



of SHESC that, in consultation with their advisor, fit the academic interests of each student.

4. 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.
5. An R & C, especially during the Spring semester, in anticipation of writing your Field Statement in Year 1 of Phase II) (*strongly recommended*).

materials.

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

Present one of your MA Portfolio papers at the SHESC-wide MA Research Symposium scheduled during the last half of April.

- 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. 2-3 years until advancement to Ph.D. candidacy and 1-2 additional years until receipt of Ph.D.)**

<p><b>Coursework Requirements</b> At least 54 credit hours (30 hours of coursework or R &amp; C hours, 12 Research and 12 Dissertation hours)</p>	<p><b>Other Academic Requirements</b> (See “Phase II Papertrail” on Blackboard)</p>
<p><b><u>First two years (Third-fourth years overall):</u></b></p> <p>Work towards obtaining the 30 credit hours of coursework or Reading &amp; Conference hours that are required for advancement to candidacy, including:</p> <p>Take a Reading &amp; Conference (3 credit hours each) to support writing your proposal (<i>strongly recommended</i>).</p> <p>ASM 579: Proposal Writing (for your dissertation proposal—see adjacent column, next page). Ideally you would submit your field statement in the beginning of the Spring semester of year 1 in Phase II (third year overall), and then take proposal writing (<i>required</i>) shortly thereafter.</p> <hr/> <p><i>Coursework suggestions:</i></p> <ol style="list-style-type: none"> <li>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.</li> </ol>	<p><b><u>First year (Third year overall):</u></b></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"> <li>Advisor (chair of your committee) writes a memo to the SHESC Anthropology Graduate Committee.</li> <li>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.</li> </ul> <p>Develop a <u>Plan of Study</u> (POS) 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"> <li>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).</li> <li>Subsequent changes to the iPOS should all be entered at the beginning of the semester you plan to graduate.</li> <li>Warning: The Graduate College <i>will not</i> process any field statement or 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!</li> </ul> <p>Write your <u>field statement</u>, which constitutes the <i>written</i> (comprehensive) portion of the <u>doctoral examination</u> necessary for advancement to Ph.D. candidacy (see “Field Statement Guidelines” in the “Evolutionary Anthropology Documents” folder on Blackboard).</p> <ul style="list-style-type: none"> <li>Prepare a 1-2 page outline of proposed content for field statement.</li> <li>Prepare a preliminary bibliography.</li> <li>Have advisor &amp; committee approve outline and bibliography (by October 15<sup>th</sup>).</li> <li>Consult advisor and committee during the process of writing the field statement.</li> <li>Submit your field statement to your advisor for formal comments and feedback.</li> <li>Edit field statement after consultation with your advisor.</li> <li>Submit your field statement during Spring semester (Feb is a good target date) to advisor and all committee members for their approval.</li> <li>Meet with your committee to evaluate your field statement.</li> </ul>

**Third and Fourth Years (Fifth-sixth years overall):**

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.

**Second year (Fourth year overall):**

- See guidelines for Field Statement from first year Phase II.
- Ensure that field statement is completed this year.

Write a dissertation research proposal in consultation with your advisor/supervisory committee (see “Field Statement and Proposal Information” in the “Evolutionary Anthropology Documents” folder on Blackboard).

- 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.

- After you have passed both the written (field statement) 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.

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

- Before you conduct fieldwork involving human subjects, you must obtain approval from the Institutional Review Board (IRB) (see <http://researchintegrity.asu.edu/irb/>). This can take awhile depending on your project, so start the process early.

**Third Year (Fifth year overall):**

- Conduct fieldwork/labwork/data collection for your dissertation research.

**Fourth Year and beyond (Sixth year overall):**

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!