

GRADUATE STUDENT HANDBOOK

The MA/MS Program in Applied Anthropology

DEPARTMENT OF ANTHROPOLOGY
College of Liberal Arts & Social Sciences
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OF NORTH TEXAS

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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 graduate students are not required to choose a specific "track" within the program, the department faculty have expertise in the following areas:

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.

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, ethnoecology, political ecology, environmental justice, worldviews concerning the environment, and globalization and environmental policy.

Urban Anthropology

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

In addition to taking electives within 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.

At least two of your electives must be taken outside the anthropology department, preferably in the same field. For example:

- Health sciences
- Information sciences
- Business administration
- Environmental philosophy
- 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/mphms-applied-anthropology/>

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 of beginning the program.

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

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 also 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 Ethnoecology, 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 (e.g., a "Readings" course with your advisor)



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://tgs.unt.edu/new-current-students/federation/student-information>

In addition, we accept electives from other regionally accredited 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. Electives from other universities should not be taken the final semester of your program, as credit for them will not arrive in time for graduation.

Some possible electives at UNT (depending on offering/ availability):

Medical Anthropology

AGER 5700	Social Gerontology
AGER 5780	Federal, State and Local Programs in Aging
GEOG 5140	Medical Geography
GEOG 5145	Epidemiological Research Methods in Spatial Perspective
SOCI 5410	Sociology of Health

Anthropology of Education

EDHE 6520	Students in Higher Education
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 5280	Analysis and Design of Operations Systems
MGMT 5660	International Management
MGMT 5760	Strategic Management

INFO 5200 Information Organization
INFO 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 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

EPSY 5250 Grant Proposal Writing Techniques
PADM 5040 Nonprofit Management
PADM 5100 Local Government Management
PADM 5560 Performance Measurement in Public and Nonprofit Sectors
PADM 6025 Institutional Context of Public Administration

 **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 Approaches to Improving Community Health
- BACH 5350 Community Health Program Evaluation
- BIOS 5300 Principles of Biostatistics
- EOHS 5300 Environmental Determinants of Health I
- EPID 5300 Principles of Epidemiology
- EPID 5313 Introduction to Data Management and Statistical Computing
- 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 (consult with MPH advisor)

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

- BACH 5297 Public Health Practice Experience (2 hours)
- PHED 5197 Professional and Academic Development (1 hour)

**Most UNTHSC classes are available both online and on-campus*

Additional Information about the Credit-Sharing Program

1. The “Dual Degree” is technically a “credit-sharing” agreement between two different universities, UNT and UNTHSC.
2. You can find more information about the Public Health application process: <https://www.unthsc.edu/school-of-public-health/apply-now/>.
3. **Before submitting the degree plan and client thesis agreement, dual degree students should first meet with the Director of Graduate Programs.**
4. 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.
5. 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.
6. Students will have a 3-person faculty committee – 2 members from Anthropology and 1 member from Public Health.

7. **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.
8. **Culminating Experience in Applied Anthropology (Applied Thesis)** – Dual degree students must complete a major independent project, which should be on the same topic as the Public Health Portfolio. 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.
9. 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 offices. 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.
10. **Financial Aid at UNT and UNTHSC** – Below is some general suggested information to help students while in the MPH/MS Anthropology dual degree program between UNT and UNTHSC. This program does require planning on the students' part financially, particularly for out-of-state students. Financial aid requirements change regularly, so these are all things that you as a student will have to stay on top of!
 - a. If you obtain a UNT-Denton scholarship, or if you work as an "IA" or an "RA" at UNT-Denton, UNTHSC has agreed to give you in-state tuition rates to match the UNT-Denton in-state tuition. However, because they use an auditing method to ensure enrollment, there will be times that out-of-state students will be required to pay out-of-state tuition rates before getting reimbursed for the overpaid amount. There are methods around this, which you can find out from the UNTHSC financial aid office.
 - b. If you obtain a UNT-Denton scholarship as an out-of-state student, every fall, spring, and summer that you enroll in classes at UNTHSC, there is a "request for competitive scholarship waiver" form that must be submitted to UNTHSC.
 - c. If you follow the suggested timeline, for the first year, all classes except one are here at UNT (and students receiving financial aid receive aid at UNT).
 - d. The second year, all courses are at UNTHSC (financial aid then will be from HSC, and the loan limits in the School of Public Health are higher).
 - e. The third year there is the thesis requirement in both areas beginning with the Public Health program in the summer, and then the Anthropology the following summer.
 - This year is where some confusion may occur. UNT Denton campus is known as a "trailer" school, the academic year begins in the fall and ends in the

summer—fall/spring/summer. UNTHSC is known as a “header” school, the academic year begins in the summer and ends in the spring—summer/fall/spring. Students must go back and forth between UNTHSC and UNT financial aid offices while pursuing the dual master's because aid can only be received at one school at a time. The aid received should be for the program in which the student is getting their degree. For example, when working on the Anthropology degree, students must get aid from UNT. When working on the MPH degree, students must get aid from UNTHSC.

- Students are encouraged to begin their Public Health portfolio over 3 terms/semesters at UNTHSC (summer/fall/spring), and then move on to completing the same thesis project the following year at UNT (beginning summer/fall/spring). BUT the summer the students begin at UNT they will have exhausted their annual federal loan limits for the financial aid award year at UNT. This means, there may be a point (specifically during the third year) that a student will not have financial aid funding for some of the year. This is due to two separate issues: there is an overlap of terms/semesters, and per federal regulations each academic year there is only so much loan funds a student is eligible to take out. It is also due to each program having different loan limits (Anthropology limits are less than the School of Public Health limits). During the third year when a student receives their financial aid at UNTHSC while doing their thesis work, they will have been offered their loan limit eligibility to them at UNTHSC. However, they may be well over the limit to which UNT can offer them for the summer semester they start there.

It is possible to receive financial aid to fund this program, but you MUST PLAN AHEAD. If at any point you plan to use financial aid from UNT Denton to pay your UNTHSC bill, you will need to coordinate payment with the UNTHSC Student Financials Office. You can contact them at StudentFin@unthsc.edu or 817-735-2026.

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. **After 9 credit hours:** Submit completed degree plan to advisor and to graduate program coordinator.
4. **Before the third semester:** Choose third/outside committee member. Obtain their signature on the MA/MS Committee Form. Submit completed committee form to the 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>.

