTH 5900	Special Problems



### **Anthropology elective courses for online students**

ANTH 5100	Organizational Anthropology
ANTH 5110	Design Anthropology
ANTH 5201	Medical Anthropology
ANTH 5300	Migrants and Refugees
ANTH 5400	Environmental Anthropology
ANTH 5620	Anthropology of Education
ANTH 5700	Special Topics, such as Evaluation for Anthropological Practice and Ethno-Racial Diversity Management: Applying Anthropology for a Competitive Business Edge
ANTH 5900	Special Problems (e.g., a "Readings" course with your advisor)

## **Elective courses outside Anthropology**

Below are some possibilities for electives that UNT offers, that previous students have found useful. You are not limited to these. There are many appropriate electives in other departments. You can check for online courses on the UNT e-Campus site at <http://online.unt.edu/online-courses> for further ideas.

You may also cross-register for courses at Texas Woman's University (TWU) and Texas A&M University-Commerce through the Federation of North Texas Area Universities. UNT students pay their tuition and fees at UNT, and the course will be posted to their UNT transcript. All coursework taken through the Federation must be approved in advance by the advisor/department. It is the graduate student's responsibility to verify that a Federation course will meet a given program requirement and be accepted on the degree plan. Federation registration information: <https://tsgs.unt.edu/new-current-students/federation/student-information#UNT>

In addition, we accept electives from other universities, provided they are not continuing education or extension courses. If you plan to take a course at another university while you are enrolled at UNT you must contact the Anthropology Graduate Coordinator to complete a concurrent enrollment form.

### ***Medical Anthropology***

AGER 5250	Topics in Gerontology
AGER 5780	Federal, State and Local Programs in Aging
GEOG 5140	Medical Geography
GEOG 5145	Epidemiological Research Methods in Spatial Perspective
SOCI 5400	Health Delivery Systems

### ***Anthropology of Education***

EDHE 6640	The Adult Learner and Adult Learning
EDHE 6700	Role of Higher Education in a Democracy
EDUC 6050	Culture, Identity and Education
LING 5320	Studies in Applied Linguistics

### ***Business Anthropology***

MGMT 5140	Organizational Behavior and Analysis
MGMT 5660	International Management
MGMT 5760	Strategic Management
MKTG 5280	Analysis and Design of Operations Systems
SLIS 5200	Introduction to Information Organization
SLIS 5440	Storytelling for Information Professionals

### ***Environmental Anthropology***

GEOG 5150	Water Resources Seminar
GEOG 5210	Seminar in Urban Geography
GEOG 5510	GIS for Applied Research
GEOG 5600	Seminar in Environmental Policy
PHIL 5400	Seminar in Ethical Theory

PHIL 5000	Environmental Ethics
PHIL 5700	Seminar in Environmental Ethics

***Migrants and Refugees***

SOCI 5330	Seminar on Race and Ethnicity
SOCI 5350	Seminar on Urbanization

***Any Area***

PADM 5040	Nonprofit Management
PADM 5540	Public Decision Making Techniques
PADM 5550	Seminar in Program Evaluation
PADM 6310	Seminar in Public Policy Implementation

**FOR DUAL DEGREE MS/MPH:**

**Curriculum**

Total hours for degree: 63

***Masters of Science in Applied Anthropology – 27 hours (normally 36 hours)***

Required courses in Applied Anthropology – 21 hours

- ANTH 5010 Anthropological Thought and Praxis I
- ANTH 5021 Anthropological Thought and Praxis II
- ANTH 5031 Ethnographic and Qualitative Methods
- ANTH 5041 Quantitative Methods
- ANTH 5050 Preparation for Practice and the Applied Thesis
- ANTH 5201 Medical Anthropology
- ANTH 5210 Anthropology and Public Health

Culminating experience in Medical Anthropology & Public Health (Applied Thesis) – 6 hours

- ANTH 5950 Applied Thesis (topic to overlap with BACH 5297)

***Masters of Public Health – 36 hours***

Required courses in Public Health – 27 hours

- BACH 5300 Theoretical Foundations of Individual and Community Health
- BACH 5340 Community Assessment and Program Planning
- BACH 5345 Participatory Approached to Improving Community Health
- BACH 5350 Community Health Program Evaluation
- BIOS 5300 Biostatistics for Public Health
- EOHS 5300 Environmental Health\*
- EPID 5300 Principles of Epidemiology\*
- EPID 5313 Data Management and Policy
- HMAP 5300 Introduction to Health Management and Policy\*

Elective courses in Public Health – 6 hours

- Any 2 courses offered in the School of Public Health

Culminating experience in Public Health (Comprehensive Examination and Practice Experience) – 3 hours

- PHED 5197 MPH Portfolio (2 hours)
- BACH 5297 Public Health Practice Experience (1 hour)

*\*these classes are available online and on-campus*

## **Additional Information**

1. New students are encouraged to apply simultaneously to both programs. You can find more information about the Anthropology application process: <http://anthropology.unt.edu/graduate/admissions>. You can find more information about the Public Health application process: <https://www.unthsc.edu/school-of-public-health/apply-now/>.
2. Students currently enrolled in only the Public Health program or Anthropology program have 18 credit hours to decide if they would like to enter the dual degree program. Before they have completed 18 credit hours, if they wish to enroll in the dual-degree, they must apply to the program in which they are not currently enrolled. If a current Public Health student, they must apply to the Anthropology program for the following fall semester. If a current Anthropology student, they can apply to the Public Health program any semester (fall, spring, or summer). If they are accepted, they must submit new degree plans to both of their programs to ensure that their academic record reflects the dual degree program.
3. At the end of this program, students will have two degrees – one in public health and one in applied anthropology. The programs share 21 hours and coordinate the culminating experiences that fulfill both degrees.
4. Students will have a 3-person faculty committee – 2 members from Anthropology and 1 member from Public Health.
5. **Culminating Experience in Public Health Practice (Comprehensive Examination and Practice Experience)** – Students will pass the MPH Comprehensive Examination during their Culminating Experience. In PHED 5197, students will complete a portfolio, which will include a poster presentation, notebook, and reflection paper.
6. **Culminating Experience in Applied Anthropology (Applied Thesis)** – Dual degree students must complete a major independent project. This project is completed through 6 hours of Applied Thesis (in applied anthropology). This project will be decided by the student and the student's committee, and must be broad enough to incorporate the knowledge and tools acquired in both programs.
7. Although UNT Health Science Center in Fort Worth and UNT Denton are part of the University of North Texas System, they function as separate universities. They have separate admissions, separate financial aid offices and different academic calendars. It is important that students let administrative offices know that they are a dual degree student, particularly the financial aid office. Although there is a high

level of cooperation between the two programs, students will be enrolled at two universities. They will apply to two universities, submit separate degree plans to two universities, apply for graduation to two universities, and graduate twice.

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## DEADLINES FOR UNIVERSITY PAPERWORK

1. **First semester:** Choose a committee chair. Obtain their signature on the MA/MS Committee Form (Appendices pg. 42)
2. **Second semester:** Choose second committee member. Obtain their signature on the MA/MS Committee Form.
3. **Prior to thesis project:** Choose third/outside committee member. Obtain their signature on the MA/MS Committee Form. Submit completed committee form to the graduate program coordinator.
4. **After 9 credit hours:** Submit completed degree plan to advisor and to graduate program coordinator.
5. **Start of last semester:** Apply for graduation. See the Toulouse Graduate School website for details. <http://tsgs.unt.edu/new-current-students/graduation-information>
6. **Start of last semester:** Submit Degree Plan Change Form if there were any changes from the Degree Plan you submitted originally. (Appendices pg. 42)
7. **Start of last semester:** File proof of foreign language requirement for MA. See the Department of World Languages website for details. <http://worldlanguages.unt.edu/resources/testing/graduate-foreign-language-requirement>
8. **Middle of last semester:** Submit applied thesis to Toulouse Graduate School. Deadlines are listed on the Toulouse Graduate School website: <http://tsgs.unt.edu/new-current-students/graduation-information>

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## SUGGESTED COURSEWORK AND DEGREE TIMELINES

### FOR MA/MS FULL-TIME STUDENTS:



#### **On-Campus Students – 9 hours each semester**

##### **Summer, before starting program**

5000 Seminar in Sociocultural Anthropology (if leveling course is needed)

##### **Fall, Year 1**

5010 Anthropological Thought and Praxis I (Prerequisite: 5000 if needed)

5031 Ethnographic and Qualitative Methods  
Elective

For Degree: By the end of this semester you should be networking with potential clients and looking into summer internship opportunities.

### **Spring, Year 1**

- 5021 Anthropological Thought and Praxis II (Prerequisite: 5010)  
5041 Quantitative Methods  
5050 Preparation for Practice and the Applied Thesis  
For Degree: By the end of this semester you should choose your second and third committee members. Use the summer to work on your thesis proposal and IRB application.

### **Fall, Year 2**

- 5950 Applied Thesis\* (Prerequisites: 5010, 5021, 5031, 5041, 5050)  
Elective  
Elective  
For Degree: Be mindful of the continuous enrollment policy  
<https://policy.unt.edu/policydesc/continuous-enrollment-policy-18-1-20>

### **Spring, Year 2**

- 5950 Applied Thesis\* (Prerequisites: 5010, 5021, 5031, 5041, 5050)  
Elective  
Elective  
For Degree: Apply to graduate and prepare to turn in thesis. Toulouse Graduate School thesis deadlines are in late March, Late June and late October (<https://tsgs.unt.edu/new-current-students/graduation-information>)  
Your thesis should be turned into your advisor **6 weeks prior** to the Toulouse deadline.



## **Online Students – 6 hours each semester**

### **Summer, before starting program**

- 5000 Seminar in Sociocultural Anthropology (if leveling course needed)

### **Fall, Year 1**

- 5010 Anthropological Thought and Praxis I (Prerequisite: 5000 if needed)  
5031 Ethnographic and Qualitative Methods  
For Degree: By the end of this semester you should be networking with potential clients and looking into summer internship opportunities.

### **Spring, Year 1**

- 5021 Anthropological Thought and Praxis II (Prerequisite: 5010)  
5041 Quantitative Methods  
For Degree: By the end of this semester you should choose your second and third committee members. Use the summer to work on your thesis proposal and IRB application.

