GRADUATE STUDENT HANDBOOK

Master of Arts / Master of Science
Applied Anthropology Program

Department of Anthropology

College of Liberal Arts & Social Sciences

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MASTER OF APPLIED ANTHROPOLOGY PROGRAM

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, established in 2000.
- Through our online program, established in 2006, as 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
This area addresses the cultures and experiences of immigrants through an emphasis on the politics and policing of mobility across cultural and physical borders. In particular, we are interested in the relationships between migration and the formation/negotiation of identities, such as religion, gender, ethnicity, race, class, caste, nationality and sexual orientation in transnational, national, local, and global contexts.

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

This area studies the social phenomenon of 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.

Outside Specialization

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 Elective Courses must be taken outside the Anthropology Department, preferably in the same field. Please review the Outside Elective Courses for a list of possible courses you may take, examples include:

- Health sciences
- Information sciences
- Business administration
- Environmental philosophy
- Environmental sciences
- Education
- Public administration

MA / MS DEGREE OPTIONS

Master of Arts in Applied Anthropology
For the Master of Arts degree, students fulfill 36 credit hours of degree requirements and demonstrate knowledge of a foreign language. This degree is offered on campus and online. See MA Foreign Language Requirement.

Master of Science in Applied Anthropology
For the Master of Science degree, students fulfill 36 credit hours of degree requirements including a course in an additional skill appropriate to their specialty. This degree is offered on campus and online. If pursuing the MS degree, the skills class requirement counts as one of your electives approved by your faculty advisor.

MA/MS Degree Plans:
Core Courses: 5 courses, 15 hours
Elective Courses: 5 courses, 15 hours
Applied Thesis: 6 hours minimum
= 36 hours total

+ Leveling Course: 3 hours (if applicable)

MA / MS DEGREE PLANS
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

Leveling Course
Candidates who do not have at least 12 credit hours of undergraduate anthropology coursework 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 the 5 Week II summer session and is an online course.

Applied Thesis
All candidates must take a minimum of 6 credit hours of supervised ANTH 5950 Applied Thesis. Students can register for 3 or 6 credit 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. See the Continuous Enrollment Policy.

Elective Courses
Elective courses must be approved by the student's faculty advisor. A minimum of 2 electives (6 credit hours) must be taken from **outside** anthropology. A minimum of 2 electives (6 credit hours) must be taken from **inside** anthropology. 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.

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 reviewing the Academic Catalog and by talking to the Programs Coordinator, their faculty advisor, and other graduate students.

Anthropology Elective Courses
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 Anthropology of NGOs, Anthropology of Tourism, Evaluation for Anthropological Practice, and Ethno-Racial Diversity Management: Applying Anthropology for a Competitive Business Edge
ANTH 5760   Advanced Urban Anthropology
ANTH 5900   Special Problems (e.g., a "Readings" course with your advisor)

Outside Elective Courses
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. For online courses, visit the UNT e-Campus website for further ideas. Please note, some classes are only offered once a year or once every two years.

Medical Anthropology
AGER 5700   Social Gerontology
AGER 5780   Federal, State and Local Programs in Aging
SOCI 5410   Medical Sociology

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

Urban Anthropology
SOCI 5350   Seminar on Urbanization
ECON 5750   Urban Economics
GEOG 5210   Seminar in Urban Geography
GEOG 5170   Mapping and Field Methods
SOCI 5350   Seminar in Urbanization

Environmental Anthropology
GEOG 5150   Water Resources Seminar
GEOG 5510   GIS for Applied Research
PHIL 5000   Environmental Ethics
PHIL 5700   Seminar in Environmental Ethics

Crossing Borders
COMM 5545   Race and Public Culture
ENGL 5650   US Ethnic Literature and Culture

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
TECM 5170   Grants and Proposals

Federation of North Texas Area Universities

On-campus students may cross-register for courses at Texas Woman's University (TWU) and Texas A&M University-Commerce through the Federation of North Texas Area Universities. Students pay their tuition and fees to UNT, and the course will be posted to their UNT transcript.

All coursework taken through the Federation must be approved in advance by the student's faculty advisor and 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.

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 Programs

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. See Transfer Credit.

GRADUATE ANTHROPOLOGY COURSES

For a complete list of all graduate courses and their descriptions offered by the **Department of Anthropology**, view our Course Schedule.

For a complete list of all graduate courses and their descriptions offered by the **University of North Texas**, view the Academic Catalog.

MA / MS DEGREE TIMELINE

<u>On-Campus Students</u> – 9 hours each semester

Summer, before the start of the program
- 5000 Seminar in Sociocultural Anthropology (if needed)

Fall, Year 1
- 5010 Anthropological Thought and Praxis I (Prerequisite: 5000 if needed)
- 5031 Ethnographic and Qualitative Methods
- Elective

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

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

Spring, Year 2
- 5950 Applied Thesis* (Prerequisites: 5010, 5021, 5031, 5041, 5050)
- Elective
- Elective

Online Students – 6 hours each semester

Summer, before the start of the program
- 5000 Seminar in Sociocultural Anthropology (if needed)

Fall, Year 1
- 5010 Anthropological Thought and Praxis I (Prerequisite: 5000 if needed)
- 5031 Ethnographic and Qualitative Methods

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

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

Spring, Year 3
- 5950 Applied Thesis* (Prerequisites: 5010, 5021, 5031, 5041, 5050)
- Elective

Continuous Enrollment Policy

Please plan your timeline carefully. 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. Policy information can be found here: https://policy.unt.edu/policy/06-042.

MA FOREIGN LANGUAGE REQUIREMENT

For a complete list of ways to meet the Foreign Language Requirement for MA students, please visit the World Language's website.

