

# Graduate Student Handbook, Revised 11/2023

Department of Anthropology, University of Louisville

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## Introduction

Welcome to the graduate program in Anthropology at the University of Louisville! This handbook is designed to provide you with the information you need to successfully complete the Master of Arts in a timely manner. Our MA program is intended to enhance student knowledge of and skills in dealing with a globalizing community and world from an anthropological perspective, and to be able to locate these in the long progression of human history and social science theory. In addition, students pursuing the MA in Anthropology will be trained in fundamental research processes: formulating questions and hypotheses; writing grant proposals; and carrying out research using qualitative and/or quantitative methods. Students will be trained to be knowledge producers and to assume positions of leadership in their chosen fields. The success of the Masters program will ultimately be demonstrated in the success of graduate's professional and civic lives and perhaps in the pursuit of a Ph.D. Although students may focus more heavily on biological, archaeological, or cultural anthropology, this is a general anthropology program and your degree will be a Master of Arts in Anthropology.

## Mission Statement

The mission of our MA program is to provide a rigorous post-baccalaureate education for students with demonstrated preparedness to pursue a career in Anthropology and related disciplines. We strive to expose students to a range of theoretical and analytical themes that will challenge them to think critically and equip them for research and other professional endeavors. The department is endowed with faculty engaged in diverse research themes: counted among them are genetics, health and disease, archaeological investigations covering the entire span of human evolution, human-environmental relations, nutrition and food systems, social inequalities, and displacement and dispersals. Our geo-cultural areas of coverage currently include Southern and East Africa, China, the Levant, South America, Europe, and the United States.

## Academic Policies and Requirements

Completion of the Master of Arts program in Anthropology is regulated by the College of Arts and Sciences (A&S), and the Department of Anthropology. You are, in fact, enrolled in A&S. All graduate students must observe the policies and requirements noted in the Graduate Catalog. The current Graduate Catalog is available at <http://catalog.louisville.edu/graduate>

In addition, students must follow policies and requirements established by the Department of Anthropology. As a general rule, if something is not addressed in this document, it is addressed in the Graduate Catalog. Be aware that the Graduate School will play a role in your graduate studies, inasmuch as they are a gate-keeper for the Registrar, ensuring that you meet the requirements for degree completion.

### **Steady and Satisfactory Progress towards Degree**

The Graduate School has policies on time limitations for Master's students. Although students have six years to complete the degree, they are strongly encouraged to complete their degree within two to three years. Only in exceptional circumstances will we consider granting students additional time beyond the Graduate School limit. Requests for extensions must be submitted in writing to the Director of Graduate Studies. Students must be in good academic standing for their request to be considered. Note that being in candidacy—and keeping current with tuition to the University—counts as being currently enrolled.

<https://catalog.louisville.edu/graduate/general-policies-procedures-requirements/#text>

All graduate students are expected to make steady and satisfactory progress toward completion of the Master' degree. At the end of the Spring semester, each student will provide a self-appraisal of their progress, and receive the same from their advisor. These documents will form part of the basis for an annual review of students by the Department Graduate Committee. Following this review, each student will receive a letter informing them of the Committee's evaluation of their progress. Students should consult those evaluations carefully, and fulfill the recommended academic plans as constructively as possible.

### **Academic Standing and Academic Probation**

As stated in the Graduate Catalog, students must maintain a minimum 3.0 GPA to be in good standing. Students must also be enrolled on a continual basis. A grade of "C" or lower in any course will result in academic probation. An additional grade of "C" or lower earned in any further course will result in dismissal from the program.

### **Leave of Absence**

There are strict guidelines concerning leaves of absence. Here is the text (edited for 21<sup>st</sup> century pronoun use) from the Graduate Catalog (emphasis added):

A student who has been accepted into a graduate program is expected to remain in continuous enrollment, either full-time or part-time, throughout their matriculation. Once a student enters candidacy, they must maintain continuous candidacy (fall, spring, summer) and pay the appropriate candidacy fee. However, if circumstances arise that may cause an interruption in graduate study, a student may apply for a leave of absence by requesting such a leave from the unit dean. A requested leave cannot exceed one year; however, under extreme circumstances, a second, subsequent request may be granted by the Vice Provost for Graduate Affairs. Students must be considered in good standing for the request to be considered. Use the standard Variance Request Form for requesting a leave of absence. This form—and others—can be found here:

<http://louisville.edu/artsandsciences/academics/graduate-education>

A student may not be enrolled in the university during a leave of absence. A student on a leave of absence is not required to pay tuition, fees, or candidacy fees, but is not entitled to any services from the university during the leave. No degree will be granted to a student on an official leave of absence. The student must re-enroll in the next term following the conclusion of the leave and be enrolled in the term in which a degree is granted (Fall or Spring). A leave of absence does not relieve a student from adherence to policies regarding

residency and candidacy (except that the time limit for candidacy or graduation may be extended, as indicated in the previous paragraph).

