

ARCHAEOLOGY ROAD MAP:
Chronological Chart of Doctoral Degree Program Requirements
Revised September 2014 to comply with new SHESC rules

All of the documents and forms referred to below are on Blackboard (click on “SHESC Graduate Student” and then on “Documents” on the left-hand navigation bar). For further information, see the “Degree Milestone Paperwork” and the “Curriculum Plan for Doctoral Degree in Anthropology” on Blackboard, your approach convener, or the Graduate Coordinator. Note that all SHESC graduate students must follow the “Curriculum Plan for Doctoral Degree in Anthropology” if they entered the program Fall 2014 or after. **IMPORTANT!** – It is your (the student’s) responsibility to submit all these documents on time and in the correct manner and format. It is not the faculty’s responsibility to prompt you to do these tasks.

PHASE I (two years until receipt of MA in-passing degree)

Coursework Requirements 30 credit hours of coursework or Reading & Conferences (R & Cs) (equivalent to 10 three credit hour courses), must include 6 credits of R & C in first three semesters	Other Academic Requirements (See “Phase I Papertrail” on Blackboard)
<p><u>First year:</u></p> <p>First Year Professionalism (1 credit)</p> <p>At least one of the following recommended courses: <i>Quantitative and Formal Methods</i> (ASM 565). [ASM 565 satisfies the quantitative/analysis requirement for the Doctorate]</p> <p>Six credits of R & C the first three semesters.</p> <p><u>Second year:</u></p> <p>Take five to six more courses (or R & Cs)</p> <hr/> <p><i>Coursework suggestions:</i></p> <ol style="list-style-type: none"> Since you must take the equivalent of 10 three credit hour courses over 4 semesters, this means you will take 2 courses for two of your semesters and 3 courses for the two remaining semesters. If you are TAing, we advise you to take only 2 courses. If you must TA and take 3 courses any given semester, one should be an ASB 590 Reading and Conference (3 credit hours), which generally requires less work than regular classes. 	<p><u>First year:</u></p> <p>Choose an <u>advisor</u> (preferably during Fall Semester), who will serve as your mentor and supervisor during Phase I, and a <u>MA supervisory committee</u> (which consists of your advisor and two other anthropology graduate faculty) (See “Committee formation for Phase I” in “Required Forms” on Blackboard).</p> <ul style="list-style-type: none"> • Inform advisor, and Advisor writes memo to SHESC Graduate Committee. • Student submits the memo and the <i>MA Supervisory Committee Approval</i> form to the Graduate Coordinator. • Student develops a Plan of Study (iPOS) by end of second semester. See the iPOS manual and Tips for completing the iPOS on Blackboard. <p>Be sure to <i>submit an application for receiving a TA or an RA</i> (see “TA Information” folder or consult Georgie) when the call goes out in the Spring; if no application is submitted, you will not be considered for one, even if you have a funding package!!!</p> <p><u>Second year:</u></p> <p>Prepare the Masters Research Paper, recommended by November 1st of year 2.</p> <ul style="list-style-type: none"> • Submit the Masters Research Paper, your transcript, and a brief 1 page statement of research interests for Phase II to your advisor no later than 1 November of year 2. • Your advisor then submits this to the approach convener for evaluation by the Graduate Committee. • An MA supervisory committee evaluates the above MA

2. For the Doctorate, students are required to take 9 hours outside of their area of specialization that, in consultation with their advisor, fit their academic interests.
3. Your advisor may recommend/require that you take certain courses in addition to the standard required courses depending on your research specialization. Your advisor must approve your Plan of Study (POS) for you to be awarded the MA and advance to Phase II.

materials.

- If approved, have your committee members sign the *Report of Final Master's Culminating Experience* form.

Present your Masters Research Paper at the SHESC-wide MA Research Symposium scheduled during late spring semester.

- Have your advisor sign the *Documentation of the Research Skills Portfolio* form and submit it along with the *Report of Final Master's Culminating Experience* form and your MA Portfolio papers to the Graduate Coordinator within one week after the symposium.

After the symposium, you will receive an e-mail from the Graduate College asking you to fill out and submit your Plan of Study (iPOS) online for your MA in-passing (see "iPOS Resources" on Blackboard). Note that the iPOS for the MA in-passing cannot be filed until **ALL** of the requirements have been met.

- Obtain your advisor's signature on your iPOS and submit to the Graduate Coordinator.

Submit the Application for Graduation form at <http://students.asu.edu/forms/application-graduation>.

You are awarded the Anthropology MA in-passing degree if you maintain a GPA of 3.2 and receive a positive evaluation of your research skills portfolio and presentation.

You are now **able to apply to transition** to Phase II.

Submit a formal application to transition to Phase II of the graduate program. (See "Research Skills & Phase I Deadlines" document):

- Email the graduate coordinator indicating your intent to continue onto Phase II.
- Obtain a memo (email) from your chair to grad coordinator supporting your transition to Phase II.
- Include the 1-page statement of research interests from the MA portfolio.

PHASE II (ca. 3 years until advancement to Ph.D. candidacy and 1-2 additional years until receipt of Ph.D.)