Foreign Language Credit Hours

Students may satisfy the foreign language requirement by completing two years of foreign language credit. Students must earn a letter grade of C or higher (not pass/fail) in coursework no older than ten years. On your Degree Plan, please indicate that you are using previous undergraduate credit to fulfill this requirement. If Toulouse does have transcripts from the institution where you received the credit, you will need to send official copies to verify the hours. Students may take undergraduate foreign language courses at UNT while pursuing graduate work. However, if taking these courses outside of UNT, they cannot be taken during the semester you intend to graduate. See the section Transfer Credit for more information.

Additionally, international students may use their native language to fulfill the requirement. Please contact the Department of World Languages to have fluency verified. Students who attended international schools may also use coursework to fulfill the requirement. Please contact Toulouse to have the coursework verified.

Foreign Language Examination

Students may take a Placement Test or the Foreign Language Proficiency Examination. Please check the websites for registration and test information.

DUAL DEGREE PLAN

MS in Applied Anthropology & Master of Public Health

The dual degree is for on-campus students only with a community health concentration. The UNT Health Science Center (HSC) School of Public Health and the Department of Anthropology at UNT have developed a cooperative agreement that allows students to pursue both degrees simultaneously. Check with the current HSC Public Health Graduate Advisor for the latest HSC program policies and recommendations.

MS in Applied Anthropology	9 courses	27 credit hours
Master of Public Health	12 courses	36 credit hours
		63 credit hours

Master of Science in Applied Anthropology – 27 hours

Required Courses – **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 – **6 hours**
- ANTH 5950 Applied Thesis (topic to overlap with PHED 5297)

Master of Public Health – 36 hours

Required Courses – **30 hours**
- BACH 5300 Theoretical Foundations of Individual and Community Health
- BACH 5340 Community Assessment and Program Planning
- BACH 5350 Community Health Program Evaluation
- BIOS 5300 Principles of Biostatistics
- EOHS 5300 Environmental Determinants of Health
- EPID 5300 Principles of Epidemiology
- HMAP 5300 Introduction to Health Management and Policy
- HMAP 5336 Health Politics and Policy
- HMAP 5332 Public Health Law
- HMAP 5328 Organizational Leadership

Elective Course – **3 hours**
- Any 1 course offered in the School of Public Health (consult with MPH advisor)

Comprehensive Examination & Culminating Experience – **3 hours**
- PHED 5000 CPH Comprehensive Exam (0 credit hours)
- PHED 5297 Practice Experience (1 credit hour; taken 3 separate times)

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 5297, 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 are here at UNT (and students receiving financial aid receive aid at UNT). The only exception is EOHS 5300 in the summer term after your first full year in the program, or if a student elects to take an SPH 3-hour elective in spring term.

d. The second year all courses are at UNTHSC, except for 3 hours of ANTH 5950, (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.

DUAL DEGREE TIMELINE

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.

Summer, before the start of the program
- 5000 Seminar in Sociocultural Anthropology (if needed)

Fall, Year 1 (9 CR)
- ANTH 5010 Thought and Praxis I (3 CR)
- ANTH 5031 Ethnographic and Qualitative Methods (3 CR)
- ANTH 5201 Medical Anthropology (3 CR)
- Possible Public Health class

Spring, Year 1 (12 CR)
- ANTH 5021 Thought and Praxis II (3 CR))
- ANTH 5041 Quantitative Methods (3 CR)
- ANTH 5050 Preparation for Practice and the Applied Thesis (3 CR)
- ANTH 5210 Anthropology in Public Health (3 CR) or an SPH 3-hour elective

Summer, Year 1 (3 CR)
- EOHS 5300 Environmental Determinants of Health I (online; 3 CR)

Fall, Year 2 (12 CR)
- BIOS 5300 Principles of Biostatistics** (3 CR)
- EPID 5300 Principles of Epidemiology (3 CR)
- BACH 5300 Foundations of Individual & Community Health (3 CR)
- HMAP 5300 Introduction to Health Management and Policy (3 CR)

Spring, Year 2 (12 CR)
- HMAP 5336 Health Politics and Policy (3 CR)
- BACH 5340 Community Assessment and Program Planning** (3 CR)
- HMAP 5332 Public Health Law (3 CR)
- ANTH 5950 Applied Thesis (3 CR)
- PHED 5000 CPH Comprehensive Examination (0 CR)

Summer, Year 2 (4 CR)
- PHED 5297 Practice Experience*** (1 CR)
- ANTH 5950 Applied Thesis (3 CR)

Fall, Year 3 (10 CR)
- SPH 3-hour elective course or ANTH 5950 Applied Thesis
- HMAP 5328 Organizational Leadership (3 CR)
- BACH 5350 Community Health Program Evaluation** (3 CR)
- PHED 5297 Practice Experience*** (1 CR)

Spring, Year 3 (1 CR)
- PHED 5297 Practical Experience*** (1 CR)

*MS Applied Anthropology degree requirements at UNT will be met by transferring 9 semester credit hours of applicable MPH courses from UNTHSC to UNT. At least 3 semester credit hours must be coursework that develops skills such as assessment, evaluation, or biostatistics. The remaining 6 semester credit hours may include theory or skill coursework.

**MPH skills course: at least one course is required in transfer to meet MS Applied Anthropology degree requirements.

***PHED 5297 Practice Experience courses will not meet MS Applied Anthropology degree requirements.

 As a reminder, please see the Continuous Enrollment Policy.

UNIVERSITY PAPERWORK DEADLINES

1. **First semester**: Choose a committee chair. Obtain their signature on the MA/MS Committee Form.
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 faculty advisor and to Programs Coordinator.
4. **Before the third semester:** Choose third/outside committee member. Obtain their signature on the MA/MS Committee Form. Submit completed MA/MS Committee Form to the Programs Coordinator.
5. **Start of last semester:** Apply for graduation. Please review Graduation information and the Toulouse Graduate School website for more details.
6. **Start of last semester:** Submit Degree Plan Change Form if there were any changes from the Degree Plan you submitted originally.
7. **Start of last semester:** For MA students, file proof of Foreign Language Requirement.
8. **Middle of last semester:** Submit Applied Thesis. Instructions and deadlines are

listed on the Toulouse Graduate School website.