If you require a leave of absence, please discuss your situation with the Director of Graduate Studies and your advisor, and file a request for variance. The request for variance must be signed by the Director of Graduate Studies, and the Chair of Anthropology, before being passed on to the Dean. If the request of a leave of absence is granted, you may not be enrolled for the period of your leave. This has implications for your official University of Louisville email account. Information Technology shuts down email accounts for students who are not currently enrolled.

*Tangent on leave of absence and email* {They will send you an email stating such, giving you three options of response. Option number one asks you to inform them that a mistake has been made. This will not apply to you. Option number two asks you to inform them that there are special circumstances applying. The option does not apply to you. The third option is to have Information Technology create an alumni account which will forward all email to the account of your choosing. I'm sure that you are thinking, "Wait a minute, I'm not alumni, I'm just on leave!" While this is true, there is currently not a category in the software for a graduate student with a variance approved for a leave of absence. You may also be thinking, "If I'm alumni, will I have to re-apply?" No. The final—and best—option is to have a sponsored email account. Send the Director of Graduate Studies an email requesting a sponsored email account. Bear in mind that you should act on the email Information Technology sends you warning of account suspension as soon as you get it. If you allow a gap between the account suspension and the forwarding process, all email sent in the gap will be bounced back to sender. You will lose any of the email in the account prior to suspension of account activity.}

### **Terminating your leave of absence**

In order to return to your graduate studies, you must complete a "Permit to Re-Enroll Form." You may find the form on the Registrar's website <http://louisville.edu/registrar/forms/registrar-forms>. Please complete at the beginning of the term for which you plan to re-enroll.

### **Other Variances (*variance refers to some softening or forgiving of the usual rules*)**

A variance request for a leave of absence is only one situation requiring an official variance request. Other circumstances that require a variance are:

- transfer credit: only coursework no more than 3 years old is eligible
- overload: variance request must include justification
- residency: variance request must include justification
- time limitation: maximum time to degree is 6 years
- transfer credits: only non-degree-seeking graduate credit

All such requests necessitate a conversation with your DGS and the form found here: <http://louisville.edu/artsandsciences/academics/graduate-education>

### **Foreign Language Requirement**

There is no foreign language requirement for the Masters in Anthropology. Students aiming to conduct research with non-English speakers should have competency in the relevant languages or make a priority of acquiring competency.

### **Academic Dishonesty, Plagiarism, and Cheating**

Academic dishonesty leads to dismissal from the program. Should you wish to appeal the decision, contact the Associate Dean for Graduate Education in the College of Arts and Sciences. Contact information can be found at the following website: <https://louisville.edu/artsandsciences/about/deans-staff>.

The Graduate School has guidelines in the Code of Student Conduct Rights and Responsibilities. The direct link is

<http://louisville.edu/dos/students/studentrightsandresponsibilities>

This code covers both academic and non-academic misconduct. All graduate students are expected to follow this code. Any suspected violation of this code will be reviewed by the Graduate Committee. If the Committee finds any student guilty of misconduct, they will be dismissed from the program immediately.

### **Professional Ethics**

The American Association of Physical Anthropologists, the American Anthropological Association, and the Society of American Archaeology each publish ethical standards for professional conduct in the discipline. Students are expected to abide by the ethical guidelines of the discipline. Students should consult the appropriate websites of these organizations and follow the respective guidelines. Any suspected violation of these ethical standards will be reviewed by the Graduate Committee. Students found to have violated the ethical standards of the discipline will be dismissed from the program. Should you wish to appeal the decision, contact the Associate Dean for Graduate Education in the College of Arts and Sciences. Contact information can be found at the following website:

<https://louisville.edu/artsandsciences/about/deans-staff>

## **Becoming an Anthropologist**

### **Reading, Research, and Reaching Out**

It is excellent practice to take seriously any suggestions regarding readings or learning certain skills made by professors and colleagues. While programmatic elements will comprise the bulk of your graduate curriculum, what you learn on your own at the suggestion of your advisor or other professors will likely prove essential to enriching your academic experience, writing your thesis and to becoming a successful professional. Take advantage of conferences or your internship to expand your intellectual/practice community. Don't be shy about

reaching out to people whose work interests you or seeking out opportunities. And, don't neglect your peers: some of the most valuable learning goes on in conversation with your fellow grads. Consider organizing an informal reading group. In short, a graduate program is much more than classwork; it is an intellectual project, one that *you*, ultimately, are the boss of.