SUGGESTED COURSEWORK AND DEGREE TIMELINES

FOR MA/MS FULL-TIME STUDENTS:

On-Campus Students – 9 hours each semester

Summer, before starting the 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 MA/MS 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 MA/MS 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/policy/06-042>

Spring, Year 2

- 5950 Applied Thesis* (Prerequisites: 5010, 5021, 5031, 5041, 5050)
 - Elective
 - Elective
- For Degree: Apply to graduate and prepare to turn in your thesis. Toulouse Graduate School thesis deadlines are in late March, early July and late October (<https://tsgs.unt.edu/new-current-students/graduation-information>) Your thesis must 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.**

Online Students – 6 hours each semester

Summer, before starting the 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/policy/06-042>*

Spring, Year 3

- 5950 Applied Thesis* (Prerequisites: 5010, 5021, 5031, 5041, 5050)
- Elective

For Degree: Apply to graduate and prepare to turn in your thesis. Toulouse Graduate School thesis deadlines are in late March, early July 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 EPID 5300 Principles of Epidemiology

Summer – Year 1

- EOHS Environmental Determinants of Health I (Fall, Spring, & Summer)
- PHED 5197 Professional and Academic Development
- SPH 3-hour elective course

Fall – Year 2

- HMAP 5300 Introduction to Health Management and Policy (Fall, Spring, & Summer)
- BIOS 5300 Principles of Biostatistics (Fall, Spring, & Summer)
- BACH 5340 Community Assessment and Program Planning (Fall & Spring)
- SPH 3-hour elective course

Spring – Year 2

- BACH 5345 Participatory Approaches to Improving Community Health (Fall & Spring)
- BACH 5350 Community Health Program Evaluation (Fall & Spring)
- EPID 5313 Introduction to Data Management and Statistical Computing (Fall & Spring)
- EPID 5300 Principles of Epidemiology or ANTH 5210 Anthropology in Public Health (every other Spring only)
- PHED 5000 CPH Comprehensive Examination (Fall & Spring)

Summer – Year 2

- ANTH 5950 Applied Thesis*

Fall –Year 3

- ANTH 5950 Applied Thesis*
- BACH 5297 Public Health Practice Experience (Fall, Spring, & Summer)

***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.**

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 an **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 (see appendix for Degree Plan) during their second semester in the program or after completion of 9 hours if part-time. 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. However, students are encouraged to be in regular contact with their advisors to provide updates and seek advice on appropriate classes, 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, the Director of Graduate Programs 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 Graduate Program Coordinator if you have problems registering: 940-565-4931.

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.

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
- learning excellent communication within a team
- 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 co-workers 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)

7. 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 Graduate Program Coordinator 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://tsgs.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 9 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" are processed.
4. Student submits a completed draft of the thesis to committee chair at least 6 weeks before Toulouse deadline.
5. The committee chair provides feedback; student responds to feedback quickly.
6. The student provides edited version of thesis to whole committee 4 weeks before Toulouse deadline.
7. The committee provides feedback; student responds to feedback quickly.
8. Student provides final thesis to whole committee 2 weeks before Toulouse deadline for final read through and edits.
9. Ahead of time, the student confirms dates with committee members; they may need more time, especially in summer or if someone is traveling or has other commitments.
10. Submit final applied thesis report to the graduate school by deadline.
11. Submit all client deliverables.
12. Submit "Final Report" IRB form to your Advisor to sign and turn in to the UNT IRB.
13. Schedule your applied thesis presentation with the Anthropology Graduate Coordinator and present thesis and findings.
14. 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/sap>
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 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 carry forward more than two incompletes. If a student has more than two incompletes, he or she 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 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 previously 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 typically 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 (a "client") within 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 <https://research.unt.edu/faculty-resources/policies-compliance/use-humans-research/irb-guidelines>. 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"). "Expedited" refers to the level of review and does not refer to the length of the review process. The department recommends you begin the IRB process with your advisor 4-6 weeks BEFORE you plan to start the applied thesis research.

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: http://research.unt.edu/sites/default/files/irb_final_report.docx. 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 and formatting 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. 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 a week prior to the 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. This 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 committee members should 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**.
- After the advisor and sponsor agree on the proposal, the rest of the student's committee should be sent the proposal, for their feedback.
- All three committee members 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 the 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 their faculty advisor, providing information about the progress of the project and talking about issues as they arise.
- Faculty advisor provides guidance for the 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 about issues as they arise.
- Site sponsor helps the 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 the project

Communication between faculty advisor and site sponsor

- The 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 the applied thesis project
- Student's name
- Advisor
- Other committee members
- Organization where the 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 in 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 subject areas covering the variety of applied anthropology related to the thesis. 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 include 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 Written Applied Thesis

The guidelines for master's theses provided by the Toulouse Graduate School must be followed. The manual is available here: <https://tgs.unt.edu/thesis-manual>.

Following these guidelines is time-consuming, 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.

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 complete 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.

Oral 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 **Oral 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 BOTH ON-CAMPUS & ONLINE STUDENTS:

WhatsApp / GroupMe

Students are encouraged to communicate with their cohort throughout their time in the program. These relationships contribute in important ways to the students' intellectual and professional development. In years past, students found that apps such as "WhatsApp" and "GroupMe" were useful in maintaining communication with one another. Students can build connections, explore their ideas in an informal setting, and assist each other with practical matters.

ANTH-GRAD Email List

All department master's students, faculty, and staff are enrolled in an email list, 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.

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 of 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. Other activities include collaborative

conference session bargaining and at least one off-campus social event per semester. GASA members communicate via email and a Facebook group.

The Journal Club is another aspect of GASA. It's an ad hoc group that began in the fall of 2004. It is an opportunity to explore literature, expand your horizons, and begin the process of developing different ideas in the field of applied (and academic) anthropology.

Cosmic Café

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 Canvas and includes discussion boards, a membership directory, and final thesis reports from graduated students.

Social Media

The UNT Anthropology Department maintains an active social media presence on Facebook, LinkedIn, Twitter, and Instagram.

- Facebook: <https://www.facebook.com/UNTAnthropology>
- LinkedIn: UNT Department of Anthropology
- Twitter: @UNTAnthropology
- Instagram: @UNTAnthropology

Be sure to follow us!