### **Fall, Year 2**

5050 Preparation for Practice and the Applied Thesis  
Elective

### **Spring, Year 2**

Elective  
Elective

### **Fall, Year 3**

5950 Applied Thesis\* (Prerequisites: 5010, 5021, 5031, 5041, 5050)  
Elective  
For Degree: Be mindful of the continuous enrollment policy  
<https://policy.unt.edu/policydesc/continuous-enrollment-policy-18-1-20>

### **Spring, Year 3**

5950 Applied Thesis\* (Prerequisites: 5010, 5021, 5031, 5041, 5050)  
Elective  
For Degree: Apply to graduate and prepare to turn in thesis. Toulouse Graduate School thesis deadlines are in late March, Late June and late October (<https://tsgs.unt.edu/new-current-students/graduation-information>)  
Your thesis should be turned into your advisor **6 weeks prior** to the Toulouse deadline.

**\*Once students register for 5950, they must maintain continuous enrollment until graduation. Students do not need to register for summer enrollment in 5950 unless they are graduating in the summer. Please plan your timeline carefully.**

## **FOR DUAL DEGREE PROGRAM**

This program is designed to take 2 ½ years for students taking 4 courses per long semester, plus 1 course each summer. Students are allowed to take fewer classes per semester but should be aware that some classes are only offered once a year or once every two years.

### **Fall – Year 1**

- ANTH 5010 Thought and Praxis I (Fall only)
- ANTH 5031 Ethnographic and Qualitative Methods (Fall only)
- ANTH 5201 Medical Anthropology (Fall only)
- BACH 5300 Theoretical Foundations of Individual and Community Health (offered Fall, Spring, & Summer)

### **Spring – Year 1**

- ANTH 5021 Thought and Praxis II (Spring only)
- ANTH 5041 Quantitative Methods (Spring only)
- ANTH 5050 Preparation for Practice and the Applied Thesis (Spring only)
- Either ANTH 5210 Anthropology in Public Health (offered every other Spring only) or a SPH 3-hour elective

### **Summer – Year 1**

- EPID 5300 Principles of Epidemiology (Fall, Spring, & Summer)
- SPH 3-hour elective course

### **Fall – Year 2**

- HMAP 5300 Introduction to Health Management and Policy (Fall, Spring, & Summer)
- EOHS 5300 Environmental Determinants to Health (Fall, Spring, & Summer)
- BIOS 5300 Biostatistics for Public Health 1 (Fall, Spring, & Summer)
- BACH 5340 Community Assessment and Program Planning (Fall & Spring)

### **Spring – Year 2**

- BACH 5313 Data Management and Statistical Computing (Fall & Spring)
- BACH 5345 Participatory Approaches to Improving Community Health (Fall & Spring)
- BACH 5350 Community Health Program Evaluation
- SPH 3-hour elective course or ANTH 5210 Anthropology in Public Health (every other Spring only)

### **Summer – Year 2**

- ANTH 5950 Applied Thesis

### **Fall –Year 3**

- ANTH 5950 Applied Thesis
- PHED 5197 MPH Portfolio
- BACH 5297 Public Health Practice Experience
- PHED 5000 Certified in Public Health Examination



## **COMMITTEE STRUCTURE**

The candidate's committee is composed of three faculty members. Two must be members of the UNT Anthropology Department, and the third should be selected from a different department. The head of the committee must be a member of the Anthropology Department. By the end of their first semester, students must choose a committee chair

(major advisor). By the end of their second semester, students should choose the second Anthropology Department faculty member. Students should choose the outside member at the same time that the Applied Thesis topic is decided. For Dual Degree students, the outside member should be from the School of Public Health.

If the outside member is not faculty at UNT, a formal approval process must be initiated by the student. The student needs to present the following to his or her committee chair: 1) CV from potential outside committee member; and 2) a statement explaining why this person would be an asset to the students' education and the committee. The committee chair decides if this is an appropriate person to serve on the committee and works with the Graduate Programs Coordinator to submit a nomination to the Graduate school for the outside member to receive graduate faculty "associate membership" status. **The outside committee member cannot be the same person as the student's site sponsor/ client.** Students must complete a **M.A./M.S. Committee Form** (see appendix) and submit it to the Anthropology Graduate Coordinator.



## DEGREE PLAN SUBMISSION

Each student must fill out a Degree Plan during their second semester in the program (after completion of 9 hours if part-time) (see appendix for Degree Plan). The Degree Plan must be signed by the student's committee chair and given to the Anthropology Graduate Coordinator, who will submit it to the Toulouse Graduate School.

The Degree Plan must include all courses the student intends to take in fulfillment of the degree requirements. It should also include an explanation of how an MA student is fulfilling the language requirement or how an MS student is fulfilling the extra skill requirement. The student's committee chair must approve all coursework. Undergraduate courses may not be used. In the "completed" date section, **fill in only those classes that have already been completed or will be completed during the semester the degree plan is filed.** A sample degree plan is on our website for you to use as an example. *Please be sure to look at this when filling out the degree plan.*

If any changes in coursework are needed, the student must complete a **Degree Plan Change Form** (see appendix).



## ADVISING

The UNT Applied Anthropology Master's program is recognized for its outstanding mentoring of students. At a minimum, students must meet with their advisors at least once a semester to be advised on the next semester's coursework. But students are encouraged to be in regular contact with their advisors to provide updates and seek advice on appropriate classes, and on projects and thesis questions. Students must initiate these meetings! This advising should be with the student's committee chair or the

Director of Graduate Programs (default graduate advisor). Each student will be given an advising code, which will allow him/her to register AFTER the advising appointment.



## REGISTRATION PROCEDURES

1. Be sure to check the registration calendar.  
<http://registrar.unt.edu/registration/registration-guides-by-semester>
2. The website course listing will be the most up-to-date on Anthropology courses:  
<http://anthropology.unt.edu/course-information>
3. You **must** have an advising session with your advisor before registering – if you have not chosen your committee chair, Doug Henry is your default advisor. After your advising session, you will get an advising code.
4. After you meet with your advisor, receive approval for your proposed courses, and obtain an advising code for registration, you need to email the Anthropology Graduate Coordinator your course schedule. The coordinator will grant you permission to register for the courses in the computer system. Please include your UNT ID number with your email.
5. All core classes are restricted to ensure students in our program have a spot in the class. *Some* of the electives are also restricted for this reason. You can check the course listings on the schedule of classes to see if your elective is restricted.
6. **Use the Registration Guide in the Appendix for assistance in using the UNT registration system.**
7. Do not hesitate to call the registrar if you have problems registering: 940-565-2378.

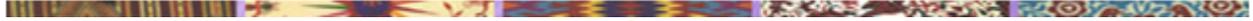


## PROGRESS REPORTS

Each spring students will be asked to complete an annual progress report. The purpose of this report is to review all of the activities that contribute to your professional development. The faculty will meet and discuss the progress of each student. If student progress is unsatisfactory, the student will receive notification that provides feedback and recommendations from the meeting. This report is for internal departmental use only.

In addition to the individual student Progress Reports, each student is required to submit to the Anthropology Department an Applied Thesis Agreement, once he/she starts the thesis project. Mid-way through the project, an In-Progress Evaluation is required from

the Organizational Sponsor, and at the end of the project, when the deliverables are complete, a Final Thesis Evaluation is required.



## **SKILLS**

Our program is constantly striving to help students discover the skills they will need to be successful practicing anthropologists after graduation. We have come up with a list of skills that we consider valuable to an applied anthropology career. This list will continue to evolve. One way to gain these skills is to work on as many applied projects as possible before graduating.

### 1. Being a team player:

- working closely with fellow team members
- collaborating and coordinating efforts
- staying focused on the client's needs
- carrying out one's responsibilities in a timely manner
- good communication with the team leader and team members
- being respectful of others' opinions and ideas

### 2. Being entrepreneurial:

- putting independent thought and effort into a project; showing initiative and taking ownership
- not just passively following directions, not waiting for other people to provide the answers
- identifying career and work challenges as they arise; analyzing them, and developing creative solutions
- actively working to persuade coworkers and team leader to adopt one's innovative solutions to work challenges

### 3. Project management – planning, budgeting, tracking, evaluating

### 4. Mastery of word processing (Word), spreadsheets (Excel), and databases (Access)

### 5. Knowledge of qualitative software analysis program (Atlas.ti or similar)

### 6. Knowledge of quantitative software analysis program (SPSS or similar)

### 6. Optional skills: GIS, social network analysis, design of dynamic content websites, digital photography, digital audio recording, second language



## GRADUATION REQUIREMENTS

At the beginning of the student's final semester, the student should check with the Toulouse Graduate School to learn about the filing deadlines for that semester. You must apply for graduation by completing an online form prior to the deadline. It is the **student's responsibility** to be aware of and adhere to all graduation deadlines, including ensuring that paperwork for any "I" or "PR" grade is processed on time.

<http://tsqs.unt.edu/academics/graduation>

- You must be registered in ANTH 5950 during the semester you graduate, even if graduating in the summer semester.
- All incompletes must be finalized by the deadline in the graduating semester.
- All degree plans and degree plan change forms must be approved by the department and graduate school by the deadline in the graduating semester. Your degree plan must be submitted upon or before the completion of 12 hours.

### Graduation Requirements for Department

Although the student files for graduation with the Graduate School, it does not mean he or she will graduate. When the student is finished writing and presenting their applied thesis, the committee decides if the student has satisfactorily completed the applied thesis. If the report and presentation are satisfactory, the committee signs the **Final Defense Form**, which signals the graduate school that the student has passed and is ready to graduate. See the section, "Completing the Applied Thesis" below for further guidelines.

### Steps for Graduation

1. Once you believe you are ready to graduate and are beginning to draft your applied thesis report, communicate with your committee chair about graduating that semester.
2. Check the graduation calendar (link above) and apply for graduation by the deadline.
3. Ensure that paperwork for any grades marked "Incomplete" is processed.
4. Submit a substantial draft of thesis to committee chair at least 6 weeks before final exam/project defense deadline or whenever your committee chair requests the draft. Make revisions and submit draft of thesis to other committee members at least 4 weeks before the graduate school's final exam/project defense deadline.
5. Submit final applied thesis report to the graduate school by deadline.
6. Submit all client deliverables.
7. Submit "Final Report" IRB form to your Advisor to sign and turn in to the UNT IRB.
8. Schedule your applied thesis presentation with the Anthropology Graduate Coordinator and present thesis and findings.
9. Attend department hooding ceremony and commencement!