### **Professional Memberships**

Graduate students are encouraged to join and maintain membership in relevant professional societies. The American Anthropological Association (AAA) is the premiere society representing all anthropologists. The Association offers section memberships in related organizations such as the Central States Anthropological Society and the National Association of Student Anthropologists.

<http://www.americananthro.org/ParticipateAndAdvocate/SJDList.aspx?navItemNumber=593>. Moreover, the AAA offers limited travel grants to attend the organization's annual meetings and prizes for outstanding presentations by students. For more information, check this link:

<https://www.americananthro.org/LearnAndTeach/ResourceDetail.aspx?ItemNumber=1463>

Independent organizations exist for certain subdisciplines including the Society for American Archaeology, the American Association of Biological Anthropologists, and the Society for Applied Anthropology. Each of these organizations has student membership fees. We recommend students to present at one of the annual meetings of their focal subdiscipline at least once during their graduate study. In the past, our students have used such occasions to showcase their work through poster and panel presentations and to build new professional networks. Such experiences have an invaluable empowering effect- as our own experiences attest. Students should also acquaint themselves with the landscape of academic publishing and follow a few journals most relevant to their particular interests.

### **The Degree Paths**

Initially—and temporarily—students will each be assigned a preliminary advisor, based on their stated area of interest. After a semester or two, a student may determine that another professor better suits their needs. This is just fine! But first, have conversations with both and inform the DGS via email of any change in advisor. The following Anthropology faculty are available to serve as thesis/experiential advisor:

Dr. Amanuel Beyin, archaeologist  
Dr. Anna Browne-Ribeiro, archaeologist  
Dr. Aaron Comstock, archaeologist  
Dr. Fabián Crespo, biological anthropologist  
Dr. Jonathan Haws, archaeologist (Chair)  
Dr. Tom Jennings, archaeologist  
Dr. Yvonne Jones, cultural anthropologist  
Dr. Kathryn Marklein, biological anthropologist

Dr. Lisa Markowitz, cultural anthropologist  
Dr. Shawn Parkhurst, cultural anthropologist  
Dr. Ashley Smallwood, archaeologist  
Dr. Angela Storey, cultural anthropologist  
Dr. Christopher Tillquist, biological anthropologist  
Dr. Jianhua (Andrew) Zhao, cultural anthropologist

## Pursuing the Thesis Option

### Setting up a Committee.

Ideally during the first year, students will have decided upon their advisor. In the case of a thesis, SIGS requires that two additional graduate faculty members must serve as readers for the thesis. One member must be from a department other than Anthropology. In consultation with their advisor, students should put together their committee as soon as possible after identifying a thesis topic.

To establish your thesis committee, fill out “Thesis/Dissertation Advisory Committee Appointment, available at

<http://louisville.edu/artsandsciences/academics/graduate-education/student-resources>

In the event that you wish to include a scholar who is not a member of the UofL Graduate Faculty, you will need to procure a copy of their c.v. and ask the Department Chair to write a brief memo in support of the appointment. Give these documents to the DGS to send to the Graduate Dean.

All course work is generally completed prior to enrolling for thesis hours. However, if you are working to complete the MA degree in two years, it may not be possible to complete all of the coursework prior to beginning the thesis. This is not an issue.

### Thesis Proposal

Working with their advisor, all students must produce a thesis proposal. The proposal should include the following sections:

- **Introduction**- a general background and description of the research topic
- **Statement of the research question**- questions you plan/wish to answer
- **Methods**- how would you go about collecting and analyzing your data

A fully elaborated thesis proposal should be about ten double-spaced pages. The more time and thought that you invest in your proposal, the more smoothly your research will unfold, and the more quickly you will be able to write your thesis. We recommend that you share drafts of this proposal with actual and potential committee members. In order to register for thesis credits, you must complete a proposal draft subject to approval by your advisor and review by the Director of Graduate Studies.