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.

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.

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.

TRAVEL FUNDING

UNT Anthropology graduate students are an active presence at the annual Society for Applied Anthropology (SfAA) meetings and other conferences. To facilitate this, the Department, the Graduate School, and CLASS all offer travel grants for students presenting at a conference. Be sure to watch your e-mails at the beginning of the fall semester for announcements. UNT students also direct the podcasting of the SfAA conference, which facilitates further involvement.

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) by the deadline indicated in the email.

College of Liberal Arts and Social Sciences & Toulouse Graduate School

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: <https://class.unt.edu/scholarships>. Information about scholarships from Toulouse Graduate School can be found here: <http://tgs.unt.edu/future-students/funding-your-graduate-education/awards>.

The Office for Nationally Competitive Scholarships

The UNT Office for Nationally Competitive Scholarships (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: <https://honors.unt.edu/office-nationally-competitive-scholarships>.

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 of graduate coursework toward a master's degree (courses must be taken within the last 5 years before the planned graduation date).

If you take a course at another regionally accredited university for an elective credit, please contact the Anthropology Graduate Coordinator. 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=21&navoid=2292&hl=concurrent&returnto=search#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) Domestic 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."* 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://deanofstudents.unt.edu/conduct>.

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 7 and newer operating system

Mac® OS X 10.6 and newer operating system software

<https://clear.unt.edu/supported-technologies/canvas/requirements>

Browsers

The online program currently uses Canvas. Canvas supports Safari, Firefox, Chrome and Explorer. Information about how to troubleshoot these programs can be found at

<https://clear.unt.edu/supported-technologies>.

Hardware

There are no specific hardware requirements for distance learning. 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.



HELP WITH ONLINE COURSES

1. Help Desk

UNT's Computer Center Help Desk can assist you with a variety of technical 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 course, the problem may be a UNT system outage. System updates generally occur on Saturday evening/Sunday morning. The updates may cause the system to be down temporarily. If there is a true outage, all university students would receive an email notifying them of the problem.

3. 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.

4. Graduate Programs Coordinator

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

UNT FACILITIES AND SERVICES

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. A list of various labs can be found here <https://computerlabs.unt.edu/location-labs>.

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. 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. For more information visit <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://writingcenter.unt.edu>.

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 website 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 or via the phone <http://www.library.unt.edu/ask-us>. The social sciences librarian is Jennifer Rowe (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 website. 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 website – <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.

CAREER CENTER

The UNT Career Center strives to empower students and alumni to identify and achieve individual goals for career success. The center employs a full-time graduate school specialist dedicated to assisting students in determining career paths and opportunities. Whether interested in pursuing a career in academia or exploring the broad range of options within various industries and occupations, they offer resources ranging from mock interviews to networking advice. Workshops throughout the semester are often available either in person or via live-stream to anyone connected remotely. For more information, visit <https://studentaffairs.unt.edu/career-center/students-and-alumni/graduate-students>.

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 inclusive excellence. The department's primary goal is to champion equality, access, and engagement to create a welcoming campus community where diverse faculty, staff, and students thrive. It creates an inclusive environment that prepares and promotes UNT student success in a global marketplace. At UNT, all members of the community value, support, and respect each other and the educational benefits of diversity. For more information regarding the University's policy statement on diversity, please view the UNT Policy Manual at Classification Number 04.018.

The Division of Institutional Equity and Diversity is under the direction of the Vice President for Equity and Diversity. The Division is comprised of two entities: the Office of Equal Opportunity and the Office of Diversity & Inclusion.

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, is committed to cultivating a campus environment where people of all identities can thrive. It fosters the success and awareness of historically underrepresented student populations with an emphasis on disability, ethnicity, gender, interfaith, race, and sexual orientation. The Center's programs and activities are developed to increase the awareness, understanding, and intersectionality of the various identities in the UNT Community.

The Multicultural Center is responsible for planning university-wide activities during heritage month celebrations, as well as providing training opportunities for the campus. The center also offers drop-in tutoring and student organization advising.

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

DACA RESOURCES

DACA was an executive action taken by President Barack Obama which allowed undocumented immigrants who came to the US under the age of 16 to apply for protections from deportation. If you require assistance, please visit: <http://www.unt.edu/DACA>. There is a team of faculty, staff, and students who are available to provide mentorship and support to undocumented students at UNT, they are the Eagle Dreamers. They have created a Resource Guide available here: https://www.unt.edu/sites/default/files/fd_dreamers_resource_guide_284f921f3c8be325e9817052cee364b057685b19e15be734ab696d19e15594ab8a.pdf.

DIVISION OF INTERNATIONAL AFFAIRS

The Division of International Affairs 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. It 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.

The majority of programs and services are located in Marquis Hall. Telephone: 940-565-2197. Website: <https://international.unt.edu/>.

International Student & Scholar Services

UNT welcomes more than 2,500 international student and scholars each year. International Student & Scholar Services is committed to providing support to UNT's international communities. 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.

International Student & Scholar Services

Marquis Hall, 125

940-565-2195

<http://international.unt.edu/ISSS/welcome-international-student-scholar-services>
internationaladvising@unt.edu

Intensive English Language Institute

The IELI provides seven levels of English language academic preparatory classes for students from beginning to advanced levels. The IELI provides conditional admission (NO TOEFL required) for international students who successfully complete the IELI.

UNT International – Intensive English Language Institute

Marquis Hall, 105

<http://international.unt.edu/ieli/intensive-english-language-institute>

940-565-2197

Sponsored Student Program

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.

UNT International – Sponsored Student Program

Marquis Hall, 114

<http://international.unt.edu/content/sponsored-students-and-programs-office>

940-565-2196

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 Marquis Hall 145 or website: <https://studyabroad.unt.edu/>.

OFFICE OF DISABILITY ACCESS

Location: Sage Hall, Suite 167

Telephone: (940) 565-4323

Website: <https://disability.unt.edu/>

The Office of Disability Access (ODA) exists to prevent discrimination on the basis of disability as mandated by the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. This is accomplished by determining eligibility for qualified students by reviewing disability-related medical and psychological documentation along with the student's individual experiences, to determine appropriate, reasonable accommodations which are then recommended to the campus. ODA will work 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 with two items: 1) A Letter of Reasonable Accommodation; 2) ODA Alternative Test Request Form (ATRF). 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.