ADVISING

The UNT Applied Anthropology Master's program is recognized for its outstanding mentoring of students. At a minimum, students must meet with their faculty 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 faculty advisors to provide updates and seek advice on appropriate classes, 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).

In order to register for classes each semester, students must first meet with their faculty advisors in advance to be advised. Second, the student will need to go to my.unt.edu and clear out any holds they have under "Tasks". Finally, you will need to reach out to the Student and Program Coordinator for assistance enrolling in classes that have the "departmental consent required" restrictions.

REGISTRATION PROCEDURES

1. For instructions on enrolling, dropping, swapping, and reviewing enrollment transactions, review the following guide: unt.edu/sites/default/files/myunt-enrollmentguide.pdf.

2. Registration Calendars, Schedule of Classes, and Academic Catalogs can be found through the Office of the Registrar. Visit our website course listing to preview which graduate courses are being offered in the upcoming fall, spring, and summer terms.

3. You must have an advising session with your faculty advisor before registering. If you have not chosen your committee chair, the Director of Graduate Programs is your default faculty advisor.

4. After you have met with your faculty advisor, received approval for your courses, and addressed any holds you have on your account, please email the Programs Coordinator for help registering for your course(s). **Please include your course schedule (with specific names of classes, ex. ANTH 5300), Student ID number, and whether you are an on-campus or online student**.

   a. All core classes are restricted to ensure students in our program have a spot in the class. Most electives are also restricted for this reason. You can check 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. Again, please email the instructor for permission to enroll in this course.

    c. If you are taking a restricted course outside the department, you need to contact that specific department for permission.

REGISTRATION ISSUES

Enrollment Dates

If you attempt to register and receive an error that reads "You do not have a valid appointment at this time," then you are not allowed to register during that timeframe. Please refer to the Registration Calendar for the date you can enroll in courses.

Payment Deadlines

If you do not pay balances due or set up a payment plan by the payment deadline, you will be dropped from your classes. Please check the Student Financial Services calendar for important dates regarding payment deadlines.

Student Status

If you have not registered for a class in over one academic year, 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!

Account Holds

If you attempt to register and receive an error that reads "You have a hold on your record," then you need to check the To-Do items (under "Tasks" in your student center (my.unt.edu) to address the issue. The most common hold is called "Enrollment Address Verification", and you will likely encounter this hold every semester. The Programs Coordinator cannot enroll you until you clear this hold.

Please do not wait until the last minute to register! Contact the Programs Coordinator or the Registrar if you have problems registering. Registration for Summer and Fall terms is in mid-March, and registration for Spring is in mid-October. It is crucial that you have your advising meetings before registration opens and be in contact with the Programs Coordinator promptly when registration opens to secure your classes for the next term. You do not have to pay for them right away, but you ought to enroll as soon as possible.

COMMITTEE STRUCTURE

As part of UNT's graduate student requirements, a student's major professor, or faculty member of their choosing depending on research interests, will act as chair of their advisory committee. The student's degree plan is planned under the direction of this major professors or faculty advisor, typically after completion of the first semester of graduate study. A students 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 (faculty 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.

Outside Committee Members

Outside committee members cannot be the same person as the student's site sponsor or client. Outside committee members can be individuals that are retired and are not required to hold a terminal degree. Once the third committee member has been confirmed, students must complete the **M.A./M.S. Committee Form** and submit it to the Programs Coordinator.

If outside committee members are **not** faculty at UNT, a formal approval process must be initiated by students. Students needs to present the following information to their committee chairs:
   • Resume or CV of potential outside committee member (please also send this to the Program Coordinator, along with the working title for your Thesis)
   • Statement explaining why this person would be an asset to the students' education and the committee

If your committee chair decides this is an appropriate person to serve on your committee, please contact the Programs Coordinator with the following information, in order to submit a Nomination for Associate Membership:
   • Resume or CV of outside committee member
   • Statement explaining why this person would be an asset to the students' education and the committee.
   • Expected graduating term
   • Title or topic of your thesis

DEGREE PLAN SUBMISSION

Each student must fill out a Degree Plan Form 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 Programs 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 MA students will fulfill the Foreign Language Requirement or how MS students will fulfill the additional 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. Please review the Sample Degree Plan as an example. If any changes in coursework occur, the student must promptly complete a Degree Plan Change Form. It is your responsibility to ensure that your chair and the Program Coordinator are made aware of any deviations to the degree plan once it has been formally submitted to and approved by the Toulouse Graduate School.

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

TIME LIMITATIONS

All course work and other requirements to be credited toward the master's degree must be completed within the following time periods, depending upon the number of semester hours required for the degree.

Program Hours	Completion
42 or fewer	5 years
43 to 49	6 years
50 or more	7 years

Time limits are strictly enforced. Students who anticipate that they will exceed the time limit should apply for an extension two semesters before the normal time period to complete the degree expires. For time extension procedures and forms, review Toulouse's Request for Extension.

LEAVE OF ABSENCE

Leave of absence applies to students admitted to a master's degree who wish to discontinue work toward the degree for a specified period of time due to exigent circumstances. Leave of absences may be granted by the academic program, which then notifies Toulouse. If the student has begun thesis work and is under the continuous enrollment requirement, a waiver of continuous enrollment must also be requested and approved by Toulouse. Degree requirements and graduation must be completed within the appropriate time limit for completion of the degree. For LOA procedures and forms, review Toulouse's Leave of Absence.

APPLIED THESIS

Overview
The applied thesis is the major independent project that students undertake in order to complete the Master of Applied Anthropology program. 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 they gained through their program coursework.

The project has three outcomes:
1. A practical application that benefits the organization or agency that is their client.
2. A written thesis to the Department of Anthropology.
    • Suggested length is 65-90 pages.
3. 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 Cosmic Café.