## Mechanics

Okay, you have a good proposal and now you are all set to register for thesis hours. Usually students register for 6 hours—depending upon your schedule and financial resources, you may wish to register for only 3. In either case, you will need to fill out the A&S “independent study” form. Available:

<http://louisville.edu/artsandsciences/academics/graduate-education/student-resources> (tip: give to DGS to sign *last*).

You do not need to have formalized your committee *before* registering for thesis hours but do NOT tarry.

## The Thesis Defense

Once the thesis is complete, the major professor will organize the defense. Theses must be submitted to the committee at least 30 days before the scheduled defense. Be aware that the deadline for submitted completed theses to SIGS usually falls in late April. Use the following URL to double-check the date:

<http://louisville.edu/graduate/current-students/thesis-dissertation-information/thesis-dissertation-information>

It is always the case that minor revisions will be required following the thesis defense. If the revisions take a week, and you must provide a month for your committee to read your thesis, this means that you must schedule your defense by mid-March. Really. Working backwards, keep in mind that the Committee usually gets a version of the thesis that you have already revised for your advisor, which means that for a Spring defense, you should be aiming to complete a first draft by early February.)

**What to expect.** If you have never participated in a defense of academic work, you may be a bit apprehensive about the prospect. If you have been working closely with your thesis advisor and additional readers during the process of producing your thesis proposal, discussed your results with—especially—your thesis advisor, and circulated early summaries of your results and conclusions, then you may expect your thesis defense to be moderately stressful, yet satisfying at the same time. Generally, you will give a presentation of your work, and then answer questions posed by members of the committee. With permission of your advisor, you may invite non-committee members to attend the presentation part of your defense, but during the inquisitional portion of the defense, they may be asked to leave. Following the inquisition (there, I said it), you will be invited to leave the room. During this time, the committee will determine whether you have passed your thesis defense. When you return—and upon congratulations—ask the members of the committee to sign your signature sheet. If no revisions are required, all will sign. If revisions are required, your thesis advisor will hold off signing until you have satisfactorily completed all revisions. While the committee may require revisions, if you have been working closely with your advisor and other committee members, the revisions will most likely be minor. *All bets are off if you surprise your advisor and committee with an unexpected product.*



After getting the signatures on your signature sheet and you have formatted your thesis according to University guidelines, submit a hard-copy with signature sheet to the Director of Graduate Studies.

### **A note on formatting your thesis**

Your thesis must be formatted following University guidelines. These guidelines can be found on the SIGS website cited above. To lessen the inevitable end of semester stresses, consult with SIGS early to ensure your manuscript conforms to the guidelines. Be sure that you use a reference manager to easily and properly format all of your citations. The University makes available a variety of discounted reference managers at the following URL:

- <https://itechxpress.louisville.edu/software/eresales/customer/>

Prior to actually writing your thesis, you should practice using a reference manager to format citations for all of the essays required for your various classes. The library provides free instruction, tutoring, and troubleshooting in the use of ENDNOTE.

<https://library.louisville.edu/endnote>

### **Pursuing the Experiential Option**

The Masters of Arts offers the possibility of an experiential component. In practice, most students choosing the experiential option carry out an internship, but sometimes their work takes other forms, e.g. an apprenticeship, an exhibit curation, etc. not quite an internship but providing a similar sort of experience. Students who chose this option will be applying anthropological knowledge and skills to the needs of the wider community, thus enhancing university/community ties and preparing for the world of professional work.

Students pursuing the experiential option are expected to identify a faculty member to serve as advisor of their internship committee. A minimum of one additional member of the Anthropology faculty will also serve on the internship committee. Students should put together their committee as soon as possible after confirming their advisor. If appropriate, students may invite their “site supervisor” to be part of their committee. It is not required that all course work be completed before embarking on the experiential project, but it is highly recommended. If a unique and time-sensitive opportunity for an internship or similar experience arises, discuss the possibility with your advisor.

## Internships

The Department of Anthropology has a number of established internships in the community. Students may complete internships with one of these organizations or develop a new internship in consultation with a faculty member and non-government organization, government agency, or corporation. Here we list some possible internship sites representing the kinds of institutions in which our students have carried out their internships.