### ***Important note about graduation and transfer hours***

Students cannot take transfer hours during the semester they plan to graduate. The graduate school needs all transcripts before processing a graduation application. Keep this in mind as you work on your degree plan. The policy applies to the UNT Health Science Center as well.



## **PROBATION, SUSPENSION, AND DISMISSAL**

The department has the right to dismiss students for the following reasons:

1. GPA below 3.0
  - a. Graduate students must maintain a minimum cumulative grade point average (CGPA) of 3.0 to remain in good academic standing.
  - b. Academic Probation: A graduate student is placed on academic probation by the graduate school at the end of any semester in which the CGPA drops below 3.0.
  - c. Academic Suspension: A graduate student who is placed on academic probation and who does not receive either a semester or a cumulative 3.0 graduate GPA during the term/semester of probation will be subject to academic suspension for a period of up to one calendar year before becoming eligible to reapply for graduate admission and enroll for further graduate courses (see “Readmission of Graduate Students” in the Admission section of the Graduate Catalog). Graduate work completed elsewhere during a period of graduate suspension at UNT may not be counted for graduate credit at UNT. After the one-year period of suspension, students may re-enroll in graduate courses under probation. Students who are then suspended a second time without having returned to good academic standing by achieving a CGPA of 3.0 or better will be dismissed from the university.
  - d. \*Note: students receiving federal or state financial aid must be making satisfactory academic progress: <http://financialaid.unt.edu/satisfactory-academic-progress-requirements>
2. Not registering in 3 consecutive years (i.e., Fall 2012-Fall 2015)
  - a. Graduate students become “inactive” with the graduate school when they do not register in 1 year. The student must reapply to the graduate school after this time to become “active” before they can register. The department has the right to dismiss a student who has not registered in 3 consecutive years.
3. Behavioral misconduct
  - a. The department has the right to dismiss any graduate student who engages in conduct unbecoming of a professional anthropologist-in-training, be it around other faculty, staff, graduate students, or for a client.



## **INCOMPLETE POLICY**

Students are encouraged to talk with their major advisor and their course instructor if considering asking for an Incomplete (I) grade. A graduate student cannot have more than two incompletes. If a student has more than two incompletes, she or he will not be allowed to register for additional classes until the number of incompletes is down to a maximum of two. Students must finish incompletes within one year.



## **APPLIED THESIS**

The applied thesis is the major independent project that students undertake in order to complete the master's in applied anthropology. It involves doing work that will be of practical benefit to some organization or agency. Students must design and carry out a project that utilizes the skills in applied anthropology that they gained through their master's program coursework. The project has three kinds of outcomes:

- A practical application that benefits the organization or agency that is their client.
- A written thesis to the department of anthropology.
- A verbal presentation to the department of anthropology.

The applied thesis is similar to a traditional master's thesis in that it represents a substantial effort on the student's part. It is different in that the student's project will always be directed toward the needs of a client. All previous written thesis reports are available in .pdf format in the Cosmic Café.

### **Policies about Applied Thesis**

Students can register for 3 or 6 hours of 5950 at a time, but once you register for 5950, you must maintain continuous enrollment until graduation during fall/spring semesters. Students do not need to register for summer enrollment in 5950 unless they are graduating in the summer.

### **Planning the Applied Thesis**

The applied thesis is structured around three courses:

#### **ANTH 5050 Preparation for Practice and the Applied Thesis**

This is an overview of applied anthropology and a practical skills course. Students will learn how to identify potential agencies as thesis sites, how to approach them, and how to develop an applied thesis proposal.

#### **ANTH 5950 Applied Thesis**

In the first 3 hours of this course, students design and implement an applied anthropology project under the supervision of a faculty member. This placement is planned in cooperation with the student to meet specialized career goals. They should

accomplish as much work as possible during the first three hours of 5950.  
(Prerequisites: ANTH 5010, 5021, 5031, 5041, 5050)

### **ANTH 5950 Applied Thesis**

In the second 3 hours, students finish up any remaining research. They deliver their findings to the client. They also prepare a written thesis and a verbal presentation for the Department of Anthropology. (Prerequisites: ANTH 5010, 5021, 5031, 5041, 5050)

#### **Some requirements for the project:**

- There will be no exceptions regarding prerequisites for ANTH 5950.
- Students must have a structured thesis project wherein they are working for an established entity. This entity may not be affiliated with UNT.
- Volunteer work with a community or ethnic group will not count unless the student is working for an established entity and reports to a designated individual in that entity.
- The applied thesis must be structured so that it has an outcome. What constitutes an appropriate topic is ultimately the decision of the student's committee.
- An **Applied Thesis Agreement** (see appendix) must be completed before the thesis begins.

#### **IRB Requirements:**

IRB stands for Institutional Review Board for the Protection of Human Subjects in Research. Every student needs to go through UNT's IRB before starting the applied thesis. This is not optional.

#### **What Constitutes Human Subjects Research?**

Federal law defines *Human Subjects Research* and the conditions under which it may be conducted. Under federal regulations, UNT prohibits any research involving human subjects until the Institutional Review Board (IRB) has granted its approval. For these purposes, the phrase, *research involving human subjects*, is defined to include not only research on living persons but also human tissue, blood samples, pathology or diagnostic specimens, human medical records, the observation of public behavior, existing archives of human data including medical, financial/tax, educational, professional, legal and criminal records, and all questionnaires. Research is defined as any systematic investigation designed to develop or contribute to generalized knowledge.

Survey research must also be approved, including Internet Surveys. The IRB website is: <http://research.unt.edu/faculty-resources/research-integrity-and-compliance> and the IRB Guidelines can be found at: <http://research.unt.edu/faculty-resources/research-integrity-and-compliance/use-of-humans-in-research>. Each student needs to read these guidelines thoroughly to understand the process of going through the IRB at UNT.

Every new investigator must go through IRB training before submitting an IRB application. This training is online and is through the National Institute of Health. You can

locate the link to the NIH Training at: <http://phrp.nihtraining.com/users/login.php> The research office needs a copy of this certificate for your file.

Most students will go through Expedited Review (there is a process on the online application that will help you determine whether your project qualifies for “Expedited Review” or “Full Review”). The department recommends you begin the IRB process with your advisor 4-6 weeks BEFORE you plan to start the applied thesis research. Additionally you must submit a Final Report Form before you graduate to close your research study with the IRB office. The form is online at: [http://research.unt.edu/sites/default/files/irb\\_final\\_report.docx](http://research.unt.edu/sites/default/files/irb_final_report.docx)

After your project’s data collection phase, but before graduation, you must fill out the IRB’s “Final Report Form,” available on the IRB website. This goes to your advisor to sign and turn in.

## **Completing the Applied Thesis**

### **Deliverables**

Each student will complete deliverables as specified in the applied thesis proposal. Each student will have a different set of deliverables depending on their agreement with the client. The committee will determine how the deliverables are documented for the department.

### **Written thesis for the department**

The Thesis Manual provides definitive information on preparing your thesis. It can be found on the Toulouse Graduate School website at: <https://tsgs.unt.edu/thesis-manual>

The thesis is a separate item from the deliverables submitted to the agency or organization as part of the agreement. The thesis is outlined below. Expect several rounds of revisions with your committee chair and committee members. **Students should build these revisions into their time schedule when thinking about graduation.** Students must give a substantially complete first draft to the committee chair at least 6 weeks (or earlier if chair requests) before the graduate school’s final exam/project defense deadline and a mostly final draft to the other committee members 4 weeks before the graduate school’s final exam/project defense deadline. If you are graduating in the summer, you may need to give your committee even more time due to vacation and travel plans. It is the student’s responsibility to communicate with all members of the committee. Not following this timeline may delay your graduation one semester.

### **Verbal presentation to department faculty**

This is the verbal presentation (25-30 minutes) of the written thesis for the department. Students will discuss their applied thesis project, the agency or organization, what work was done, what data gathering techniques were used, description of the deliverables, and personal reflection on the research. It is the student’s responsibility to coordinate the

scheduling of the verbal presentation with all members of the committee and the Anthropology Graduate Coordinator. **\*\* This date MUST be announced in a flyer to all faculty and students at least 2 weeks prior to presentation.**

Applied thesis presentations are generally scheduled the last week of the semester, usually 1 to 3 days before graduation. This will make it more likely that students have the opportunity to attend each other's presentations. This presentation will be done in person, and for online students it constitutes the second visit to Denton that is required of all online students.

## **Applied Thesis Guidelines**

### **Three-way communication between student, site sponsor, and faculty advisor**

- All three people have a meeting before the **Applied Thesis Agreement** is finalized (see appendix), to discuss the project and work out issues (in cases of geographic distance, a teleconference is acceptable).
- The student prepares a proposal and gives it to the faculty advisor and the site sponsor. They offer feedback to the student in a timely manner. If necessary, the student revises the proposal until both the faculty advisor and site sponsor are satisfied with it. The applied thesis proposal should follow the **Applied Thesis Proposal Format**.
- All three people sign an **Applied Thesis Agreement** that states their acceptance of the proposal. The Applied Thesis Agreement and Proposal are placed in the student's file in the department.
- Site sponsor completes a written **In-Progress Thesis Evaluation** (see appendix) of student halfway through the applied thesis and gives it to the faculty advisor. The evaluation form is available from <http://anthropology.unt.edu/graduate/forms-current-students>
- Site sponsor completes a written **Final Thesis Evaluation** (see appendix) of student after completion of the applied thesis and gives it to the faculty advisor. The evaluation form is available from <http://anthropology.unt.edu/graduate/forms-current-students>

### **Communication between student and faculty advisor**

- Student regularly communicates with faculty advisor, providing information about the progress of the project and talking over issues as they arise.
- Faculty advisor provides guidance for student in areas such as:
  - How to design a project that is feasible and attentive to the client's needs
  - How to manage the client relationship
  - How to prepare the deliverables for the site sponsor

## **Communication between student and site sponsor**

- Student regularly communicates with site sponsor, providing information about the progress of the project and talking over issues as they arise.
- Site sponsor helps student in areas such as:
  - Arranging access to relevant parts of the organization, personnel, or records
  - Advice on how to operate effectively within the culture of the organization
  - Feedback on student's progress in project

## **Communication between faculty advisor and site sponsor**

- Faculty advisor and site sponsor communicate on an as-needed basis during the applied thesis project.