The Professor/TA 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 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.

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

Test Irregularities/Cheating: Cameras and proctor walk-ins are utilized during testing. If a student is suspected of academic dishonesty (cheating), a report will be written and sent to the professor, the ODA director, and the Dean of Students. A copy of the report will also be placed in the student's file. The instructor will determine further actions to be taken. Academic dishonesty is a violation of the student code of conduct and may lead to suspension or expulsion from the university

For more information regarding the University's policy on accommodating students with disabilities, please view the UNT Policy Manual at Classification Numbers 04.014 and 16.001.

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 8:30 am to 12:00 pm, and from 1:00 pm to 3:30 pm every Wednesday. There is no need to schedule an appointment. 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

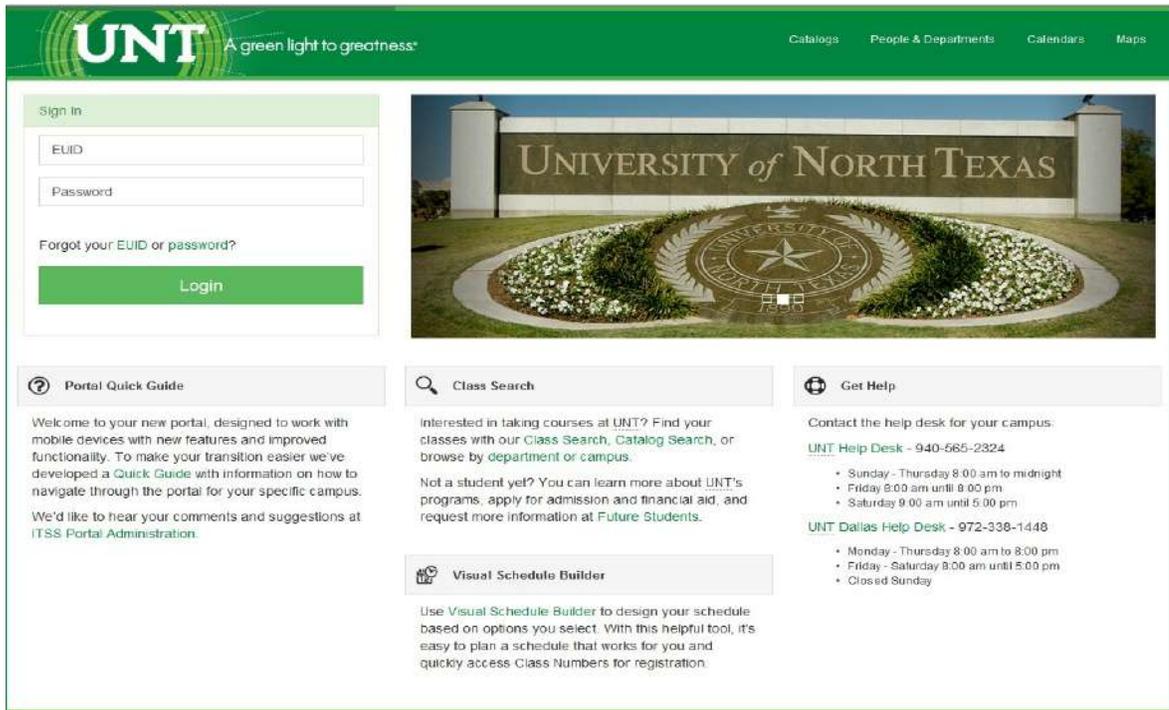
All forms can be found on the anthropology website at:
<http://anthropology.unt.edu/graduate/forms-current-students>

Registration Procedures

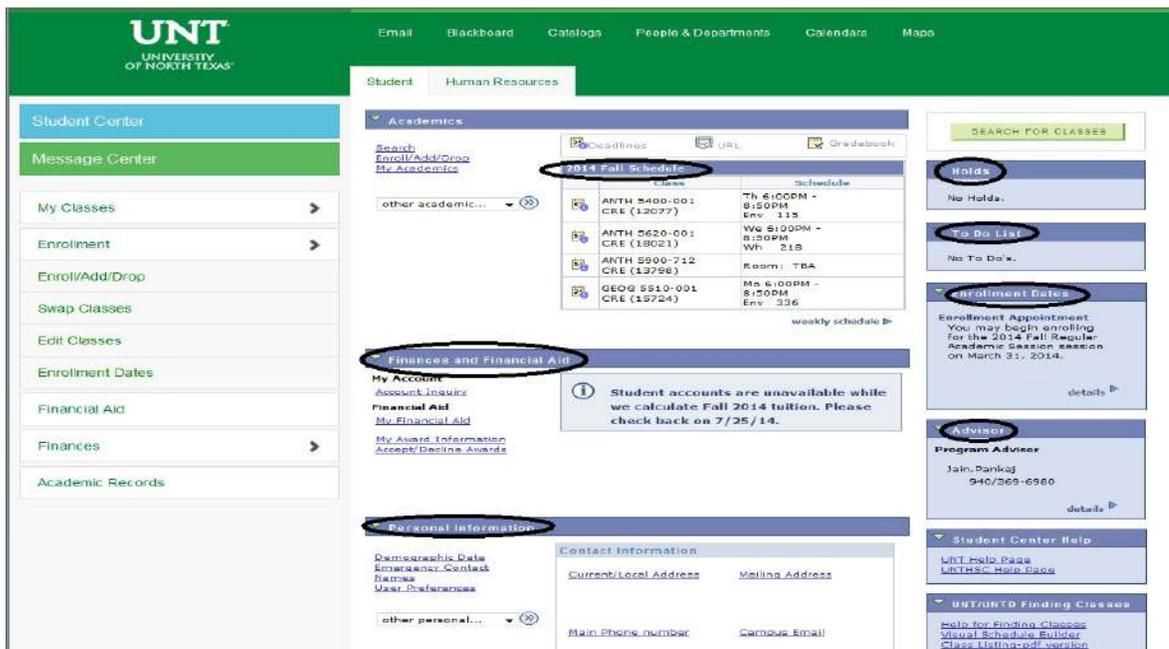
1. **Please do not wait until the last minute to register!**
Registration guides and calendars, schedule of classes, and academic catalogs can be found through the Office of the Registrar:
<http://registrar.unt.edu/registration>
2. Our website course listing is up to date for graduate courses offered in the fall and spring <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 Nicole Brown at nicole.brown@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.
 - a. 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.
 - b. Some electives also require the professor's approval to ensure the student has the proper background necessary to succeed in the class. Nicole will let you know if you need to email the instructor for permission.
 - c. If are taking a restricted course outside the department, you need to contact that department for permission.
5. Nicole 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