### Potential Internship Sites:

Kentucky Refugee Ministries

Kentucky Archaeological Survey

Center for Archaeology and Cultural Heritage (CACHe)

Center for Women and Families

Mayor's Office on International Affairs

Community Farm Alliance

Farmington

US Army Corps of Engineers

Speed Art Museum

Museum of Life and Sciences

Frazier International History Museum

Louisville Coalition for the Homeless

Louisville Grows

Metro Louisville

Glean Kentucky

## Preparing for and carrying out the Internship (or parallel experiences)

1. Finish most—or better, all—of your courses.
2. Discuss your goals and possible internships with your advisor.
3. Form your Internship Committee (minimally your advisor and another faculty member from the Department).
4. Arrange a specific internship with your advisor and the site supervisor. This will likely entail a face-to-face conversation and/or a few rounds of email. Give your advisor and the DGS complete contact info for your site host.

5. Write up an internship proposal that details what work you will perform, provides a tentative schedule for the roughly 240 hours you are expected to work; characterizes your “special project”, and the basis of your evaluation.
6. Fill out the internship form doc *and* complete the “A&S Independent Study form, available at <http://louisville.edu/artsandsciences/academics/graduate-education/student-resources> (DGS gets both of these *last*)
7. Carry out the internship, have fun, and stay in touch with your advisor.
8. Complete your internship special project with its tangible “product”.\*
9. Present your product to your Internship Committee.
10. Prepare your complete **Experiential Dossier** for your advisor and Committee’s review. The Dossier includes:

\*\*the original internship proposal

\*\*your log of hours

\*\*your site supervisor’s evaluation (this can be as simple as a brief email or a transcribed phone call with your advisor or the DGS; we don’t want to add to your host’s workload)

\*\*documentation of your “product”

\*\*a narrative regarding your actual work life with the host agency – at minimum about 1200 words. A much longer, elaborated version of this narrative might stand as your “product.”

\*\*an engagingly written long paragraph about your experience (with pictures!) for the Department website.

\*The particular form of the ‘product’ that you ultimately create is flexible. It can be a reasonably extensive paper somehow related to the performance of your internship. For example, if you intern at the Center for Women and Families, it might be a piece on the role that perceived power plays in familial dynamics and such power is culturally and locally contingent. The ‘product’ does not have to be a paper—perhaps you are choosing the internship option because you don’t want to write such a paper! No worries, you can be creative with the ‘product’ as long as your Committee is amenable. Think of the product as your footprint, such as a set of practical recommendations drawn from your work that the host agency should implement or use to promote a pragmatic action plan. These might take the form of an in house report or a poster for a legislative session or conference.

## Degree Candidacy

Once all course work and thesis or internship hours have been completed, students are eligible for Degree Candidacy. The explicit wording in the Graduate Catalog is:

Students enter Degree Candidacy upon completion of all course work, qualifying exams, required research credit hours and other co-curricular requirements. Students who are enrolled in degree candidacy are considered full-time students. While in Degree Candidacy, it is the responsibility of both student and mentor to maintain contact to ensure continuous progress towards the completion of the degree.

Here's the deal with Degree Candidacy: You must be registered during the semester you intend to graduate, and you can never not be registered. If you have some unexpected issue or life-trouble, see the section on Leave of Absence. *Once you are in degree candidacy, you must remain in degree candidacy until you graduate.* Furthermore, *once in degree candidacy, you must pay for it every semester until you graduate.* This means that you pay for candidacy for the fall, spring, **and** summer semesters—this costs you six hours per year.

### Degree candidacy trick or treat

You only have three units of thesis left to take, but you must have more than three units to qualify for financial aid. In this case, you should sign up for the three units of thesis AND degree candidacy (MAST 600). The degree candidacy costs two hours, but counts as full-time status. This is a *treat* for you.

You enter candidacy in the spring semester (paying MAST 600 at two hours), but don't intend to graduate until the end of the forthcoming fall semester. In an effort to save money, you neglect to register and do not pay for MAST 600 for the summer semester. When you register for MAST 600 in the fall (because you must be registered in the semester in which you graduate), you will be charged for four hours (two for the summer and two for the fall). This is a *trick* on the part of the University.