## **Applied Thesis Proposal Format**

### **Title Page**

The page should include the following information:

- Title of applied thesis project
- Student's name
- Advisor
- Other committee members
- Organization where project will be conducted
- Name of site sponsor
- Date proposal is submitted to advisor and site sponsor

### **Summary of Project Issues**

One paragraph that identifies the issues the client would like the applied thesis project to address.

### **Deliverables**

This is a summary of what the student will deliver to the client at the end of the project. The description of the deliverables should cover both *forms* and *contents*. *Forms* might include one or more of the following: a written report; a verbal presentation; a video; a series of interactive meetings with members of the client organization; a website; a training program; or a manual. The *contents* of the deliverables are the student's findings regarding the issues that the client organization wants help with.

### **Project Design**

This is a description of the stages or major activities of the applied thesis project. These stages will commonly include data collection, analysis, and preparation of deliverables. However, each project is different, so types of stages may vary considerably.

Each stage of the project should be described in detail. For instance, a data collection stage should identify what methods are being used (participant observation, in-depth interviews, etc.), and what population is being examined. The student should be as

specific as possible, for instance specifying how many interviews are planned; how many hours will be spent doing participant observation; and what the demographic breakdown of the subjects will be. The student should also explain how each stage of the project contributes to the outcome of the applied thesis, so that the client understands its importance.

### **Timeline**

A chart that displays the entire duration of the project from start to finish, and indicates when each stage will be begun, and when completed. Stages may overlap.

### **Costs (if applicable)**

This section should be included if the student is seeking a paid internship or consultancy.

### **Student's Background**

Include a one-paragraph summary that demonstrates the student's preparation to engage in the applied thesis project. The student should describe relevant experiences in any of the following: previous jobs, other ethnographic fieldwork projects, and educational background.

### **Written Thesis Guidelines**

Below is a suggested list of chapters for the applied thesis, with a description of the core contents for each chapter. Students can organize their chapters differently if it makes sense for their project and they have the approval of their advisor; however, they must include all of the contents listed for the chapters below.

### **Overview of Applied Thesis Project**

This chapter provides a contextual overview of the applied thesis project. It should include:

- An overview of the theoretical dimensions of the project
  - An introduction to the theoretical perspectives taken in the thesis research (described in more detail in the Literature Review chapter)
  - How theory was linked to practice in the execution of the project
- An overview of the applied dimensions of the project
  - A description of the client and the environment in which the thesis research took place.
  - A description of the challenge or problem the client was facing that the thesis was designed to address, and what kinds of deliverables the student agreed to provide to the client at the outset of the project
  - How the student made the connection with the client, and a summary of the relationship with the client over the course of the project
  - Significant changes in the project that occurred along the way (e.g. alteration in research questions, shift to different client contact person)
  - A short overview of the deliverables provided to the client (described in more detail in the Research Findings and Deliverables chapter)
  - How the client reacted to the deliverables, and any changes the client organization implemented as a result of the thesis project

## **Literature Review**

In this chapter, the student describes the theoretical and topical perspectives that informed the thesis project. Typically, this will include several related subject areas. It should include some variety of applied anthropology. The student's committee can help identify relevant bodies of work. A good literature review clearly states 1) how the thesis is building on prior literature, and 2) how the thesis contributes to existing literature and moves it forward.

## **Project Design**

A description of the stages or major activities of the applied thesis project. These stages will commonly include methods of data collection, analysis, and preparation of deliverables. However, each project is different, so types of stages may vary considerably. A timeline is often useful.

Each stage of the project should be described in detail. For instance, a data collection stage should identify what methods were used (participant observation, in-depth interviews, surveys, secondary data analysis, etc.), and what population was examined. The student should be as specific as possible, for instance specifying how many interviews were conducted; how many hours were spent doing participant observation; and describe the demographic breakdown of the subjects. The student should also explain how each stage of the project contributed to the outcome of the applied thesis.

## **Research Findings and Deliverables**

In this chapter, the student describes the research findings (insights, models, frameworks) that resulted from the project, and how those findings formed the basis for client deliverables.

The research findings should be supported by evidence in the form of ethnographic thick description. This is an opportunity for the student to display skill in ethnographic narrative writing, a core competence for anthropologists.

The chapter should also describe the deliverables given to the client. For instance, the deliverables could have included a written report, a verbal presentation, and a set of design prototypes.

## **Discussion and Personal Reflection on Applied Thesis Project**

A description of what the student learned from the experience. This should include how the student's training in anthropology shaped the project design and execution of the applied thesis project. What did anthropology add to the outcome? What made this an applied anthropology project?

## **References**

Include only those references used in the applied thesis. Format them according to the Chicago Manual of Style, which is the official style guide of the American Anthropological Association.

## Formatting the Applied Thesis

The guidelines for master's theses provided by the Toulouse Graduate School must be followed. The manual is available here: <http://www.tsgs.unt.edu/academics/thesis-and-dissertations/manual>.

Following these guidelines is time-taking, so do not leave the task of formatting until the end. The easiest option for you is to review the manual *before* you start the thesis, and to format the thesis correctly from the very beginning of the writing process.

Be aware that there is one person who edits all theses and dissertations at UNT, Jill Kleister. Her title is Graduate Reader. She will send you requests for edits, but she tends to get delayed, so you may be editing the thesis after you graduate.

If you have any questions, you can contact Jill at [jill.kleister@unt.edu](mailto:jill.kleister@unt.edu).

## Submitting the Applied Thesis

It is essential to work with your Chair early in the semester to set some deadlines for completing your thesis. You need to get the first draft of your thesis to the entire committee in a timeframe such that they all have plenty of time for reading the entire manuscript, providing detailed feedback to you, time to make your changes, and for a second round of reviews, feedback and changes, if needed. Please be respectful of the committee's review time needs, and don't ask them to review your thesis the week before it is due.

**Deadline: The department guideline is that the Chair should see the thesis draft at least 6 weeks before the TGS deadline for submission; the rest of the committee should see it 4 weeks before the deadline.**

After your committee has approved the thesis, you will submit it to the UNT Toulouse Graduate School through an online tool called Vireo. See the Toulouse Graduate School website for instructions.

## Final Defense Form

The application for graduation filed by the student notifies the Toulouse Graduate School that the student is about to graduate. This application automatically generates the **Final Defense Form**, which is sent directly to the anthropology department. The student's committee will sign the form once the student has completed their verbal presentation and written report.



## FOREIGN LANGUAGE REQUIREMENT FOR MA:

There are three ways to complete the foreign language requirement for the MA in Applied Anthropology.

***Option 1: Foreign Language Credit Hours***

Students may fulfill the foreign language requirement by completing 2 years in one foreign language. These classes must have been for a grade (not pass/fail) and completion of the equivalent of an intermediate level class with at least a “C” on the last class taken is required. Previous undergraduate credit hours will be accepted. All you need to do is indicate that you are using previous undergraduate credit on your degree plan. The graduate school already has your transcripts and will verify the credit hours. If you are taking these courses while pursuing your master’s degree, the graduate school must receive a transcript to have these courses on file. You should not take any of these courses during the semester you plan to graduate. The graduate school needs all transcripts before processing a graduation application.

***Option 2: Foreign Language Reading Examination***

(Online students – see below)

The Reading Examination is given by the Department of World Languages, Literatures and Cultures. Students applying to take the foreign language examination (in French, German, or Spanish) given by the UNT Foreign Language and Literatures Department are required to take a screening test in the chosen language prior to being given permission to attempt the translation examination. These screening tests are administered by the World Language Department, at no charge. Contact the Department about times for this test. Students whose scores on the screening test are unsatisfactory will not be permitted to attempt the translations examination.

Students who wish to apply for the examination must follow the following procedures:

1. The student goes to the Foreign Language Department and takes the appropriate screening test at the scheduled time.
2. For online students, tests from other institutions are commonly accepted.
3. When the screening test has been graded and the score is satisfactory, the Department will give the student a card to take to the Graduate Office for approval indicating the student should be allowed to take the translation examination.
4. The student will pay a \$15.00 fee at the Bursar’s Office; then return the card to the Department of Foreign Languages. Students must sign up at least one month in advance of the translation exam.

The student takes the translation examination at the times scheduled (see dates in the Graduate Catalogue). The results are reported by the Department to the Graduate School, which will then notify the student.

***Option 3: International Students Using their Native Language***

International students can use their native language to fulfill the requirement, as can students who went to an international school and are using transcripts or a diploma to fulfill the language requirement. These students must contact the Department of World Languages to have fluency verified.



## **BUILDING COMMUNITY**

### **FOR ON-CAMPUS STUDENTS:**

#### **ANTH-GRAD-CAMPUS Email List**

All on-campus master's students, faculty, and staff are enrolled in an email list, anth-grad-campus@unt.edu. The list allows students to receive messages and engage in online discussion via email. For questions about subscription, please contact the list owner, the Anthropology Graduate Coordinator.

### **BUILDING COMMUNITY FOR ONLINE STUDENTS:**

The department of anthropology is dedicated to making sure that our online master's program is just as rich and rewarding as our on-campus program. We believe that an important part of graduate education is bringing students into a community of practice. In order to build community, we have designed several activities and communication structures. The two listed here are for online students only; in addition, we have the Cosmic Café, which brings together online and on-campus students.

#### **Orientation**

All online students attend a two day on-campus orientation before they begin the program. This event enables students to meet each other and their professors face-to-face, and start to build relationships with them. Getting to know their fellow students makes it easier for students to work on group projects together, and getting to know faculty members helps them choose their advisor and second committee member.

#### **ANTH-GRAD-Online Email List**

All online master's students, faculty, and staff are enrolled in an email list, anth-grad-online@unt.edu. The list allows students to receive messages and engage in online discussion via email. For questions about subscription, please contact the list owner, the Anthropology Graduate Coordinator.

## **BUILDING COMMUNITY FOR BOTH ON-CAMPUS & ONLINE STUDENTS:**

### **Guest Speakers**

Throughout the semester the department invites guest speakers to come speak to students and faculty. These speakers are prominent anthropologists in their areas of specialization. Faculty use their resources and connections to bring these speakers to UNT in order to provide further knowledge, skills, and professional development to students in our program. In addition to a general talk, they often meet with students one-on-one to provide advice and professional connections in their area of expertise. As a

graduate student, *you are expected to attend and participate* in these guest speaker opportunities. Your attendance reflects on the reputation of our program as these speakers take back their impressions of our department to their own universities or organizations. Students unable to physically be on campus will be able to attend and participate via teleconference and Live Classroom.