Coursework
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 or spring semesters. Students do not need to register for summer enrollment in 5950 unless they are graduating in the summer. Please see the Continuous Enrollment Policy.

The applied thesis project 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.

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.

Please note, there are **no** exceptions regarding prerequisites for ANTH 5950. (Prerequisites: ANTH 5010, 5021, 5031, 5041, 5050)

Project Policies
- 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 ("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.

Applied Thesis Proposal & Forms
1. All three of your committee members will meet to discuss your applied thesis project.
2. You will prepare an Applied Thesis Proposal to give your faculty advisor and site sponsor. Based on feedback they provide, you will revise the proposal as needed. Please follow the Applied Thesis Proposal Format.
3. After your faculty advisor and site sponsor approve the proposal, the rest of your committee should be sent the proposal for their feedback.
4. After your entire committee and site sponsor have provided feedback and approved the proposal, you will complete an Applied Thesis Agreement form.

5. Halfway through your project, an In-Progress Thesis Evaluation is required from your site sponsor and should be submitted to your faculty advisor and the Programs Coordinator.
6. At the end of your project, a Final Applied Thesis Evaluation is required from your site sponsor and should be submitted to your faculty advisor and the Programs Coordinator.

Project Communication

Student & Faculty Advisor
Students should regularly communicate with their faculty advisors, provide information about the progress of the project, and talk about issues as they arise. Faculty advisors provide guidance for students 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

Student & Site Sponsor
Students should regularly communicate with their site sponsors, provide information about the progress of the project, and talk about issues as they arise. Site sponsors help 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

Faculty Advisor & Site Sponsor
Students' faculty advisors and site sponsors should communicate on an as-needed basis during the applied thesis project.

Proposal Format

Title Page
The page should include the following information:
- Title of the applied thesis project
- Student's name
- Faculty Advisor
- Other committee members
- Organization where the project will be conducted
- Name of site sponsor
- Date proposal is submitted to faculty 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; verbal presentation; video; series of interactive meetings with members of the client organization; website; 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.

IRB Requirements

IRB stands for Institutional Review Board for the Protection of Human Subjects in Research. Each student is required to go through UNT's IRB process before starting the applied thesis project. Please read the IRB Guidelines to thoroughly understand the process. Every new investigator must go through IRB training before submitting an IRB application. This training is online through the National Institute of Health. 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 faculty advisor 4 to 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 Final Report Form. This goes to your faculty advisor to sign and turn in.

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.

Deliverables to Client
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. The written thesis is a separate item from the deliverables submitted to the agency or organization as part of the agreement.

Verbal Presentation to Department Faculty
Students will prepare a 25 to 30 minute verbal presentation of their 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. Presentations are generally scheduled the last week of the semester on a Thursday or Friday. **This constitutes the second visit to UNT required of all online students.** Please see Graduation step #14 for more information on scheduling the presentation with your committee and the Programs Coordinator.

Thesis Chapters
Below is a suggested list of chapters for the applied thesis, with a description of the core contents for each chapter. Students can organize the chapters however it makes sense for their project, with the approval of their faculty advisor. However, you must include all of the contents listed in the chapters below. Suggested length is 65-90 pages.

Overview of Applied Thesis Project

This chapter provides a contextual overview of the applied thesis project and 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

This chapter includes a description of the stages or major activities of the applied thesis project, such as:

- Methods of data collection
- Analysis
- Project timeline
- Preparation of deliverables

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
This chapter includes a description of what the student learned from the experience.
- How did the student's training in anthropology shape 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
Toulouse Graduate School's Thesis Manual provides definitive information on preparing and formatting your thesis. Following these guidelines is time consuming. Please do not leave the task of formatting until the end. The best route is to review the formatting guidelines **before** you start your thesis and to format it correctly from the beginning of the writing process.

Jill Kleister is the Graduate Reader who edits all theses and dissertations at UNT. She will send you requests for edits and may even send requests after you actually graduate. Please contact her for any issues you encounter.

- Jill Kleister: jill.kleister@unt.edu, 940-565-3942

Submitting the Applied Thesis
It is important you communicate with your committee chair early in the semester to establish deadlines for completing your thesis. The first draft of your thesis should be sent to your entire committee in a timeframe that allows for each member to read your manuscript, provide detailed feedback, make changes, and perform a second round of reviews, feedback, and changes as needed. Please be respectful of your committee's time. Do not ask them to review your thesis the week before it is due. After your

committee has approved the thesis, you will submit it to the Toulouse Graduate School through an online tool called Vireo. Please see the Graduation step #8 and #9 for more.

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.

GRADUATION

Use this checklist to ensure all graduation milestones are completed on time and that you are clear to graduate. Please check with your committee chair, the Programs Coordinator, and Toulouse Graduate School for specific deadlines for any given semester. Please also note that deadlines listed here are approximate and based on dates set by Toulouse. Faculty, at their discretion, may request students complete their theses or presentations earlier than the requirements listed here. If you have any questions, please contact the Programs Coordinator or Toulouse at graduation@unt.edu.

Steps for Graduation

1. **Register for ANTH 5950**
   Students must be registered for ANTH 5950 during their last semester, even if graduating in the summer. Please review the Continuous Enrollment Policy and Rollover Option for more.

2. **Notify the Programs Coordinator**
   If not sooner, by the second week of your last semester, notify the Programs Coordinator that you are intending to graduate that term. The Programs Coordinator will audit your file to ensure all forms and paperwork are complete. The Programs Coordinator will send important information about application and submission deadlines. If you decide you will not be able to graduate as planned, please let the Programs Coordinator know immediately.

3. **Communicate with Committee Chair**
   Once you have drafted your Applied Thesis, at the beginning of your final semester, communicate with your committee chair to see if you are on track for completing the report in time.