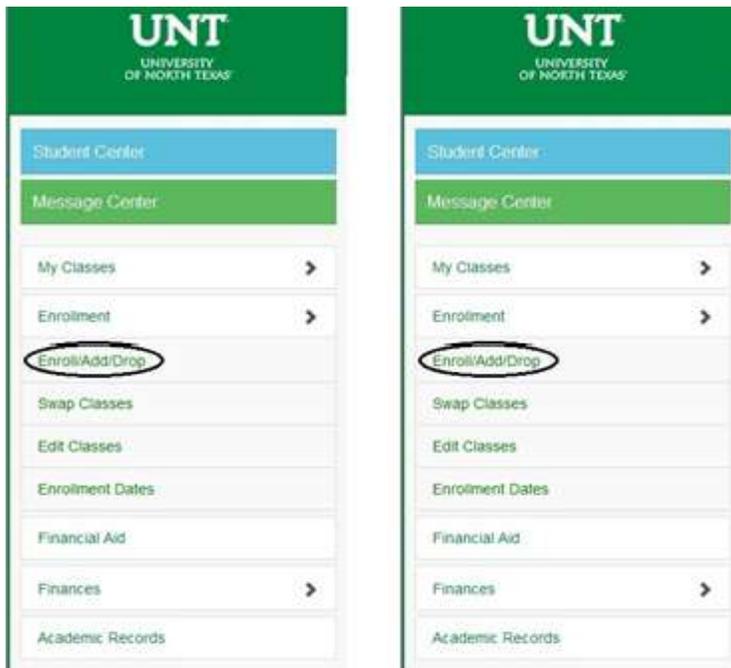
1. Log into My UNT. <https://my.unt.edu/>



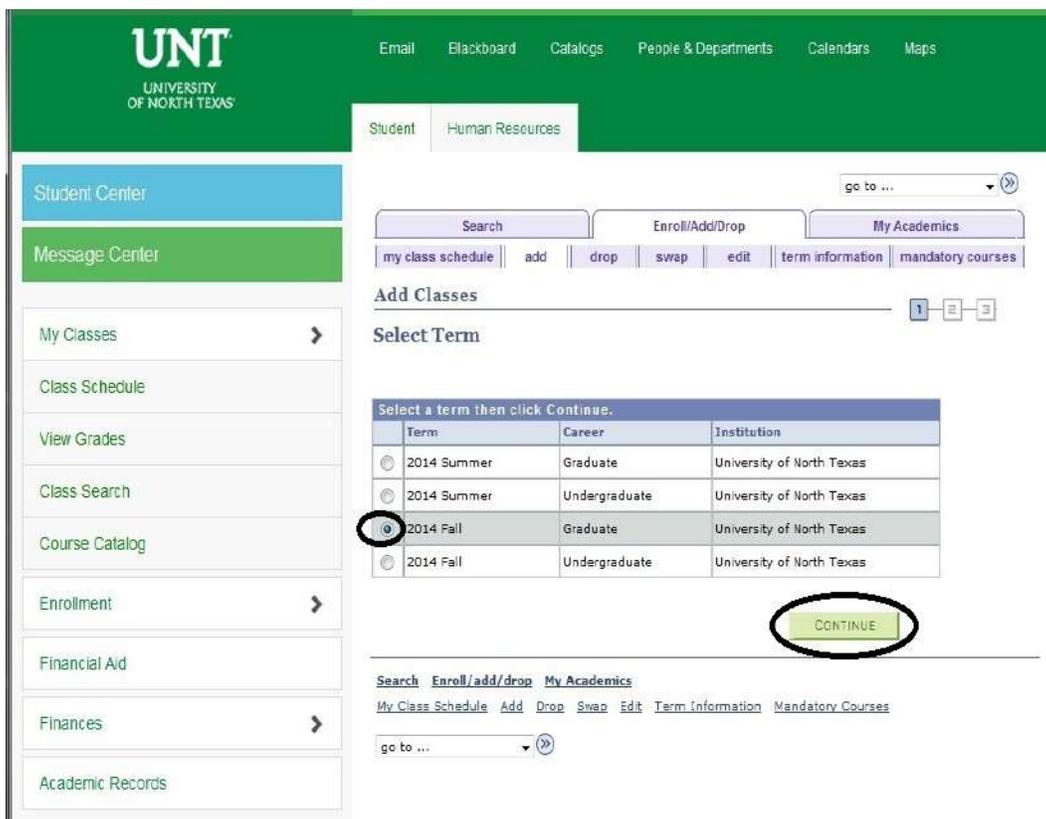
2. From the student tab you can see the registration calendar, view your semester schedule, make a payment, register for classes, etc.



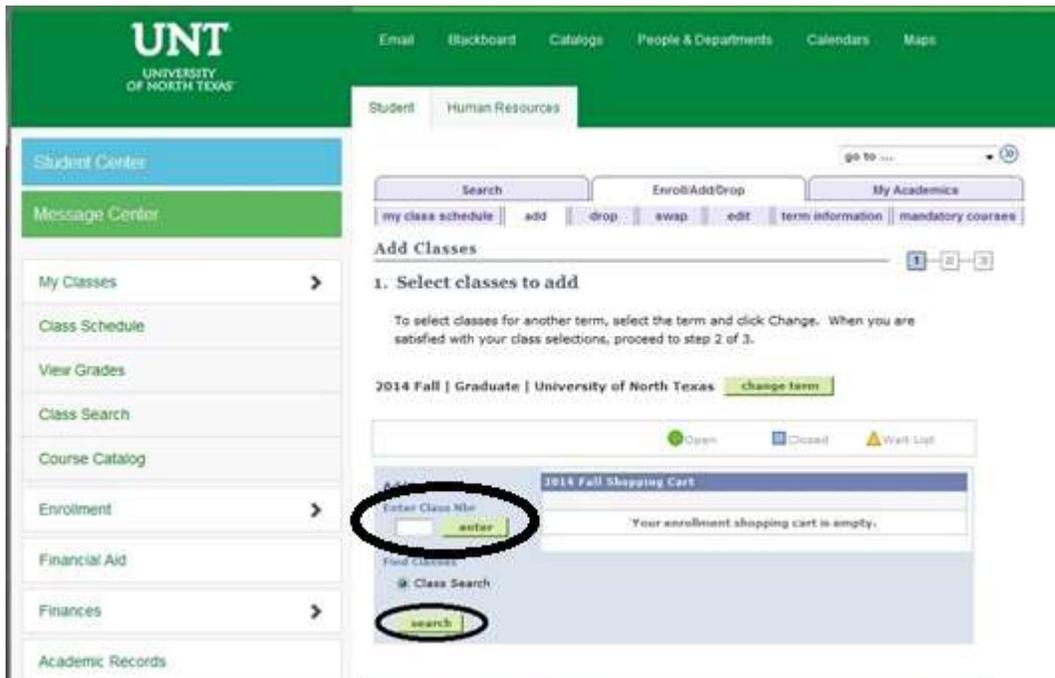
3. Click on "enrollment" to register. Then, click on Enroll/Add/Drop to search for and enroll in courses.