<p>Coursework Requirements At least 54 credit hours (30 hours of coursework or R & C hours, 12 Research and 12 Dissertation hours)</p>	<p>Other Academic Requirements (See “Phase II Papertrail” on Blackboard)</p>
<p><u>First year:</u></p> <p>Work towards obtaining the 30 credit hours of coursework or Reading & Conference hours that are required for advancement to candidacy.</p> <hr/> <p><i>Coursework suggestions:</i></p> <ol style="list-style-type: none"> 1. Your advisor/Ph.D. supervisory committee may recommend/require that you take certain courses in addition to the standard required courses depending on your research specialization. Your advisor must approve your Plan of Study (POS) for you to be advanced to candidacy. 2. For the Doctorate, students are required to take 9 hours outside of their area of specialization that, in consultation with their advisor, fit their academic interests. 3. For the Doctorate, a quantitative/analysis course is required. 	<p><u>First year:</u></p> <p>Choose an <u>advisor</u> (preferably during Fall Semester), who may or may not be your Phase I advisor, and a <u>Ph.D. supervisory committee</u> (See “SHESC Ph.D. committee formation instructions” on Blackboard).</p> <ul style="list-style-type: none"> • Advisor (chair of your committee) writes a memo to the SHESC Anthropology Graduate Committee. • Student submits the memo, a brief statement describing his/her dissertation research, and the <i>Ph.D. Supervisory Committee Approval</i> form to the Graduate Coordinator. To make subsequent changes to committee membership, complete the <i>Graduate Supervisory Committee Change</i> form (available from the Graduate College). See Graduate Coordinator for details. <p>Develop a <u>Plan of Study</u> (iPOS) for Phase II in consultation with your advisor/supervisory committee (by <i>the end of Spring Semester</i>).</p> <ul style="list-style-type: none"> • Fill out and submit the iPOS online, obtain your advisor’s signature, and submit to the Graduate Coordinator. This needs to be done prior to the doctoral examinations (see below). • Subsequent changes to the iPOS should all be entered at the beginning of the semester you plan to graduate. • Warning: The Graduate College <u>will not</u> process proposal defense paperwork if your iPOS is not on file by the time you have accrued 42 graduate credit hours here at ASU – i.e., by the Spring semester of year 1 in Phase II! • Compile and submit to the Graduate Supervisory Committee a bibliography, which will serve as the basis for the comprehensive exam. Schedule an exam date for some time during year 2 in Phase II.
<p><u>Second year:</u></p> <p>Continue working towards obtaining the 30 credit hours of coursework or Reading & Conference hours that are required for advancement to candidacy.</p> <hr/> <p><i>Coursework suggestions:</i></p> <ol style="list-style-type: none"> 1. After the comp bibliography has been approved, take an R & C to prepare for the exam. 	<p><u>Second year:</u></p> <ul style="list-style-type: none"> • Write your <u>doctoral examination</u>, which constitutes the <u>written</u> portion of the university-mandated <u>doctoral examination</u> necessary for advancement to Ph.D. candidacy. The exam must be completed by April 15 or November 15 of the third semester of Phase II.

Third Year:

Complete the coursework required for advancement to candidacy, including:

Proposal Writing ASM 579 (required).

Third Year:

Write a dissertation research proposal in consultation with your advisor/supervisory committee. The proposal should be completed and defended by the 20th day of either April or November, three semesters after completing the written exam.

- Submit your dissertation proposal to your advisor and other committee members for their comments/approval.

Schedule an oral defense of your dissertation proposal, which constitutes the oral portion of the doctoral examination necessary for advancement to Ph.D. candidacy. The oral defense will normally consist of a 20 minute public presentation followed by a closed meeting with your committee.

- After you have passed both the written (comprehensive exam) and oral doctoral examinations, have your committee members sign the *Report of Doctoral Comprehensive Examinations and Approval of the Ph.D. Dissertation Prospectus* form and submit to the Graduate Coordinator.

Fourth and Fifth Years:

Register for 12 hours of ASM 792 Research and 12 hours of ASM 799 Dissertation.

Notes:

It is possible to register for Research/Dissertation hours before you are advanced to candidacy.

Your doctoral iPOS must contain *exactly* 12 hours of Dissertation even if you register for more. Please register for Dissertation hours in 3 or 6 hour increments to ensure that they will add up to exactly 12.

You may have more than 12 hours of ASM 792 Research on your doctoral iPOS, but should not have fewer.

The Graduate College recommends taking ASM 792 Research until you have accumulated 12 hours, then taking ASM 799 Dissertation until you have accumulated 12 hours, and then reverting back to taking ASM 792 Research until you graduate.

Advance to Ph.D. candidacy and become ABD (“All-But-Dissertation”).

Fourth Year and Fifth Year:

Conduct fieldwork/labwork/data collection for your dissertation research, and write your dissertation. The SHESC timeline encourages students to have completed the dissertation by the end of the sixth year, but a 1 year grace period can be awarded if the student’s research is field or lab intensive such that it requires a long period of data collecting.

Write up your dissertation.

- Submit dissertation chapter drafts to advisor (and possibly committee members) for comments. Completed dissertations must be read and approved by all committee members.
- Final corrections to your iPOS must be submitted online at the beginning of the semester you plan to graduate. Submit the Application for Graduation form at <http://students.asu.edu/forms/application-graduation> (two months before graduation).

Schedule a public dissertation defense.

- Submit the *Ph.D. Defense Announcement* form to the Graduate Coordinator and the *Doctoral Defense Recommendation and Format Review* forms to the Graduate College at least 2 weeks before your defense.
- Defenses must be held during normal business hours when classes are in session (not during semester/summer breaks).
- After you pass your dissertation defense, your committee signs the *Announcement and Report for Doctoral Dissertation Defense* form.

Congrats, you are awarded the Ph.D. in Anthropology!