4. **Complete the Foreign Language Requirement**
   (Master of Arts students only)

5. **File Degree Plan Changes**
   If you took courses not listed on your original degree plan, please complete a [Degree Plan Change Form](#) before the [application deadline](#). Email the form to your committee chair and the Programs Coordinator to be submitted to Toulouse. Ideally, this should take place at the time the course is taken.

6. **Change "I" Grades**
   Toulouse will not approve students for graduation with an "Incomplete" for any course on their [Degree Plans](#). Review your transcript for incompletes and work with your professors to change each "I" to a letter grade before the [application deadline](#).

7. **Apply for Graduation**
   Halfway through your final semester, you must complete this online form through your [MyUNT portal](#) to notify Toulouse Graduate School that you intend to graduate. [Graduation Application Instructions](#).

8. **Submit Thesis to Committee**
   Work with your committee chair at the beginning of the semester to set deadlines for completing your thesis. The first draft of your thesis should be sent to your entire committee at least **six weeks** in advance, to give them time to read the entire manuscript and provide detailed feedback. Then, you should plan for making changes and for a second (or more) round of reviews, feedback, and changes at least **four weeks** before the submission deadline. *Please be respectful of your committee's review time needs and do not ask them to review your thesis one week before it is due.*

9. **Submit Thesis to Toulouse**
   The final version of your thesis, approved by your committee, must be [submitted to Toulouse](#). Once submitted, no further content changes can be made. Review the [Formatting the Written Applied Thesis](#) section for more information. You will submit a PDF copy of your thesis to Toulouse through [Vireo](#).

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 on when and how to pay the fee. Be sure to watch for the email and take care of the payment before the deadline listed.

11. **Submit Client Deliverables**
    Review the section on [Completing the Applied Thesis](#) for information on the specific deliverables you should provide. Ask your client to complete the [Final Applied Thesis Evaluation](#) form before the end of the semester. Submit this form

to the Programs Coordinator.

12. **Submit Final IRB Form**
    By the end of the semester, work with your committee chair to complete the UNT IRB Form process.

13. **Order Regalia**
    If participating, graduating students must borrow, rent, or buy appropriate regalia for the master's ceremonies. Regalia can be ordered through the Barnes and Noble campus bookstore and should be ordered in advance to ensure availability.

14. **Promote and Deliver Applied Thesis Presentation**
    Schedule your applied thesis presentation with the Programs Coordinator. Communicate with your committee about the presentation times they can attend. You will design a flyer to promote your thesis and encourage attendance. The Programs Coordinator and your chair will provide instructions regarding the flyer and presentation.

15. **Attend Hooding Ceremony and Commencement**
    Each semester, the department hosts a hooding ceremony on the last Friday of the semester. The Programs Coordinator will provide you with the exact time, location, and date. You are welcome to invite family and friends to attend. Toulouse will notify you of details regarding the commencement ceremony for all graduating master's students to which you may also attend.

Additional Notes

Although students file for graduation with Toulouse Graduate School, it does not mean they 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 will sign an **Oral Defense Form**, which signals the graduate school that the student has "passed" and is ready to graduate.

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 the final day of the semester. 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.

TECHNOLOGY REQUIREMENTS FOR ONLINE STUDENTS

Operating System
Microsoft Windows 7 and newer operating system
Mac® OS X 10.6 and newer operating system software
[Canvas App and Browser Compatibility](#)

Browsers
The online program currently uses Canvas. Canvas supports Safari, Firefox, Chrome and Explorer. Review information for UNT [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.

SUPPORT FOR ONLINE STUDENTS

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.

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.

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.

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

TRANSFER CREDIT

Students who hold a bachelor's degree and who have been admitted to Toulouse may apply 9 credit hours of graduate coursework toward a master's degree. Courses must be taken within the last 5 years before the planned graduation date. Transfer hours must show at least a B average to be accepted by the Department of Anthropology. Extension, correspondence, or continuing education credit earned at other institutions will not be counted toward a graduate degree at UNT. Please consult the graduate catalog for Concurrent Enrollment at Another Institution information.

If you wish to take a course at another regionally accredited university as elective credit, please consult with your committee chair and the Programs Coordinator. Your committee chair will approve transfer credit hours and should record transfer coursework on your degree plan. It is the student's responsibility to send Toulouse official transcripts of courses completed elsewhere. Once courses are verified, Toulouse will post credit hours to your UNT transcript.

Transfer Credit and Financial Aid

Students who want to take a course at another university, as an elective, can still be eligible for financial aid through UNT (you must be registered for 6 hours for financial aid purposes). Please fill out the Student Financial Aid and Scholarships (SFAS) Domestic Consortium Agreement to be eligible to take classes required for your UNT Degree, not offered at UNT.

For online students, "not offered at UNT" means that 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 solely not be offered online at UNT to qualify. This paperwork takes several weeks to coordinate between the UNT financial aid office and your host university, so please notify the anthropology department as soon as possible.

Notes on Graduation

Students cannot take transfer hours during the semester they intend to graduate. Toulouse needs all transcripts before processing a graduation application.

ACADEMIC RIGHTS AND RESPONSIBILITIES

The Dean of Students has developed the list below. Each student is encouraged to review the following academic rights and responsibilities and to seek clarification from the Associate Dean of the College of Liberal Arts and Social Sciences.

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 work 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 absent written notification from a faculty member. Students shall also respect and treat in similar manner, the intellectual property of other students.

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.

2. **Not registering in 3 consecutive academic years** (i.e., Fall 2020-Spring 2023)
    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 faculty 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. For more information, please see the Registrar's Incomplete Policy.

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. Any work not meeting this standard will be evaluated in a hearing before the student. Infractions will merit dismissal from the master's program. Students 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.

For more information, review the University Libraries Guide, the Anthropology Department Writing Guide, and the Dean of Students Code of Student Conduct.

BUILDING COMMUNITY

On-Campus & 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.

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.

