

## **Your Anthropology MA: Frequently Asked Questions**

*Closely read this short FAQ to learn how to save the DGS, the Grad Dean, your profs, and yourself time and aggravation, all while making your Grad School sojourn even more fun, fulfilling, and fruitful.*

First, review the **Anthropology Grad Handbook** which provides the big curricular and administrative overview. You are expected to be familiar with the information it provides; your DGS and faculty are happy to provide clarification or elaboration. This handout was created to cover smaller matters that seem to generate some confusion and about 80 percent of DGS email traffic. Also, check out the current student page on the Grad School web site

<https://louisville.edu/graduate/current-students>

### **How do I communicate with faculty?**

**Email**—Academics rely on email. In fact, most of us check our inboxes far too many times each day. This means our timeline is different from many text-reliant folks who dip into email only a time or two a week. Make a habit, especially if you are employed in any way by the University, of checking your U of L email a couple times a day. When you write to the DGS on official business, you will save her time (and win her favor) if you make a habit of including your student number somewhere in the message.

**Telephone/texts**—stick with email unless you've been told otherwise

### **Where do I find faculty contact information?**

The Department website hosts faculty pages with their contact information

Full-time faculty page: <http://louisville.edu/anthropology/about-us/full-time-faculty>

Affiliated faculty page: <http://louisville.edu/anthropology/about-us/adjunct-faculty>

Part-time faculty page: <http://louisville.edu/anthropology/about-us/part-time-faculty>

It would be a good idea to familiarize yourself with the names and research foci of the Dept faculty so that you know who does what, and who might be the best person to include in your thesis or internship committee.

### **When should I meet with my advisor and/or the DGS?**

**Advising.** You ought to be sitting down with your advisor *at least* a few times a semester to discuss your progress in general and your coursework. It is up to *you* to contact your advisor in order to schedule such meetings! This curricular advising is so important that the Grad School places a “hold” on your account so that you cannot even register for class until the DGS lifts this hold. She is happy to do so, once informed by you and your advisor that you have agreed upon a nice class line-up. Just send the DGS an email, copying your advisor, indicating you have had such a conversation, with a brief account the action plan you both crafted (e.g., courses to register, research activity...etc). And yes, this is an example of official business—include your student number. If for some reason you are between advisors, make an appointment with the DGS. Also, if the DGS hasn't seen you for a while, she may ask you to come in just to chat and catch up.

### **How do I schedule an Independent Study course?**

**Independent studies.** You cannot register for these the way you do other classes. You need to fill out the A&S electronic form. Fill it out COMPLETELY. It goes to your advisor, then the DGS *last*. It is no longer necessary to have the Chair sign. This form, along with others, can be found here: <https://louisville.edu/artsandsciences/academics/graduate-education/faculty-resources>

### **Am I required to attend Graduate Student Events sponsored by the department?**

**Graduate Student Events.** We hold three to four of these each year: a new student orientation; a Fall Gathering; and a Grad Dinner to celebrate the semester's graduates. *You are expected to attend all of these events.* If food is served (usually the case), you will be asked to RSVP, probably to Ms. Paula Huffman, our kind and patient staff assistant. Please do this promptly—*with RSVPs necessary either to accept or to decline (only the case of a critical conflict).* If you do not reply, you will make more work for Paula, which irritates the DGS and Chair.

**Department Colloquiums, campus speakers, film festivals, plays, and other events.** Go. Take advantage of the University's rich, free-to-cheap, intellectual and cultural life. Bring your grad colleagues. We try to announce a lot of these on the Department website, and our college, Arts & Sciences (A&S) is developing a weekly newsletter oriented toward Graduate Students. Read posted flyers and e-mails. Follow up on word-of-mouth invitations about campus/in-town events.

### **How do I find funding for my studies, for attending conferences, or for my thesis research?**

**Funding.** Thanks to a series of unfortunate events that have taken place far outside of our control, Anthropology has a very tight budget. Major funding opportunities include a very few Graduate Assistantships (GAs) within the Department, and a few stray GAs available across campus. We do our best to inform you of the latter and we strongly encourage you to follow up on these and to look for possible funding opportunities; we often have graduate students find full funding by working in other parts of the UofL during their studies. We *usually* also have minor funding (a few to several hundred dollars) to subsidize travel to professional conferences and sometimes thesis research (e.g. transcription or software). For all of these we use the same form which can be found on our website under "Resources." Please read it carefully, and fill it out completely. We review these on a rolling deadline, but plan ahead and submit these requests 6-8 weeks in advance, if possible.

Some research/travel funds are also available via the Graduate Network in A&S (GNAS) and the Grad Student Council (GSC). These go fast, so even if you may not need the money for several months, apply <http://louisville.edu/artsandsciences/academics/graduate-education/graduate-network>, [https://louisville.edu/graduate/current-students/copy\\_of\\_current-students/funding-opportunities/research-funding](https://louisville.edu/graduate/current-students/copy_of_current-students/funding-opportunities/research-funding),

<https://louisville.edu/graduate/gsc/travel-grants>