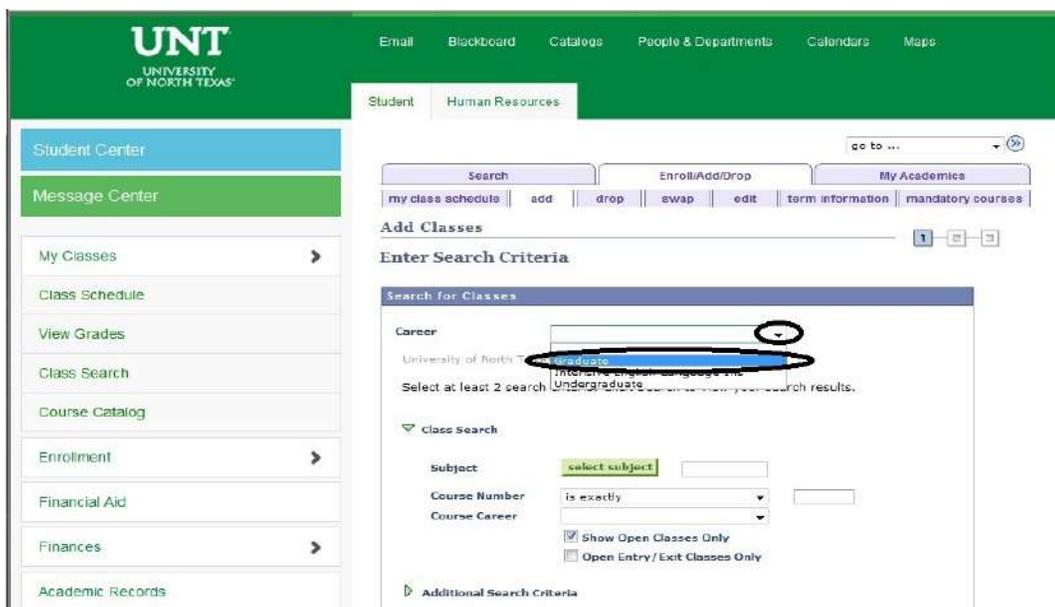
4. Select the correct term for enrollment, and then continue.



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.

The screenshot shows the UNT Student Center interface. The top navigation bar includes links for Email, Blackboard, Catalogs, People & Departments, Calendars, and Maps. The main content area is titled 'Add Classes' and 'Enter Search Criteria'. Under the 'Class Search' section, there are fields for Subject, Course Number, and Course Career. The 'Subject' field is highlighted with a red circle and contains the text 'select subject'. There are also checkboxes for 'Show Open Classes Only' and 'Open Entry/Exit Classes Only'. A 'SEARCH' button is visible at the bottom right of the search criteria section.

The screenshot shows the same UNT Student Center interface, but now the 'Select a Subject' section is expanded. It displays a list of subjects with their corresponding codes and descriptions. The 'select' button next to the 'ANTH' subject is highlighted with a red circle. The list includes subjects like ABAN, ACCT, ADES, ADMN, AEAH, AECO, AERO, AGER, ANAT, ANTH, ARBC, ARCH, ART, ASTU, and ATTD.

Subject Code	Subject Name
select ABAN	
select ACCT	Accounting
select ADES	Art - Design Division
select ADMN	Administrative
select AEAH	Art Education and Art History
select AECO	Applied Economics
select AERO	Aerospace Studies
select AGER	Applied Gerontology
select ANAT	
select ANTH	Anthropology
select ARBC	ARABIC
select ARCH	Archeology
select ART	Art
select ASTU	Art - Studio Art
select ATTD	Appl Tech, Trning, Devel

9. Select "Graduate" as Course Career, then begin your search.

UNT UNIVERSITY OF NORTH TEXAS

Student Human Resources

Search Enroll/Add/Drop My Academics

my class schedule add drop swap edit term information mandatory courses

Add Classes

Enter Search Criteria

Search for Classes

Career Graduate

University of North Texas | 2014 Fall

Select at least 2 search criteria. Click Search to view your search results.

Class Search

Subject select subject ANTH Anthropology

Course Number is exactly

Course Career Graduate

Show Open Classes Only

Open Entry/Exit Classes Only

Additional Search Criteria

Return to Add Classes CLEAR SEARCH

10. For example, if you want to register for ANTH 5260, click "select" to choose this course.

UNT UNIVERSITY OF NORTH TEXAS

Student Human Resources

ANTH 5201 - Medical Anthropology

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
10019	010-CRE Regular	TBA	Internet Course	Davenport, Beverly Ann	08/25/2014 - 12/12/2014	●	select

Notes: This is a combined section class

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
10020	020-CRE Regular	TBA	Internet Course	Davenport, Beverly Ann	08/25/2014 - 12/12/2014	●	select

Notes: This is a combined section class

ANTH 5400 - Environmental Anthropology

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
12027	001-CRE Regular	Th 6:00PM - 8:50PM	Env 115	McGaffey, Ethan N	08/25/2014 - 12/12/2014	●	