Email Lists
The following email lists serve as a useful way the department communicates with students, stays connected as a community, and shares important announcements. Email lists are a way to send email messages to a group of people. If you sign up on an email list, you will receive all the messages anyone sends to that list's email address. Likewise, you can send a message to the list and it will be received by all members of the group. Visit our Email Lists website for additional email lists outside of UNT that focus on national anthropological topics.

- All Graduate Students: anth-grad@lists.unt.edu
- On-Campus Students: anth-grad-campus@lists.unt.edu

- Online Students: anth-grad-online@lists.unt.edu
- Alumni Students: anth-alumni@lists.unt.edu

Cosmic Café

The Cosmic Café canvas portal 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.

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.

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 virtually.

Online Orientation

Orientation is an important component of our graduate program experience. On-campus and online graduate students are required to attend an on-campus orientation before they begin the program. This event provides students with the opportunity to meet one another, meet faculty, and start to build relationships. Getting to know your fellow classmates and the department make the entire program and coursework easier to navigate.

Padawan Society

The PADAWAN Society is an initiative by the Department of Anthropology to partner undergraduate majors (UASA) with graduate mentors (GASA) in support, promotion, and preparation of postgraduate studies.

Graduate Student Requirements

- Must hold to Good Standing status @ UNT
- 2 Semester mentor commitment
- Commit to 2 meetings/semester

Membership Commitments

Meet-Ups
Mentors/Mentees will be required to meet a minimum of twice per semester. Opportunities for meet-ups will be available through departmentally sponsored pizza lunches.

Enrichment Programs
Enrichment workshops will be offered to undergraduate mentees. Mentees are required to attend at least 1 enrichment workshop per semester.

Voluntary Opportunities
Development opportunities will be offered which include, but are not limited to: social media, social outings, topical newsletters, online discussion groups.

Accolades

- Invite-Only End of the Year Dinner
- Pinning Ceremony
- Mentees will be invited to attend Master's Degree Hooding Ceremony

Interested in Applying?

Graduate students will need to fill out this application.
Questions can be sent to the faculty mentor, Melissa Nelson.

Social Media

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

- Facebook: @UNTAnthropology
- LinkedIn: UNT Department of Anthropology
- Twitter: @UNTAnthropology
- Instagram: @UNTAnthropology

FUNDING OPPORTUNITIES

Re Calderón Scholarship

In memory of Salustia Arteaga, the Re Calderón Scholarship is granted to an anthropology graduate student every other academic year. It's funded by a generous donation from Dr. Alicia Re Cruz and her husband, Dr. Jose Calderón. Students should express special interest in social justice issues when talking about their research agenda. The amount of the scholarship is $1,000 toward tuition and fees. The scholarship is typically announced in the fall semester.

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 by the deadline indicated in the email.

CLASS & Toulouse Graduate School Scholarships

The College of Liberal Arts and Social Sciences (CLASS) and Toulouse Graduate School have a limited number of scholarships. Please visit their websites for more information on the types of scholarships offered and eligibility requirements.

The Office for Nationally Competitive Scholarships

The Office for Nationally Competitive Scholarships assists undergraduate and graduate students in identifying and pursuing externally funded research and study opportunities.

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. Check your emails at the beginning of the fall semester for these announcements. UNT students also direct the podcasting of the SfAA conference, which facilitates further involvement.

UNT Career Center Unpaid Internship Scholarship

The UNT Career Center offers scholarships in the form of stipends for current students participating in unpaid internships. The intention of the scholarship is to encourage and support experiential learning opportunities that help students prepare for their careers. Selected recipients will receive a scholarship in the form of a stipend of up to $500.00. This is a competitive scholarship, and the entirety of the application will be factored into the selection process. Typically, selected recipients will receive funding in one disbursement towards the end of the semester once completion of the majority of internship hours can be verified.

RESOURCES, SERVICES & FACILITIES

Career Center

The 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.

- Career Center: career.center@unt.edu, (940) 565-2105

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. CTS administers computer-based testing for GRE, GMAT, TOEFL, and CLEP. CTS also administers most national tests including THEA, MCAT, SAT, and ACT.

- Counseling: counselingandtestingservices@unt.edu, 940-565-2741
- Testing: gatewaytesting@unt.edu, 940-369-7617

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. There is a team of faculty, staff, and students who are available to provide mentorship and support to undocumented students at UNT. Please see the Dreamers Resource Guide for more information.

- Student Legal Services: studentlegal@unt.edu, 940-565-2614

Dean of Students Office

The Dean of Students Office fosters the development of leadership, civility, accountability, and responsibility in the University of North Texas student; builds community through service and involvement; and serves as an advocate for all students. This office is dedicated to supporting the UNT student who may need assistance in resolving complex personal and academic matters. We strive to help all students achieve their academic and personal goals and enhance the UNT student experience. This office oversees the following: UNT Food Pantry, UNT Survivor Advocate (for students who have or are currently experiencing violence, trauma and/or harassment), absence verification, the CARE Team (to help students who may be a threat to themselves or others), Seeking Options and Solutions (for students who are experiencing barriers to their academic success or personal well-being, such as academic, financial, housing insecurity, medical concerns, family emergencies, etc.), and they also oversee Student Legal Services.

- Dean of Students: deanofstudents@unt.edu, 940-565-2649

Division of Inclusion, Diversity, Equity and Access
The Division of Inclusion, Diversity, Equity and Access 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.

- IDEA: Equity.Diversity@unt.edu, 940-565-2711
- Multicultural Center: multicultural@unt.edu, 940-565-3424
- Pride Alliance: pridealliance@unt.edu, 940-565-2589

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.

- International Affairs: international.events@unt.edu, 940-565-2197

Email System
EagleConnect Email System is the official UNT email system for students and alumni. Do not risk missing official communication from the university. Students and applicants to the university regularly should check their EagleConnect email to view important communications from the following university offices.

- Help Desk: helpdesk@unt.edu, 940-565-2324

Help Desk
The University Information Technology Help Desk is here to provide technical support to students, faculty, staff, retirees, alumni, and visitors with timely, professional answers to your computing and information technology questions. Contact the UIT Help Desk when you need assistance with password resets, new accounts, wireless, email, or other computing problems.