## How to Graduate

Students must complete a form of intent to graduate with SIGS the semester they intend to graduate. Upon receipt of notification of successful defense of the thesis or internship, the Director of Graduate Studies sends a memo to SIGS certifying completion of requirements. See the following website for information concerning the degree application process:

- <http://louisville.edu/registrar/commencement-information.html>

### Graduate with the Thesis Option

If you choose the thesis option, you need to submit the completed thesis to SIGS and fill out the form to post information about you and your research to THINK IR—the library-hosted University research database. Furthermore, there are special dates for this event. See the following website for up-to-date information on these dates:

- <http://louisville.edu/registrar/registration-information/special-dates>

## Some Curricular Nuts and Bolts

The Master of Arts in Anthropology is **minimally a 30-hour** program. It comprises 24 hours of course work at the graduate level plus 6 hours of thesis or an internship. *At least 12 of the 24 hours must be in courses at the 600 level.* Additionally, students may enroll in 500- level courses in another department with the permission of the Director of Graduate Studies or their advisor. Courses taken at the 500 or 600 level as an undergraduate or non-degree seeking student may be applied toward the M.A. in Anthropology on the condition that the student earned a grade of B or higher in the course. Approval of the Director of Graduate Studies is required. Classes taken as an undergraduate at the 500-level and used as credit for an undergraduate degree may not be used for graduate credit.

### Course Requirements

#### Core Courses

Everyone takes these two:

ANTH 608 - Social and Cultural Theory

ANTH 612 - Contemporary Issues in Anthropology

Everyone takes one of these:

ANTH 609 - Research Design: Archaeology

ANTH 610 - Research Design: Biological Anthropology

ANTH 611 - Research Design: Socio-Cultural Anthropology

Electives: See the full course catalog at

<http://htmlaccess.louisville.edu/CrseCatalog/searchCrseCatalog.cfm>

Successful completion of the **thesis option** entails 24 seminar hours plus 6 credit hours of thesis:

Core Seminars = 9 hours

Topical Electives = 15 hours

Thesis = 6 hours

**Total = 30 hours**

Successful completion of the **experiential option** entails 24 seminar hours plus 6 credit hours of internship:

Core Seminars = 9 hours

Topical Electives = 15 hours

Internship = 6 hours

**Total = 30 hours**

## Graduate Course Descriptions

### Core Courses

ANTH 608: Social and Cultural Theory. An examination of how social theorists and cultural theorists construct accounts of human existence that both complement and diverge from one another. Emphasized: how contemporary theory draws on earlier theory.

ANTH 609: Research Design: Archaeology. This course is intended to provide graduate students with training in the basic practices and procedures in research and writing in archaeology. The course will cover a number of aspects of professional activity and performance in archaeology including grant proposals, publications and oral presentations. Particular emphasis will be placed on a number of analytical methods that students will likely utilize in their thesis research. Additionally, the course will cover ethics and historic preservation and heritage issues.

ANTH 610: Research Design in Biological Anthropology. In this course, students will prepare for their own thesis work but learning fundamental exploratory data techniques and statistical techniques. Additionally, students will learn to use software for the documentation of analysis and subsequent writing process. This course is intended to be highly practical, and is designed to inculcate in the student good habits necessary for successful completion of their thesis or internship project.

ANTH 611: Research Design in Socio-Cultural Anthropology. This seminar is designed to engage students in the process of developing a substantive research project. Focus will be on integrating the literature, theoretical and methodological approaches, and data collection strategies.

ANTH 612: Contemporary Issues in Anthropology Seminar. This core course will be semi-team-taught and will cover the contemporary theoretical and methodological issues in archaeology and biological and cultural anthropology. It will elaborate the core questions that continue to unite the field as a particular mode of inquiry and production of knowledge.

## Individualized Courses

ANTH 670 Independent Study—Reading (3 hours)

ANTH 671 Independent Study—Research (3 hours)

ANTH 672 Thesis (6 credit hours)

ANTH 673 Internship (6 credit hours)

Independent studies should be used to supplement your program, and should cover information or provide opportunities not otherwise available in the program through the core or topical courses. In order to register for an independent study (of either flavor), you and the instructor must prepare a summary of the work and evaluation procedure. All independent studies must be approved by the Director of Graduate Studies: you **cannot** register for any of these on your own. To register for an independent study course, complete the “A&S independent study” form available at <http://louisville.edu/artsandsciences/academics/graduate-education/student-resources> (DGS signs *last*)

## Topical Courses

Some topical courses are taught regularly, while others are taught sporadically. If you desire a sporadically taught course, identify the professor who generally teaches the course and ask when the class is next scheduled to be taught and if there is flexibility in that schedule. See

<http://htmlaccess.louisville.edu/CrseCatalog/searchCrseCatalog.cfm>