Notes: This is a combined section class

ANTH 5020 - Anthropology of Education

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
10021	001-CRE Regular	We 6:00PM - 8:50PM	Wh 210	Nunez-Janes, Mariela E	08/25/2014 - 12/12/2014	●	select

Notes: This is a combined section class

ANTH 5700 - Topics in Sociocultural Anthropology

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
15027	010-CRE Regular	TBA	Internet Course	Squires, Susan Elaine	08/25/2014 - 12/12/2014	●	select

Notes: This is a combined section class

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
15028	020-CRE Regular	TBA	Internet Course	Squires, Susan Elaine	08/25/2014 - 12/12/2014	●	select

Notes: This is a combined section class

11. Click "Next" to add the course to your cart.

The screenshot shows the 'Add Classes' page in the UNT Student Center. The page title is '1. Select classes to add - Enrollment Preferences'. It displays details for the course 'ANTH 5620 - ANTH OF EDUCATION' for the 2014 Fall term. The course is listed as 'Credit' and 'Open'. The session is 'Regular Academic Session' and the career is 'Graduate'. The units are 3.00. The instructor is 'Nunez-Janes, Mariela E'. The start/end date is '08/25/2014 - 12/12/2014'. The room is 'Wh 218'. The days/times are 'We 6:00PM - 8:50PM'. The 'NEXT' button is circled in red.

Section	Component	Days & Times	Room	Instructor	Start/End Date
001	Credit	We 6:00PM - 8:50PM	Wh 218	Nunez-Janes, Mariela E	08/25/2014 - 12/12/2014

12. Click "Proceed to Step 2 of 3" to confirm enrollment.

The screenshot shows the 'Add Classes' page after the course has been added to the shopping cart. A green message box states: '✓ ANTH 5620 has been added to your Shopping Cart.' Below this, the course details are shown again. The 'change term' button is visible. The 'Add to Cart' section shows the course details in a table. The 'PROCEED TO STEP 2 OF 3' button is circled in red.

Delete	Class	Days/Times	Room	Instructor	Units	Status
	ANTH 5620-001 (10021)	We 6:00PM - 8:50PM	Wh 218	M. Nunez-Janes	3.00	

13. Click "Finish Enrolling" to finish enrolling in course.

The screenshot shows the UNT Student Center interface. On the left is a navigation menu with options like 'My Classes', 'Enrollment', and 'Enroll/Add/Drop'. The main content area is titled 'Add Classes' and shows a confirmation step: '2. Confirm classes'. Below this, there is a table with the following data:

Class	Description	Days/Times	Room	Instructor	Units	Status
ANTH 5620-001 (18021)	ANTH OF EDUCATION (Credit)	We 6:00PM - 8:10PM	Wh 218	M. Nunez-Janes	3.00	Open

At the bottom of the table, there are three buttons: 'CANCEL', 'PREVIOUS', and 'FINISH ENROLLING' (which is circled in green).

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.

The screenshot shows the 'View results' screen in the UNT Student Center. It displays a status report for enrollment confirmations and errors. The report includes a table with the following data:

Class	Message	Status
ANTH 5201	Error: Department Consent Required. You must obtain permission to take this class. If you have a permission number, click Add Another Class, click the class link, enter the number and resubmit.	Error (Red X)

The 'Error (Red X)' status is circled in black. Below the table are buttons for 'MAKE A PAYMENT', 'MY CLASS SCHEDULE', and 'ADD ANOTHER CLASS'.

15. If a Green ✓ shows in the "Status" field of the confirmation box, you have successfully enrolled in the course.

The screenshot shows the UNT My UNT Student Center interface. The top navigation bar includes links for Email, Blackboard, Catalogs, People & Departments, Calendars, and Maps. The main content area is titled "Add Classes" and shows a "View results" section. A status report for enrollment confirmations and errors is displayed for the 2014 Fall term. The report shows a success message: "Success: enrolled" with a green checkmark icon. Below this, a table lists the class ANTH 5620 with a message: "Success: This class has been added to your schedule." and a status field containing a green checkmark icon. The interface also includes buttons for "MAKE A PAYMENT", "MY CLASS SCHEDULE", and "ADD ANOTHER CLASS".

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: _____ Student ID No. **10000001**

Home address: _____

Master's degree to be earned: MS MA Specialization: **MEDICAL ANTH**

GRE scores: Verbal _____ Writing _____ Major professor: _____

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
Prerequisite (if required)	Sem/Year, eg. SUM 2010	Electives (5 required)	
ANTH 5000 Seminar in Cultural Anthropology		1. ANTH 5201 Medical Anthropology	
Required Courses		2.	<div style="border: 1px solid black; padding: 5px; color: red; font-weight: bold;"> FILL IN EACH ELECTIVE FIELD COMPLETELY: COURSE PREFIX, # AND NAME. YOU CAN ALWAYS CHANGE THE DEGREE PLAN. IF INCLUDING A TRANSFER COURSE, LIST THE UNIVERSITY UNDER THE ELECTIVE </div>
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			
Applied Thesis		MS Skills Course Requirement (record which of the above electives fulfills this requirement)	
ANTH 5050 Preparation for Practice and the Applied Thesis		<div style="border: 1px solid black; padding: 5px; color: red; font-weight: bold;"> DO NOT PUT FUTURE DATES IN THESE FIELDS </div>	MA Language Requirement (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 1st 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

Student:

Client organization:

Organizational sponsor:

Part 2

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

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

Student:

Client organization:

Organizational sponsor:

Deliverables provided to client as outcome of the applied thesis:

Part 2

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

Graduation Checklist for Applied Anthropology Master's Thesis Students

You can use this checklist to make sure all graduation milestones are completed on time and that you are cleared to graduate. This checklist offers general times that items are due. You can check the deadlines for a given semester at the Toulouse Graduate School (TGS) website:
<https://tsgs.unt.edu/new-current-students/graduation-information>

- ____ 1. **Notify Graduate Coordinator of Intent.** Early in the semester you plan to graduate, notify the Anthropology Graduate Coordinator that you are planning to graduate at the end of the term. This notification is for your benefit. The Coordinator will do an audit of each student's file to ensure everything is in order and send regular email reminders to you regarding upcoming deadlines. If you decide you will not be able to graduate as planned, be sure to let the Graduate Coordinator know immediately.
Deadline: Second week of the semester

- ____ 2. **Foreign Language Requirement.** Students who are "MA" (not MS) need to show proficiency in a foreign language or sign language. The requirement can be satisfied by having taken two freshmen and two sophomore level (4 total) language courses in the past 10 years or by other types of credit (CLEP, AP). For students not meeting the language requirement by credit, a **Placement Exam** must be taken (offered 12 times each year). Based on results of the placement exam, you may get credit for the courses or be required to take a **Proficiency Exam (offered ONCE in fall, ONCE in spring and twice in summer)**. Both are administered by the World Languages Department. If you need to take the proficiency exam, be sure to check the website for details on requirements and deadlines **EARLY** in the semester of graduation, if not the semester prior to graduation. <http://worldlanguages.unt.edu/resources/testing/graduate-foreign-language-requirement>
Proficiency Exam: Held about the fourth/fifth week of the semester. MUST register one month ahead.