- Help Desk: helpdesk@unt.edu, 940-565-2324

Intensive English Language Institute

The Intensive English Language Institute (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.

- IELI: ieli@unt.edu, 940-565-2003

International Student & Scholar Services

UNT welcomes more than 2,500 international students and scholars to North Texas each year. International Student & Scholar Services is committed to providing top-notch, culturally sensitive services to UNT's international communities. The office assists international students and scholars in the process of obtaining visas, maintaining status, extending stays in the U.S., authorizing employment, and all other immigration matters.

- ISSS: internationaladvising@unt.edu, 940-565-2195

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.

- LC: learning.center@unt.edu, 940-369-7006

Libraries

The University Libraries contain over 1,800,000 cataloged materials including printed books, periodicals, documents, microforms, microcomputer software and audio-visual media. Each library facility houses a unique collection and offers professional service to assist students in meeting their information needs.

Willis Library
Willis Library is located on the Library Mall in the center of the Denton Campus, contains a wide range of study spaces, 24 hour computing, and houses collections that support the Arts and Sciences.

Eagle Commons
The Eagle Commons Library is home to the Juvenile and CMC Collections, government documents, law, political science, geography, business collections and is also UNT's Funding Information Network location. The Collaboration and Learning Commons, housed within the library, offer student computing services, group and individual study spaces and two study rooms with presentation capabilities.

Discovery Park Library
The Discovery Park Library provides the Colleges of

Information and Engineering with high quality services and resources, including a circulating book collection, physical and virtual reference, laptop checkout, public computers, and student study areas. The space houses a satellite of the Nest containing VR ready gaming PCs and a tabletop gaming collection.

Media Library

The Media Library contains the UNT Libraries' non-print, audiovisual, tabletop games, and video games collections. The Media Library also has The Nest, which is an e-sports and game design space. The mission of the UNT Media Library is to support the instructional and research needs of UNT faculty, staff, and students by collecting, maintaining, and providing access to media materials that represent all academic disciplines and all genres of film.

Library staff are readily available to assist you using any of the methods below.
- Text: 940-202-2708
- Phone: 940-565-2413
- Email: AskUs@unt.edu
- Live Chat: https://library.unt.edu/ask-us/

Additionally, the Department of Anthropology utilizes a Subject Librarian for Social Sciences and Community Engagement. Please contact Jennifer Rowe for support.
- Anthropology Librarian: Jennifer.Rowe@unt.edu, 940-369-7815

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.

- Multicultural Center: multicultural@unt.edu, 940-565-3424

Office of Disability Access

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 as amended. 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 recommended to the campus.

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

- ODA: Apply.ODA@unt.edu, 940-565-4323

ODA Services:
- ODA Test Center
- Interpreting Services
- Communication Access Realtime Translation (CART) Services
- Alternative Formats Conversion Lab
- Assistive Technology
- Accessible classroom furniture (e.g., accessible table, accessible chair, etc.)
- Disability Information

Resources available for specific disabilities:
- Psychological/Psychiatric Disabilities
- Deaf/Hearing Disabilities
- Visual Impairments
- Physical and Chronic Health Conditions
- Learning Disabilities and ADD/ADHD

Sponsored Student Program

The Student Sponsored Program (SSP) 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.

- SSP: sspc@unt.edu, 940-565-2196

Student Computer Labs

Student Computer Labs, located at the Denton, Dallas, and Frisco campuses, provide access to hundreds of computers for use by UNT students. The general access labs contain both Windows and Macintosh personal computers with laser printing capabilities. The Adaptive Computing and Learning Lab is available for persons with disabilities in Sage Hall, Room 330. Please see the complete list of available Student Computer Labs for more information.

- Student Computer Labs: SCL-Chair@unt.edu, 940-565-3725

Student Insurance

Student Health and Wellness Center provides insurance plans to students. Student health insurance plans are administered through United Healthcare Student Resources (UHCSR). Information regarding the UHCSR plan for the 2020-2021 school year can be found online at unt.myahpcare.com/benefits. This plan is effective from 8/14/20 through 8/13/21. UHCSR enrolled students are also eligible for virtual counseling services through BetterHelp and telehealth doctor appointments through HealthiestYou. Open enrollment dates, a summary of benefits, and coverage options are listed at unt.myahpcare.com/enrollment. International students may go to the International Student Insurance page for information on specific requirements. You can enroll for student insurance at unt.myahpcare.com. If you have any questions about enrollment, please call Academic Health Plans at 855-897-2984.

Student Legal Services

Student Legal Services (SLS) offers a wide variety of legal guidance. The goal of this office is to counsel, advise, and represent University of North Texas students. SLS may write letters, draft legal documents, represent students, or otherwise attempt to resolve legal problems. While general advice may be available, SLS does not represent students in criminal matters (including traffic tickets). Please visit their website to learn the types of cases handled through this office.

- SLS: studentlegal@unt.edu, 940-565-2614

Study Abroad

The Study Abroad Office coordinates affiliate, exchange, and faculty led programs for UNT students in collaboration with university colleges, schools, faculty and staff. Study abroad provides students with countless personal, professional and academic advantages. Employers are always looking for globally-minded individuals. Choose from more than 800 programs in 90 countries. Program lengths vary from a few weeks to a full academic year. There's a program to fit every budget and every degree plan. Study abroad is open to every student of every background, every major and every career path.

- Study Abroad: studyabroad@unt.edu, passports@unt.edu, 940-565-2207

University Police

The UNT Police Department mission 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
- UNT Police: UNT.Police@unt.edu

Writing Center

The Writing Center is available to all students, on-campus and online, and offers free writing tutoring to all currently enrolled UNT students in all disciplines and at all stages of their academic careers. They do more than merely proofread, but teach you strategies and techniques to improve your writing long term. Graduate students needing help with course papers, publications, or a thesis, may contact the graduate tutors at GradWriting@unt.edu to set up an appointment.