### **Graduate Anthropology Student Association (GASA)**

Composed primarily from students in the graduate program in applied anthropology, GASA seeks to create a collaborative, social atmosphere. Typical activities for this organization will include mini-seminars in which fellow members and, on occasion, faculty will lead a short skill building session, collaborative conference session bargaining and a monthly, off-campus social event. GASA members communicate via email and a Facebook group.

### **Journal Club**

The Graduate Anthropology Journal Club is an ad hoc group that began in the fall of 2004. The Club encourages students to have an active and invaluable role in determining the course of development in their own graduate studies, as well as that of the field of Anthropology in general.

The benefits of this Club are the opportunities to develop presentation skills in a supportive environment, application of critical analysis skills and informative discussion with colleagues in keeping current on a diverse range of anthropological literature, as well as a development of professional interdisciplinary networking skills.

There are no membership dues to join or to become a contributing member of Journal Club. The Journal Club is primarily a graduate level organization; however undergraduate students who have an interest in professional development and pursuit of future graduate study are welcome to participate.

Take this opportunity to explore the literature, expand your horizons and begin to the process of developing your own continually emerging ideas in the field of applied (and academic) anthropology.

### **Cosmic Café**

We have created a virtual community that enables students and faculty to engage in conversations outside of classes. This kind of informal interaction is an important aspect of professional development. Students can build connections with others in the field. They can explore their ideas in an informal setting. And they can assist each other with practical matters.

The Cosmic Café brings together students from our online and on-campus master's programs, so that the whole department forms a single community of practice. All master's students, faculty, and staff are enrolled in the Cosmic Café. It is accessed through Blackboard Learn, and includes discussion boards, a membership directory and final thesis reports from graduated students.

## **Social Media**

The UNT Anthropology Department maintains a Facebook page to inform students and faculty of newsworthy items. You can “like” the page to follow the posts:

<https://www.facebook.com/UNTAnthropology>

The department also maintains a Twitter feed. Follow us @UNTanthropology

## **ANTH-GRAD Email List**

All department master’s students, faculty, and staff are enrolled in an email list, [anth-grad@unt.edu](mailto:anth-grad@unt.edu). The list allows students to receive messages and engage in online discussion via email. Most departmental emails about funding, events, progress reports, etc. will go out on the ANTH-GRAD list – be sure to read these important e-mails. For questions about subscription, please contact the list owner, the graduate coordinator.



## **TRAVEL FUNDING**

UNT Anthropology graduate students are often an active presence at the annual Society for Applied Anthropology meetings and other conferences. The Graduate School, the department, and CAS all offer small travel grants for students presenting at a conference. Be sure to watch your e-mails at the beginning of the fall semester for announcements.



## **ADDITIONAL FUNDING OPPORTUNITIES**

### **Assistantship Positions**

Each semester the department is able to provide a limited number of instructional assistantship positions for graduate students. The application will be sent to current and incoming students during the summer. If interested, the student should fill out the application and turn it in to Melissa Tanner ([Melissa.Tanner@unt.edu](mailto:Melissa.Tanner@unt.edu)) by the deadline indicated in the email.

### **College of Arts and Sciences**

The College of Arts and Sciences has a limited number of scholarships. Please visit their website for more information on the types of scholarships offered and eligibility requirements: <http://cas.unt.edu/advising/scholarships>

### **The Office for Nationally Competitive Scholarships**

The UNT Office for Nationally Competitive Scholarship (formerly the Office of Postgraduate Fellowships) assists undergraduate and graduate students in identifying and pursuing externally funded research and study opportunities. The website address is: <http://www.opgf.unt.edu/>



## TRANSFER CREDIT

A student who holds a bachelor's degree and who has been admitted to the Toulouse School of Graduate Studies at UNT may apply 9 hours toward a master's degree (courses must be taken within the last 5 years).

If you take a course at another university for an elective credit, please contact the Anthropology Graduate Coordinator *before* you take the course so she can complete the appropriate paperwork with the registrar. Extension, correspondence, or continuing education credit earned at other institutions will not be counted toward a graduate degree at UNT. Please be sure to consult the graduate catalog regarding "Concurrent Enrollment at another institution"

[http://catalog.unt.edu/content.php?catoid=16&navoid=1384#Concurrent Enrollment at Another Institution](http://catalog.unt.edu/content.php?catoid=16&navoid=1384#Concurrent_Enrollment_at_Another_Institution)

The Director of Graduate Programs or committee chair approves transfer credit hours and records transfer coursework on student's degree plan. The degree plan is submitted to the Graduate School. It is the student's responsibility to make sure the Graduate School has official transcripts of courses completed elsewhere. Once courses are verified, the Graduate School will post credit hours to UNT transcript.

### **Important notes:**

- Students cannot take transfer hours during the semester they plan to graduate. The graduate school needs all transcripts before processing a graduation application. Keep this in mind as you work on your degree plan. Transfer hours must show at least a B average to be accepted by the department of anthropology.
- Extension and correspondence credit earned at other institutions will not be counted toward a graduate degree at UNT. Please check with the graduate school if you are unsure whether a course will transfer.

## **Transfer Credit and Financial Aid**

Students who want to take a course at another university, like their elective, can still be eligible for financial aid through UNT (you must be registered for 6 hours for financial aid purposes). There is a Student Financial Aid and Scholarships (SFAS) Consortium Agreement process for students who are taking classes required for their UNT Degree, but not offered here at UNT. Each student would need documentation stating that the course fits two requirements: 1) that the course is not offered at UNT, and 2) that the course is required for your degree.

For online students, "not offered at UNT" means, "The class must not be offered at UNT before the student's expected graduation term. Usually, the class must also not be offered both online and on-campus to qualify. However, since your program is 100% online, the course must just not be offered online at UNT to qualify." This paperwork

takes several weeks to coordinate between UNT financial aid office and your host University, so please notify the anthropology department as soon as possible.



## PLAGIARISM

The Department of Anthropology considers graduate students to be new members of the community of professional anthropologists, who are thus held to the high ethical standards of practicing professionals. They are expected to follow the American Anthropological Association's code of ethics: *"Anthropological researchers bear responsibility for the integrity and reputation of their discipline, of scholarship, and of science. Thus, anthropological researchers are subject to the general moral rules of scientific and scholarly conduct: they should not deceive or knowingly misrepresent (i.e., fabricate evidence, falsify, plagiarize), or attempt to prevent reporting of misconduct, or obstruct the scientific/scholarly research of others."*

(<http://ethics.aaanet.org/category/statement/>). Any work not meeting this standard will be evaluated in a hearing before the student; infractions will merit dismissal from the master's program.

For more information on paper writing, including how to avoid plagiarism, and how to use citations, see <http://anthropology.unt.edu/resources/writing-guide>. For information on the University's policies regarding academic integrity and dishonesty, see the UNT Center for Student Rights and Responsibilities (<http://conduct.unt.edu/>).



## STUDENT RIGHTS AND RESPONSIBILITIES

The Office of Student Development and the Office of Academic Affairs has developed the list below.

**1. Protection of Constitutional Freedoms** - Students and all other members of the university community are guaranteed the constitutional freedoms of speech, peaceful assembly, petition and association. **Responsibility:** Students and others must exercise their rights by lawful means subject to university rules and regulations regarding time, location, method and duration. Students may not disrupt the operations of the university or interfere with the rights of others to exercise their constitutional freedoms.

**2. Academic Freedom** - Students and all other members of the university community are guaranteed the rights freely to study, discuss, investigate, teach, conduct research and publish as appropriate to their respective roles and responsibilities. In the classroom and in conference students have the right within the scope of the course of study to state divergent opinions, challenge ideas and take reasoned exception to the data or the views offered. **Responsibility:** Students and faculty share

the responsibility to protect and to preserve conditions which are conducive to the learning process, including withholding judgment on matters of opinion, ensuring a fair hearing for divergent viewpoints and observing rules of courtesy in the classroom.

**3. Academic Standards** - Students have the right to know the standards of academic performance established for each course in which they are enrolled. **Responsibility:** Students are responsible for seeking clarification of any standard in question at the beginning of the term, for preparing assignments in advance of each class session and for learning the content of any course of study for which they are enrolled. Rules applying to academic dishonesty must be followed, including those related to plagiarism and cheating.

**4. Academic Evaluation** - Students have the right to be evaluated solely on an academic basis, without regard to issues of diversity, opinions or conduct in matters unrelated to academic standards. Students have the right to review tests and other written works after the instructor has evaluated them and are accorded protection through the Grade Appeals Procedure against prejudiced or capricious academic evaluation. **Responsibility:** Students are responsible for bringing academic grievances first to the attention of the instructor who performed the evaluation in an effort to resolve the issue. If the matter cannot be settled at this level, it may be appealed in writing as outlined in the Grade Appeal Policy.

**5. Improper Disclosure** - Except when disclosure may be required by state or federal law, students have the right to confidentiality of information about views, beliefs and political associations which they may share privately with instructors, advisors or academic counselors. Judgment of ability and character may be provided under appropriate circumstances, normally with the knowledge and consent of the student. **Responsibility:** Students have the responsibility to state clearly what is and what is not confidential disclosure.

**6. Personal Safety** - Students have the right to a classroom environment that is free of obvious hazards to safety and security. **Responsibility:** Students are responsible for compliance with university rules and regulations prohibiting firearms, explosives, incendiaries and weapons of any kind on the campus. Students are also responsible to abide by all health/safety rules and procedures in all academic courses and laboratories.

**7. Illegal Drugs and Alcohol** - Students have the right to a learning environment free from illegal drugs and alcohol. **Responsibility:** Students are responsible for compliance with university rules and regulations prohibiting possession, use or distribution of illegal drugs or alcohol in classroom buildings.

**8. Disruptions** - Students have the right to pursue an education without disruption or interference and to expect enforcement of norms for acceptable classroom behavior that prevents disruption of the teaching/learning process. **Responsibility:** Students may not disrupt class or any other university process by any means whatsoever

(including sideline conversations, comments, arguments, noise of any kind or other activity which would hinder access to or utilization of academic information).

**9. Non-discrimination** - Students have the right to learn in a classroom environment where diversity is respected. **Responsibility:** Students are responsible for respecting diversity and for behaving courteously to both faculty members and other students in the classroom regardless of difference in race, creed, color, religion, age, nationality, sex, sexual orientation or disability status.