- ____ 3. **Apply for Graduation.** You must complete an online form to let the Toulouse Graduate School (TGS) know that you intend to graduate. The application is completed through your MyUNT portal, and must be submitted no later than the deadline for the semester you intend to graduate. Instructions are here:
<https://tsgs.unt.edu/sites/default/files/Online%20Graduation%20Student%20Documentation.pdf>
Deadline: About half-way through the semester

- ____ 4. **Oral Defense Form.** You may hear your major professor or the Graduate Coordinator refer to the "Oral Defense Form for Dissertation/Thesis" or ODF. This is a document that should be generated by TGS and sent to the Anthropology Graduate Coordinator once you apply for graduation. **You are NOT responsible for securing or routing this document for signatures.** The Coordinator and Chair of your committee will take care of it. It's listed here because it is an important document, and you may receive questions from the Coordinator regarding information needed for the form (i.e., thesis title, presentation date). You should reply immediately to any inquiries from the Graduate Coordinator or your Chair.
Deadline: About a week prior to the Thesis submission deadline

- ___ 5. **Submit Thesis to Committee.** 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 (or more) 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.
- ___ 6. **Schedule Thesis Presentation.** The Anthropology Graduate Coordinator will invite graduating students to schedule their presentations during several available dates in the last week of the semester. Be sure to check with all committee members prior to committing to a presentation time.
Deadline: Per Graduate Coordinator's request.
- ___ 7. **File Degree Plan Changes.** More often than not, students end up taking courses that were not on their original degree plan. Any changes to the Degree Plan, including a change from MA to MS (or vice versa) are made on the Degree Plan Change Form found here: <http://anthropology.unt.edu/graduate/forms-current-students>. Complete the form and email it to your Chair or the Coordinator, who will get the necessary signatures and forward it to TGS.
Deadline: same as Thesis Submission Deadline
- ___ 8. **Get "I" Grades Changed.** The Grad School will not approve students for graduation with an "Incomplete" for any course on their degree plans. You need to double-check your transcripts for incompletes, and work with your professors to change each to a letter grade.
Deadline: same as Thesis Submission Deadline
- ___ 9. **Submit Thesis.** The final version of the Thesis that has been approved by your committee must be submitted to TGS. Once submitted, no further content changes can be made. Be sure to follow the guidelines in the UNT Thesis Manual for writing and formatting your manuscript: <https://tgs.unt.edu/thesis-manual>. You will submit a PDF copy of the thesis to TGS through a new system called Vireo.
Deadline: About six weeks prior to commencement.
- ___ 10. **Pay Fees.** TGS does not assess a fee for graduating, but it does have a fee for processing the thesis. Once the thesis is submitted online, you will receive an email from the Grad School on when and how to pay the fee. Be sure to watch for the email and take care of the payment before the deadline.
Deadline: per email from TGS
- ___ 11. **Order Regalia.** If participating, graduating students need to borrow, rent or buy the appropriate regalia for the master's ceremonies. Regalia is ordered through the Barnes and Noble campus bookstore in person or by phone (940-565-2592). **Students should order early to ensure their size gowns are available.**
- ___ 12. **Final Thesis Evaluation.** Be sure to ask your client to complete this evaluation. The Final Thesis Evaluation form can be found here: <http://anthropology.unt.edu/graduate/forms-current-students>.
Deadline: before the end of the semester

- ___ 13. **Final IRB form.** Work with your chair to complete this form, found here: http://research.unt.edu/sites/default/files/irb_final_report.docx.
Deadline: before the end of the semester
- ___ 14. **Promote and Deliver Thesis Presentation.** Be sure to confirm with your committee the final time selected for your presentation, which is generally in Chilton Hall Room 245. You will design and send out a flyer on the listserv to promote your thesis and encourage your classmates to attend. The Graduate Coordinator and your chair will provide instructions regarding the flyer and the presentation.
Last week of semester, typically Tuesday, Wednesday or Thursday.
- ___ 15. **Hooding Ceremony and Commencement.** About three weeks prior to commencement, TGS will send an email and/or letter to all students who have applied for graduation with details about the commencement/convocation for graduating master's students. Each semester, the Anthropology Department hosts a hooding ceremony on the same day as the commencement. The Graduate Coordinator will provide times and dates to you early in the semester. Be sure to put this date on your calendar and to invite family and friends to the ceremonies. **Ceremonies: Generally the last Friday of the semester.**

Rollover Option

If a student applies to graduate in a given semester but doesn't submit the thesis by the deadline for that semester, that student cannot graduate in that semester. However, students MAY be able to get a waiver from registering for their last semester, if they submit the thesis by the rollover deadline in the semester for which they applied for graduation. The rollover deadline is generally about 10 days prior to graduation. Students who submit the thesis by the rollover deadline MAY also be allowed to participate in the graduation ceremony of the semester prior to their actual graduation. In both cases, students must request permission from the Graduate School by sending an email to graduation@unt.edu.

Note about deadlines

All deadlines listed here are approximate and based on the final due dates set by the Graduate School. Professors, at their discretion and based on their schedules, may ask students to complete their theses or presentations earlier than the requirements listed here.

Still have questions?

More information on graduation-related requirements can be found at the Toulouse Graduate School (TGS) website – <https://tsgs.unt.edu/new-current-students/graduation-information> – and in the Applied Anthropology Graduate Student Handbook.

Questions can also be directed to the Anthropology Department Graduate Coordinator or by sending an email to TGS at graduation@unt.edu.