- Writing Center: WritingCenter@unt.edu, 940-565-2563

APPENDIX

- **MA/MS Committee Form**
- **Degree Plan Form** (sample)
- **Degree Plan Change Form**
- **Applied Thesis Agreement**
- **In-Progress Thesis Evaluation**
- **Final Applied Thesis Evaluation**

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

MA/MS Committee Form

Anthropology
UNIVERSITY OF NORTH TEXAS

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:

_____   _____
Date   Dean of the Graduate School

Degree Plan Form (sample)

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

Please review your degree plan with your advisor. Provide this form, signed by your committee chair, to the Graduate Programs Coordinator. The Coordinator will collect the Director's signature and submit it to the graduate school for final approval. Any changes or additions to this form must be made by completing a *Master's Degree Plan Change Form*.

Name: **YOUR NAME**   Student ID No. **10000001**

Home address: **YOUR ADDRESS**

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

Major professor: **Doug Henry**

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

Courses to be completed for the master's degree

Course Prefix, No., and Title	Date Completed	Course Prefix, No., and Title	Date Completed
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.	
ANTH 5010 Anthropological Thought & Praxis I	FALL 2020	3.	
ANTH 5021 Anthropological Thought & Praxis II	SPRING 2021	4.	
ANTH 5031 Ethnographic & Qualitative Methods	FALL 2020	5.	
ANTH 5041 Quantitative Methods in Anthropology	SPRING 2021		
Applied Thesis			
ANTH 5050 Preparation for Practice and the Applied Thesis			
ANTH 5950 Applied Thesis (3 hours)			
ANTH 5950 Applied Thesis (3 hours)			

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

MS Skills Course Requirement
(record which of the above electives fulfills this requirement)
ANTH 5201 Medical Anthropology

MA Language Requirement
(record how this requirement was fulfilled)

DO NOT PUT FUTURE DATES IN THESE FIELDS

Admission to candidacy is recommended:

Total semester hours required: 36

_____
Major Professor

_____
Department Chair or Director of Graduate Programs

_____
Date

_____
Date

Fall 2020
Semester & year of first graduate class

Spring 2025
Semester & year degree must be finished
5 yrs from 1st class on degree plan

This student is admitted to candidacy:

To Be Completed by Graduate Dean

Make sure this prints on one page

_____
Date

_____
Dean of the Graduate School

Degree Plan Change Form

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

DEGREE PLAN CHANGE FORM

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

Name: Student ID No:

Items to be DELETED from original Degree Plan

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Items to be ADDED to original Degree Plan

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Approved by:

Major Professor/ date _____   Department Chair or Director of Graduate Programs/ date

Applied Thesis Agreement

Anthropology
UNIVERSITY OF NORTH TEXAS

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.

Send to: Director of Graduate Programs
Department of Anthropology
University of North Texas
1155 Union Circle Drive #310409
Denton, TX 76203-5017

Fax: 940-369-7833

In-Progress Thesis Evaluation

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:

Anthropology
UNIVERSITY OF NORTH TEXAS

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:

Graduation Checklist

MA/MS FORM SUBMISSION CHECKLIST

COMMITTEE FORM
DEGREE PLAN
APPLIED THESIS AGREEMENT FORM
CLIENT EVALUATIONS
ORAL DEFENSE FORM

THE FORMS LISTED ABOVE ARE REQUIRED BY THE TOULOUSE GRADUATE SCHOOL AND/OR THE ANTHROPOLOGY DEPARTMENT. IT IS YOUR RESPONSIBILITY TO INITIATE THE FORMS PER THE TIMELINE LISTED BELOW. PLEASE BE SURE TO STAY IN CONSTANT COMMUNICATION WITH YOUR ADVISOR AND THE PROGRAMS COORDINATOR AS THERE MAY BE ADDITIONAL MEETINGS/DEADLINES THAT YOU NEED TO BE AWARE OF AS YOU WORK TOWARDS COMPLETING YOUR DEGREE.

FIRST SEMESTER

☐ Choose first Committee Member; this person serves as your Chair and Advisor. Have them sign your Committee Form and send it to the Programs Coordinator. Keep a copy for yourself. (by end of first semester)

SECOND SEMESTER

☐ Fill out your Degree Plan and review with your advisor. Send signed form to Programs Coordinator.

☐ Choose second Committee Member, have them sign your Committee Form and send this updated version to the Programs Coordinator. (by end of second semester in program)

THIRD SEMESTER

☐ Choose your third Committee Member, your Outside Member, and have them sign your Committee Form. Send it to the Programs Coordinator. Keep a copy for yourself. If this person is not a UNT faculty member, you will also need to provide the Programs Coordinator with their CV, email address, and justification so that they can be formally nominated to serve on your committee.

APPLIED THESIS

☐ When you have determined a Client and completed your research proposal, fill out Applied Thesis Agreement Form. Have your Client and Advisor sign, then send the form to Programs Coordinator.

☐ Half-way through your project, have your Client fill out the In-Progress Client Evaluation Form. Send a signed copy to Programs Coordinator and Advisor.

☐ After submitting deliverables, have the Client fill out the Final Client Evaluation form. Send a signed copy to the Programs Coordinator and your Advisor.

GRADUATION

☐ Apply for graduation on my.unt.edu by deadline and inform Programs Coordinator that you are planning to submit your thesis that semester and by which deadline. The Programs Coordinator will ensure we have an Oral Defense Form from Toulouse for you on file.

☐ Make sure that all of your transcripts have been received by Toulouse if you have taken a class from a different institution. If you have taken any courses that were not on your originally submitted degree plan, you will need to submit a Degree Plan Change Form to Toulouse.

ANTHROPOLOGY.UNT.EDU/GRADUATE/FORMS-CURRENT-STUDENTS