**10. Intellectual Property** - Students have the right to expect that presentation of material in a class will be in compliance with copyright law and that their own creative work will not be disseminated or published without their permission. **Responsibility:** Students who receive written notification from a faculty member that the information provided in his or her course is the faculty member's intellectual property shall not distribute, use for commercial purposes, or create derivative works of the intellectual property without obtaining the express permission of the faculty member. Students shall not assume permission in the absence of written notification from a faculty member. Students shall also respect and treat in similar manner, the intellectual property of other students.



## CORE COURSE DESCRIPTIONS

### **ANTH 5010 Anthropological Thought and Praxis I**

Considers the history of anthropological concepts, the major historical debates in anthropological theory, and historical tensions between applied and theoretical knowledge. Special emphasis is given to critical examination of concept and theory formation, and the application of anthropological ideas to the problems of everyday life. (Prerequisites: ANTH 5000, if needed)

### **ANTH 5021 Anthropological Thought and Praxis II**

Considers contemporary anthropological concepts and theories and the major debates that have been produced by them. Special emphasis is given to the most recent tensions and debates on the relationships between theoretical and applied knowledge. Specific attention is paid to the relationships between social theory and social policy formation. (Prerequisites: ANTH 5010)

### **ANTH 5031 Ethnographic and Qualitative Methods**

Focuses on ethnographic and qualitative methods and the development of the skills necessary for the practice of anthropology. Special emphasis is given to qualitative techniques of data collection and analysis, grant writing, the use of computers to analyze qualitative data, and ethical problems in conducting qualitative research.

### **ANTH 5041 Quantitative Methods**

This course will cover basic principles and techniques of research design, sampling, and elicitation for collecting and comprehending quantitative behavioral data. Procedures for data analysis and evaluation will be reviewed, and students will get hands-on experience with SPSS in order to practice organizing, summarizing, and presenting data. The goal is to develop a base of quantitative and statistical literacy for practical application across the social sciences, in the academy and the world beyond.

### **ANTH 5050 Preparation for Practice and the Applied Thesis**

Emphasis on planning the applied thesis project, professional development, and bringing students into the community of practice of applied/practicing anthropologists. Students learn skills in client development, project design, proposal writing, informational interviews, how to obtain a job, how to succeed in the workplace, and networking. In addition, students are exposed to contested issues in the field and career trajectories of practitioners. A number of practitioners are invited as guest speakers.



## **TECHNICAL REQUIREMENTS FOR ONLINE STUDENTS**

### **Operating System**

Microsoft Windows Vista operating systems

Mac® OS X 10.6 operating system software

<https://bbsupport.unt.edu/TechnicalRequirements>

### **Browsers**

The online program uses Blackboard Learn as our distance learning technology; students should make sure that their browser is properly configured for Learn. Blackboard currently supports Safari, Firefox, Chrome and Explorer. Learn offers a browser tune-up that will ensure that you are using a supported browser. It includes step-by-step instructions to make sure your browser settings are optimized for the best possible Learn experience. You should go through this tune-up before starting a Learn class. The tune up is located inside of learn in the helpdesk tab: <https://learn.unt.edu/>

### **Hardware**

There are no specific hardware requirements for Learn. However, we strongly recommend that you have a reliable, high-speed internet connection.

### **Digital Audio Recorder**

You will need to have digital audio recording capabilities. (You also need speakers, either built in to your computer or plugged in, but you most likely already have those.) There is further detail on the recorder in the Cosmic Café.



## HELP WITH ONLINE COURSES

### 1. Help Desk

UNT's Computer Center Help Desk can assist you with a variety of technical Learn problems. The Help Desk has both telephone and email options. For contact information and hours, see <http://www.unt.edu/helpdesk/hours.htm>

### 2. Campus-wide System Outage Reports

Occasionally, when you cannot access your Learn course, the problem may be a UNT system outage. Systems updates generally occur on Saturday evening/Sunday morning. The updates may cause the system to be down temporarily. This website lets you check for information about outages: <http://learn4unts.blogspot.com/>

### 3. Blackboard.com

Blackboard Learn's own website offers various online resources to students: <http://ondemand.blackboard.com/students.htm>

### 4. Your Professors

You are always welcome to contact your instructors for assistance with your online courses. They are not technical experts, but they have experience in resolving common issues.

### 5. Graduate Programs Coordinator

Our Graduate Programs Coordinator is available to assist students with many of their administrative and technical problems.

## UNT FACILITIES AND SERVICES

### Central Computing Services

Central computing services in support of instruction and research are provided through Academic Computing and User Services (ACUS). ACUS is located in Sage Hall, suite 154.

### General Access Labs

General access computer labs, located throughout the Denton campus and at the Dallas Campus, provide access to hundreds of microcomputers for use by UNT students. The general access labs contain both Windows and Macintosh personal computers with laser printing capabilities. A special adaptive computing lab is available for persons with disabilities. Chilton Hall houses one of the General Access computer labs. The lab is located in on the second floor, room 255.

## **Internet Services**

Academic Computing Services provides a suite of internet services available to all students. Eagle Connect is the official student e-mail system of the University of North Texas and university policy requires that students activate and read their Eagle Mail. A bulk mail service allows faculty to send Eagle Mail to their students simply by entering their course and section number. For more information, see:

<http://eagleconnect.unt.edu/>

## **Help Desk**

The Computing Center Support Services Information Desk provides a centralized referral service to advise students on a wide variety of computing subjects and assist them in trouble-shooting problems. The helpdesk can be contacted by phone at (940) 565-2324 or via e-mail at [helpdesk@unt.edu](mailto:helpdesk@unt.edu). For more information see:

<http://www.unt.edu/helpdesk/>

## **Writing Lab**

The UNT Writing Lab is available to all students, on-campus and online. They offer help with technical writing, grammar, using citations, etc. See their website for more information: <http://www.unt.edu/writinglab/index.htm>

## **Learning Center**

The Learning Center offers a variety of services to support graduate students, including information on research skills, support networks, a study skills lab, and workshops on tips on success in graduate school. For more information go to:

<http://learningcenter.unt.edu/graduatestudentservices>

## **Libraries**

The Libraries of the University of North Texas contain over 1,800,000 cataloged materials including printed books, periodicals, documents, microforms, microcomputer software and audio-visual media. These materials are located in three separate facilities: the A.M. Willis, Jr. Library, the Science and Technology Library, and the Media Library. Each facility houses a unique collection and offers professional service to assist students in meeting their information needs. <http://www.library.unt.edu>

The Library web site provides access to one of the most comprehensive collections of electronic journals, books, and databases in the state. These e-resources are available 24/7 to UNT students, faculty and staff (<http://www.library.unt.edu/services/facilities-and-systems/campus-access>).

Reference consultation is available in person, via online chat or via electronic reference forms - <http://www.library.unt.edu/ris/ask-a-librarian>. The social sciences librarian is Jennifer Rowe ([Jennifer.Rowe@unt.edu](mailto:Jennifer.Rowe@unt.edu)) and is available to help you find and access library materials.

In addition to these individualized services, research assistance is provided through numerous "Resources for Research" guides published on the Libraries web site. The Libraries' *Graduate Student Handbook* lists services of special interest to TA's.

### ***Willis Library***

Willis Library houses one of the country's largest music collections, with over 147,000 books, periodicals, scores, sheet music, extensive disc and tape collections, and an audio center. Additional collections and offices include the humanities and social sciences collections, the University Archives, the Rare Book and Texana Collections, and the Libraries' Administrative Offices.

Willis Library is both a federal and state depository for government documents with specialized reference services offered through the Government Information Connection web site – <http://www.library.unt.edu/govinfo>.

### ***Science and Technology Library***

The Information Sciences Building houses the Science and Technology Library, which contains books, periodicals, and reference materials in the library and information sciences, natural and physical sciences, engineering, mathematics, behavior analysis, and psychology.

### ***Media Library***

The Media Library's collection includes non-book materials such as audio-and video-recordings, films, slides, and transparencies. For detailed information on the Media Library visit <http://www.library.unt.edu/media/>.

Librarians welcome the opportunity to work with classes at the beginning of assignments involving library use. To request an instruction session, contact the appropriate library department (General Reference, Documents, Music, Rare Books, User Education, Science and Technology, or the Media Library) two weeks before the desired session.



## **COUNSELING AND TESTING SERVICES**

Counseling and Testing Services (CTS) provides a wide range of psychological services to assist students with social/family/relationship difficulties; psychological problems such as loneliness or depression; crisis counseling and referral, and career counseling and testing. Consultation and outreach programming are also available for faculty/staff and students. For more information, visit <http://studentaffairs.unt.edu/counseling-testing-services>.

CTS administers computer based testing for GRE, GMAT, TOEFL, and CLEP. CTS also administers most national tests including THEA, MCAT, SAT, and ACT. Information and application forms are available at the center.

Counseling and Testing Service is located in Chestnut Hall, Suite 311. Telephone: 565-2741

Computer Based Testing is located in the Gateway Center in room 140. Telephone: 369-7617



## DIVISION OF INSTITUTIONAL EQUITY AND DIVERSITY

The Division of Institutional Equity and Diversity is committed to executing the mission of the University as it relates to the recruitment and retention of faculty, staff and students. The primary goal of the DED is to develop a supportive environment for a culturally diverse faculty, staff and student body. The Division of Equity and Diversity provides a safe zone for all. Please refer to the University policy on diversity, UNT Policies Manual, vol. 2, Human Resources Department (policy 10.15).

The phrase "**equity and diversity**" implies that a society of individuals exists in an environment where fairness, justice, civility and diversity are its primary goals. "**Diversity**" in this context, means "variety," and it goes beyond race and ethnicity, to include class, gender, age, sexual orientation, religion, political affiliation, socio-economic background, educational level, profession and other qualities. "**Equity**" means "*equality of opportunity*" for all individuals, regardless of race, color, religion, gender, age, national origin, disability, or sexual orientation. The University of North Texas advocates a campus that promotes inclusiveness and is committed to maintaining an unpretentious and accepting atmosphere, welcoming individuals who strive for excellence.

The Division of Institutional Equity and Diversity is under the direction of the Associate Vice President for Equity and Diversity. It includes three primary areas: Community Development and Outreach, Diversity Education and the Multicultural Center.

Division of Institutional Equity and Diversity  
Hurley Administration Building, Suite 175  
Telephone: (940) 565-2711  
FAX: (940) 369-7712  
<http://edo.unt.edu/>

### **Multicultural Center**

The Multicultural Center, a student services department, was established to address the needs of the diverse campus population with the goal that it would be a place where the entire community and region could experience the cultural wealth of the University. Its central purpose is to "teach the culture" by increasing the involvement and knowledge base of all members through communication across cultures. Programs and activities sponsored by the Multicultural Center are developed with the intention of increasing the level of awareness, understanding, and consciousness regarding the underrepresented culture and history of people of African, Hispanic/Latino, Asian, and Native American/American Indian descent.

The Multicultural Center is responsible for planning university-wide activities during Hispanic Heritage Month, Native American Month, Black History Month, Asian History Month, and assist in the planning of Women's History Month, and International Week as well as other cultural programs.

In addition to working with a number of organizations geared towards students of color in advisory roles, the Multicultural Center also has established the Alton and Renay Scales Ethnic Studies Library, which maintains a basic collection of works relevant to the experiences of African, Hispanic/Latino, Asian, and Native American people. These resources are available to all university students, faculty, and staff for research or general information purposes.

The Multicultural Center is currently located on the third floor of the University Union, Room 335. For more information, visit, call (940) 565-3424, or email [multicultural@unt.edu](mailto:multicultural@unt.edu).



## **INTERNATIONAL STUDIES AND PROGRAMS**

UNT-International at the University of North Texas assists all students, faculty, staff and all departments and colleges in administering, participating and developing programs with an international emphasis. UNT-International is committed to fostering an international perspective that amplifies the university's mission to excellence in teaching and the discovery and application of knowledge through research and creative activities.

UNT-International programs and services are located in Marquis Hall. Telephone: 940-565-2197. Web site: <http://www.international.unt.edu>.

### **International Welcome Center**

The IWC is a place for students to meet, to relax and feel at home; IWC formally coordinates year-round orientation programs and activities on campus and in the Denton community for international students.

### **Intensive English Language Institute**

The IELI provides seven levels of English language academic preparatory classes for students from beginning to advanced levels. A "Gateway" to the university, the IELI provides conditional admission (NO TOEFL required) for international students who successfully complete the IELI. The IELI offers specialized courses, including the Graduate Preparation Course (GPC) which, upon successful completion, waives the GRE verbal requirement for many graduate degree programs. IELI also offers a GRE/GMAT preparatory course.

Fernando Fleurquin, IELI director  
[Fernando.Fleurquin@unt.edu](mailto:Fernando.Fleurquin@unt.edu)  
940-565-2003

### **ITA Training Program**

The IELI conducts the International Teaching Assistant (ITA) program, which provides training for teaching/research assistants and fellows at UNT. This program offers workshops

for developing language and teaching skills, as well as an awareness of the roles and expectation of international teaching assistants and fellows in the classroom environment.

Marquis Hall, Room 105  
940-565-2003

### **International Advising**

The International Advising office assists international students and scholars at UNT, Dallas Systems Center, and the Health Sciences Center at Fort Worth in the process of obtaining visas, maintaining status, extending stays in the U.S., authorizing employment, and all other immigration matters.

Leanne Couch, Director  
[Leanne.Couch@unt.edu](mailto:Leanne.Couch@unt.edu)  
940-565-2195

Robert Torrey, Assistant Director  
[Robert.Torrey@unt.edu](mailto:Robert.Torrey@unt.edu)  
940-565-2195

### **Sponsored Student Programs**

The SSP, located in Marquis Hall, offers specialized services to students who are sponsored by their government or other sponsoring agency. SSP offers tailor-made academic programs for special groups, orientation, academic advising, personal counseling, cultural excursions and other services. SSP also provides third-party billing, and timely reporting to sponsors.

Aleka Myre, Director  
[aleka@isp.admin.unt.edu](mailto:aleka@isp.admin.unt.edu)  
940-565-4128

### **Study Abroad**

All students at UNT, including international students, who meet academic requirements, are eligible to study abroad in many countries. Study Abroad advisors help plan appropriate semester or year exchange programs and short-term or summer programs led by UNT faculty. Scholarships and financial aid, if applicable, are available to all students who participate in SA programs. For more information, please call 940-545-2207, or visit the Study Abroad Office in Sage 236 or website: <https://studyabroad.unt.edu/>.



## **OFFICE OF DISABILITY ACCOMMODATION**

Location: Sage Hall, Suite 167  
Telephone: (940) 565-4323/TTY (940) 369-8652  
Web site: <https://disability.unt.edu/>

The Office of Disability Accommodation (ODA) is the central referral agency and resource clearinghouse for students who qualify for disability accommodations as defined by the Rehabilitation Act of 1973 and, since 1990, the Americans with Disabilities Act (ADA). The mission of ODA is to provide reasonable accommodations to students and to apply appropriate adjustments to the classroom environment. In order to facilitate this process, ODA maintains all student disability-related medical and psychological documentation and

the corresponding accommodation request records. Students who qualify for accommodations will receive a letter of reasonable accommodation after attending the ODA intake appointment. This letter verifies that the student has a disability and summarizes the recommended accommodations. Students must then take this letter to their instructors and discuss it before accommodations can be implemented. It is the students' responsibility to distribute the letters to their professors

## **Examples of ODA Services**

- Provide location and proctoring for classroom test accommodation.
- Arrange classroom "service providers" such as Sign Language Interpreters and CARTs (Computer Assisted Real-time Transcriptionists).
- Screen and hire readers for in-class and textbook reading for students with visual and reading impairments.
- Facilitate provision of materials in alternative formats, such as in electronic format, in audio format, in Braille, etc.
- Assist in providing textbooks and other required reading materials in alternative formats (e.g., audio tape, electronic file).
- Assist in arranging adaptive furniture in classrooms as requested. Serve as referral source to campus services such as tutoring programs and other community support services.
- Provide ADA and Disability Accommodation training to faculty and staff groups.
- Provide consultation to faculty and student when classroom accommodation agreement is not reached.

## **Functions Outside Scope of ODA**

- ODA does not serve as an academic advisor; rather, we serve as an academic facilitator. ODA will provide assistance with student registration as it relates to disability.
- ODA does not determine degree plans or determine course substitutions. ODA only provides documentation and recommendations to the appropriate Academic Deans for a student request for course substitutions.
- ODA does not provide direct accommodation services to faculty and staff but does serve in a consulting role regarding faculty and staff accommodation issues. ODA does not perform psychological, medical, or other diagnostic evaluations; all disability documentation must come from a qualified source outside the department.

## **Testing Procedures**

The ODA Testing Center is centrally located in Sage Hall, Rm. 167. All examinations are administered and monitored by staff proctors. The main testing room is equipped with security cameras.

Students requesting to take their exams in the ODA must present the Professor, TA/TF with two items: 1) A Letter of Reasonable Accommodation; 2) ODA Alternative Test Request Form. Both of these are provided by the ODA office.

Whenever possible, students will arrange reasonable testing accommodations with their instructor early in the semester. If the instructor is not able to provide a testing space and the recommended reasonable testing accommodations, then the student and the instructor must complete the ODA Alternative Test Request Form, keeping in mind that it is *the students' responsibility* to return the completed form to the ODA (instructor retains pink copy).

The Professor/TA/TF should fill out the bottom portion of the Alternative Test Request Form indicating the date & time of exam, any aids that are permissible to use (examples: calculator, formula sheet, open textbook or notes), the time limit of the exam, and how the test will be delivered to the ODA.

The Professor/TA/TF should deliver the test to the ODA before the exam time by either hand delivering the exam to ODA or by emailing the exam to the ODA Testing Coordinator at [Testing.ODA@unt.edu](mailto:Testing.ODA@unt.edu).

Upon completion of the exam, tests will be delivered back to the main department by ODA personnel

Test Irregularities/Cheating: ODA staff proctors monitor all exams and report any irregularities to the Testing Coordinator. In addition, test security is supplemented with analog and digital surveillance cameras. If an irregularity is observed, a report will be written and sent to the professor. Copies of the report will be sent to the Director of ODA and the Dean of Students, and a copy will be placed in the student's ODA file. Actions taken for cheating or other misconduct are determined by the professor and/or appropriate academic department.

For more information regarding the University's policy on accommodating students with disabilities, please view the UNT Policy Manual at Volume III, Classification Numbers 18.1.10 and 18.1.14.



## **STUDENT LEGAL SERVICES**

A wide range of legal advice is offered at no charge to students by Student Legal Services. Students may receive assistance for legal problems such as auto accidents, landlord/tenant disputes, employment and consumer-related complaints. Legal representation may be provided at the discretion of the attorney. Pamphlets, brochures and other publications helpful to students are available through this office. The fastest way to meet with the attorney is to attend Open Legal Clinic. Open Legal Clinic hours are from 8:00a m-12:00 pm, and then from 1:00 pm to 3:30 pm every Wednesday, and scheduling is not required. If you cannot attend the Open Legal Clinic, appointments can be made by calling 940-565-2614. Student Legal Services is located in the Union, room 411.



## **UNIVERSITY POLICE**

The mission of the UNT Police Department is to protect life, property, and individual rights and freedoms. The department's purpose is to provide an environment that will aid the learning process. University police officers are commissioned and licensed by the State of Texas. They have the same police powers as municipal law enforcement officers, and enforce state statutes. The UNT Police Department has jurisdiction and authority that

extends throughout Denton County, and it works closely with local, state, and federal law enforcement agencies.

The department provides a full range of police services and programs on a routine or emergency basis for the university, including an emergency telephone system located throughout the campus; a security escort service; and various crime prevention programs.

Emergency number: 911

Non-emergency number: (940) 565-3000



## **STUDENT INSURANCE**

Information about student insurance offered by UNT can be found at the Student Health and Wellness Center website at: <http://studentaffairs.unt.edu/billing-insurance>





## **APPENDICES**

Registration Procedures  
Sample Degree Plan  
Degree Plan Change Form  
M.A./M.S. Committee Form  
Applied Thesis Agreement  
In-Progress Applied Thesis Evaluation  
Final Applied Thesis Evaluation  
Graduation Checklist

All forms can be found on the anthropology website at: <http://anthropology.unt.edu/graduate/forms-current-students>



## Registration Procedures

### 1. Please do not wait until the last minute to register!

Registration guides and calendars, schedule of classes, and academic catalogs can be found through the Office of the Registrar :

<http://registrar.unt.edu/registration>

### 2. Our website course listing is up to date for graduate courses offered for the current semester: <http://anthropology.unt.edu/course-information>

### 3. You **must** have an advising session with your advisor before registering – if you have not chosen your committee chair, Doug Henry is your default advisor. After your advising session, you will get an advising code.

### 4. After you meet with your advisor and received approval for your courses, you need to email Shannon Selby at [shannon.selby@unt.edu](mailto:shannon.selby@unt.edu) for your course schedule and she will grant you permission to register for the course(s) in the system. Please include your 9-digit UNT ID number with your email and, if you are an online student, whether you are in-state or out-of-state resident.

- All core classes are restricted to ensure students in our program have a spot in the class. *Most* of the electives are also restricted for this reason. You can check the course listings on the schedule of classes to see if your elective is restricted.
- Some* electives also require the professor's approval to ensure the student has the proper background necessary to succeed in the class. Shannon will let you know if you need to email the instructor for permission.
- If are taking a restricted course outside the department, you need to contact that department for permission.

### 5. Shannon will email you when she has given you “permission to register” status for the courses you requested. She’ll also provide the appropriate course numbers, which will allow for an easier registration process. You’ll be able to register immediately after receiving her email.

## How to Register for Classes

1. Log into My UNT. <https://my.unt.edu/>
2. From the student tab you can see the registration calendar, view your semester schedule, make a payment, register for classes, etc.
3. Click on “enrollment” to register. Then, click on Enroll/Add/Drop to search for and enroll in courses.
4. Select the correct term for enrollment, and then continue.
5. You will be prompted to enter your Advising Code that you received from your Advisor.
6. Entering the “Class Nbr” will make it easier for you to search for your class, especially the courses like special problems and applied thesis/practicum courses (we have over 60 sections of these!). If you do not have the “Class Nbr” to begin your search, click on the “search” button as indicated below.
7. In the dropdown box choose “Graduate” as Career.
8. Click “select subject,” and choose the appropriate subject.
9. Select “Graduate” as Course Career, then begin your search.
10. For example, if you want to register for ANTH 5260, click “select” to choose this course.
11. Click “Next” to add the course to your cart.
12. Click “Proceed to Step 2 of 3” to confirm enrollment.
13. Click “Finish Enrolling” to finish enrolling in course.
14. If a RED X shows in “Status” field of the confirmation box, contact the appropriate department for permission to enroll in course. If it’s an Anthropology course, you can contact the Anthropology Graduate Coordinator.
15. If a Green ✓ shows in the “Status” field of the confirmation box, you have successfully enrolled in the course.

## Trouble Shooting

- A. If you try to register, and My UNT tells you that “you do not have a valid appointment at this time” it means you are not allowed to register during that timeframe – refer to the registration calendar.
- B. If you do not pay or set up a payment plan by the payment deadline you will get dropped from your classes. The payment deadline for early registration is August 14.
- C. If you have not registered for a class in over a year (i.e., the last class you took was Fall 13) then you are no longer an active student and you must reapply to the graduate school. **This takes several weeks so please, if this applies to you, start now!**
- D. If you get an error message that says “You have a hold on your record” then you need to check the Hold area on the right side of the page in your My UNT student center.
- E. Do not hesitate to call the Registrar’s Office if you have problems registering: 940-565-2378.

# UNIVERSITY OF NORTH TEXAS GRADUATE SCHOOL

## Master's Degree Plan in Applied Anthropology

Please give this form, signed by your committee chair, to the Director of Graduate Studies. The Director of Graduate Studies will sign it, make 4 copies, and send it to the Graduate School for final approval. Any changes or additions to this form must be made by completing a Master's Degree Plan Change Form.

Name: **YOUR NAME**

Student ID No. **10000001**

Home address: **YOUR ADDRESS**

Master's degree to be earned: MS  MA

Specialization: **MEDICAL ANTH**

GRE scores: Verbal **550** Writing **5.0**

Major professor: **Dr. Doug Henry**

Application for graduation must be filed with the Graduate School office before the deadline date in force during your final semester. See Graduate School calendar for deadline date. Identify transfer courses with school abbreviation and date completed. Official transcripts of transfer work must be filed with graduate school before courses can be approved.

### Courses to be completed for the master's degree

Course Prefix, No., and Title	Date Completed	Course Prefix, No., and Title	Date Completed
<b>Prerequisite (if required)</b>	Sem/Year, eg. SUM 2010	<b>Electives (5 required)</b>	
ANTH 5000 Seminar in Cultural Anthropology		1. ANTH 5201 Medical Anthropology	
<b>Required Courses</b>		2.	<b>FILL IN EACH ELECTIVE FIELD COMPLETELY: COURSE PREFIX, # AND NAME. YOU CAN ALWAYS CHANGE THE DEGREE PLAN.</b>  <b>IF INCLUDING A TRANSFER COURSE, LIST THE UNIVERSITY UNDER THE ELECTIVE</b>
ANTH 5010 Anthropological Thought & Praxis I	FALL 2012	3.	
ANTH 5021 Anthropological Thought & Praxis II	SPR 2013	4.	
ANTH 5031 Ethnographic & Qualitative Methods	FALL 2012	5.	
ANTH 5041 Quantitative Methods in Anthropology			
<b>Applied Thesis</b>		<b>MS Skills Course Requirement</b> (record which of the above electives fulfills this requirement)	
ANTH 5050 Preparation for Practice and the Applied Thesis	<b>DO NOT PUT FUTURE DATES IN THESE FIELDS</b>	<b>MA Language Requirement</b> (record how this requirement was fulfilled)	
ANTH 5950 Applied Thesis (3 hours)			
ANTH 5950 Applied Thesis (3 hours)			

Admission to candidacy is recommended:

Total semester hours required: 36

\_\_\_\_\_  
Major Professor

\_\_\_\_\_  
Department Chair or Director of Graduate Programs

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Fall 2014  
\_\_\_\_\_  
Semester & year of first master's class

\_\_\_\_\_  
Semester & year degree must be finished - 5 yrs from 1<sup>st</sup> class on degree plan

#### To Be Completed by Graduate Dean

This student is admitted to candidacy:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean of the Graduate School

**Make sure this prints on one page**

**UNIVERSITY OF NORTH TEXAS GRADUATE SCHOOL**  
**Master's Degree Plan in Applied Anthropology**

**DEGREE PLAN CHANGE FORM**

This form must be submitted to the Graduate Advisor, who will then submit it to the Toulouse Graduate School.

Name \_\_\_\_\_

Student ID No. \_\_\_\_\_

Items to be DELETED from original Degree Plan


Items to be ADDED to original Degree Plan


Approved by:

\_\_\_\_\_  
Major Professor/ date

\_\_\_\_\_  
Department Chair or Director of Graduate Programs/ date



## M.A./M.S. Committee Form

Student's Name:

Student's UNT ID Number:

Date:

### **Committee Members:**

Chair Name:

Chair Signature: \_\_\_\_\_

Second Member Name:

Second Member Signature: \_\_\_\_\_

Outside Committee Member:

Department/Organization of outside committee member:

Outside Committee Member Signature: \_\_\_\_\_

### **TO BE COMPLETED BY GRADUATE DEAN**

The graduate school approves the master's committee:

\_\_\_\_\_

## APPLIED THESIS AGREEMENT

**Student Name:**

**Client Organization:**

**Sponsor (individual mentor):**

### Approximate Dates

Beginning of student's thesis:

Completion of student's thesis:

Student's written thesis and presentation:

Organizational sponsor completes in-progress evaluation:

Organizational sponsor completes final evaluation:

### Student

I agree to complete the project as I have specified it in the attached applied thesis proposal. I acknowledge my responsibility for communicating regularly with my site sponsor and faculty advisor, as described in the Applied Thesis Guidelines. I agree to the dates listed above.

---

*Signature*

*Date*

### Faculty Advisor

I am satisfied with the attached applied thesis proposal. I acknowledge my responsibility for communicating regularly with the student and the site sponsor, as described in the Applied Thesis Guidelines. I acknowledge my role in providing guidance for the student, as described in the Applied Thesis Guidelines. I agree to the dates listed above.

---

*Signature*

*Date*

### Organizational Sponsor

I am satisfied with the attached applied thesis proposal. I acknowledge my responsibility for communicating regularly with the student and the faculty advisor, as described in the Applied Thesis Guidelines. I will complete an in-progress evaluation and a final evaluation for the student. I acknowledge my role in helping the student, as described in the Applied Thesis Guidelines. I agree to the dates listed above.

---

*Signature*

*Date*



Signatures on this form must be original.

## In-Progress Applied Thesis Evaluation

**Student:** Please fill in Parts 1 and 3 and then give form to organizational sponsor.

**Organizational sponsor:** Please fill in Part 2 and then send form to student's faculty advisor, as identified in Part 3.

### Part 1

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Student:

Client organization:

Organizational sponsor:

### Part 2

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1. Does the student indicate a good understanding of the issues relevant to the thesis and research topic?
2. Is there any correction that the student needs to make in how they are approaching their topic?
3. Please comment on the student's overall performance to date:
4. Any other comments:

Signature of organizational sponsor:  
(If sending form by email, sponsor can type name)

Date:

### **Part 3**

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Please send the completed evaluation by email, fax or the postal service to:

Student's faculty advisor:

Faculty advisor's email address:

Faculty advisor's fax number: 940-369-7833

Faculty advisor's postal address: Department of Anthropology  
University of North Texas  
1155 Union Circle Drive # 310409  
Denton, TX 76203-5017

## Final Applied Thesis Evaluation

**Student:** Please fill in Parts 1 and 3 and then give form to organizational sponsor.

**Organizational sponsor:** Please fill in Part 2 and then send form to student's faculty advisor, as identified in Part 3.

### Part 1

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Student:

Client organization:

Organizational sponsor:

Deliverables provided to client as outcome of the applied thesis:

### Part 2

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1. Are there any ways in which the deliverables either exceeded or fell short of your expectations?
2. How and to what extent will you and your organization make use of the deliverables?
3. Please assess the student in terms of their professionalism and how easy they were to work with.
4. Do you have any recommendations for how the department of anthropology might improve the applied thesis process?

Signature of organizational sponsor:  
(If sending form by email, sponsor can type name)

Date:

Part 3

---

Please send the completed evaluation by email, fax or the postal service to:

Student's faculty advisor:

Faculty advisor's email address:

Faculty advisor's fax number: 940-369-7833

Faculty advisor's postal address: Department of Anthropology  
University of North Texas  
1155 Union Circle Drive # 310409  
Denton, TX 76203-5017