TABLE OF CONTENTS

INTRODUCTION & WELCOME ........................................................................................................... 3
  Department of Anthropology Mission Statement .................................................................... 3
  Goals of an Anthropology Degree ......................................................................................... 4

GRADUATE DEGREE OPTIONS ................................................................................................. 4
  Option 1: Master of Arts in Anthropology ............................................................................ 4
  Option 2: Master of Science in Anthropology ........................................................................ 5
  Certificate of Medical Anthropology .................................................................................... 6
  Graduate Credit Policies & Procedures ................................................................................. 7

MODEL OF PROGRESS: MILESTONES & DEADLINES ........................................................... 10

ACADEMIC ADVISORS ............................................................................................................ 11
  Choosing Your Academic Advisor ....................................................................................... 11
  Changing Your Advisor ....................................................................................................... 11

THE MASTER’S THESIS ........................................................................................................... 14
  Choosing A Thesis Topic ..................................................................................................... 14
  Forming Your Thesis (Supervisory) Committee ................................................................. 16
  The Thesis Proposal ........................................................................................................... 16
  ISU Human Subjects Committee ...................................................................................... 18
  Thesis Proposal Defense .................................................................................................... 18
  Master’s Thesis Defense .................................................................................................... 18

UNIVERSITY POLICIES .......................................................................................................... 20
  Academic Integrity and Dishonesty Policy ......................................................................... 20
  Romantic or Sexual Relationships between Faculty and Students ..................................... 22
  Protection from Sexual Harassment .................................................................................... 22

FUNDING & TUITION REDUCTION OPPORTUNITIES ............................................................. 23
  Non-Resident Tuition Waivers (NRTW) .............................................................................. 23
  Dept. of Anthropology Graduate Teaching Assistantships ................................................. 24
  The Career Path Internship (CPI) Program ....................................................................... 25
  Federal & Idaho State Work-Study ..................................................................................... 25
  The ISU Dept. of Anthropology: Hollie K. Gilbert Scholarship ........................................... 25
  NSF Graduate Research Fellowship .................................................................................... 26

APPENDIX A: GRADUATE PROGRAM OF STUDY FORM ....................................................... 28

APPENDIX B: DEPT. OF ANTHROPOLOGY GRADUATE TEACHING
ASSISTANTSHIP APPLICATION ............................................................................................... 29
INTRODUCTION & WELCOME

Welcome to graduate study in the Idaho State University Department of Anthropology. This handbook is designed to guide you through the policies and procedures pertaining to graduate study in our department. Our goal is to facilitate your planning by answering the most frequently asked questions and to provide information on topics that you may not be aware of. This handbook is both a user’s manual and a contract between you and the Department of Anthropology. In it, you will find the department’s expectations for you as a student and as a developing professional.

This handbook supplements the requirements and information provided by the Idaho State University Graduate School. In this manual, we have assembled the most critical information from ISU policy documents, the Graduate School, and the Graduate Degree Catalog, as well as additional information from other sources. We highly recommend that you read this manually at the beginning of your first semester and urge you to discuss this manual with your advisor to create a plan to maximize your time here. Careful planning, attention to detail, and time management will be critical in your success. If there is a conflict between department policies and the ISU Graduate School, the Graduate School will take precedence. Please let us know if you perceive any discrepancies.

Our faculty are committed to helping graduate students to develop professionally because our reputations and those of the department are dependent on the students who graduate from our program and their successes. It is in all of our best interests that we maintain high standards for performance and integrity be upheld in the classroom, the field, and the laboratory. We are committed to clearly conveying these expectations and providing you with the information that you need to successfully navigate this program and the future beyond.

Again, we welcome you to the department and wish you the greatest chance for success! Your future is now, quite literally, in your hands.

Department of Anthropology Mission Statement

The mission of the Department of Anthropology is to research and teach about humankind the world over from the distant past to the present. Anthropology consists of sub-fields that specialize in the human past, human biology and evolution, language, society, and culture, and provides cross-cultural, environmental, international, and global perspectives on past and present human behavior. An important part of the anthropology mission at Idaho State University is to apply anthropological concepts to the resolution of important social, cultural, and environmental problems of our times. The Department of Anthropology offers graduate students courses leading to the Master of Arts or Master of Science degree in Anthropology, with opportunities for specialization in archaeological science, ecological, medical, and applied anthropology, linguistics, biocomplexity, informatics, and oral history.
Goals of an Anthropology Degree

Students who have completed a graduate degree in Anthropology at Idaho State University should be able to:

1. Read and understand anthropological theory at a professional level.
2. Understand current debates within the field of anthropology.
3. Synthesize and critically evaluate the professional literature.
4. Use a comparative approach to theorize about the similarities and differences in the human condition across space and through time.

The Master’s Thesis should show the following competencies based on the learning objectives:

1. Write a proposal for pure research or the application of theory to contemporary social issues.
2. Perform quantitative and/or qualitative analysis of data appropriate to the chosen subdiscipline.
3. Competently conceive, conduct, and write-up either research in anthropology or applications of anthropology at a level suitable for publication.

GRADUATE DEGREE OPTIONS

The Dept. of Anthropology offers two degree options (M.A. & M.S.) and a graduate certification (Medical Anthropology) that must be completed concurrently with another graduate degree. The requirements for both Master’s degrees are similar and the decision to pursue one versus the other should be made in conjunction with your advisor.

Option 1: Master of Arts in Anthropology

General Requirements: A minimum of 30 credits must be taken, including 15 at the 6000-level. The following are required courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 6605</td>
<td>Seminar in Linguistic Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>ANTH 6615</td>
<td>Seminar in Biological Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>ANTH 6625</td>
<td>Seminar in Sociocultural Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>ANTH 6635</td>
<td>Seminar in Archaeology</td>
<td>3</td>
</tr>
<tr>
<td>ANTH 6641 or ANTH 6650</td>
<td>Research Project or Thesis</td>
<td>6</td>
</tr>
</tbody>
</table>

Additional 12 credits of graduate level courses approved by the student's advisor are also required. Two semesters of foreign language may need to be completed if relevant to research plans, or equivalent competence must be demonstrated. This will be decided in consultation with the thesis adviser.
Additional Requirements for the M.A. in Anthropology

1. By the end of the first semester, each student must develop a proposed program of study specifying elective courses in consultation with the student's graduate advisor.

2. To maintain classified status, students must register for a minimum of 6 credits in the fall and spring semesters of the first year.

3. Students completing the M.A. in Anthropology with an MPH degree may apply up to 9 credits to both degrees with advisors approval in both programs.

4. One must demonstrate proficiency in a second language, computer programming, geographic information systems (GIS), or statistics. This requirement will complement the student's program of study and will be evaluated by the student's primary advisor.

5. The student must write a Master's thesis or publishable manuscript, and successfully defend it in a formal oral examination.

Option 2: Master of Science in Anthropology

General Requirements A minimum of 30 credits must be taken, including 15 at the 6000-level. The following are required courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 6605</td>
<td>Seminar in Linguistic Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>ANTH 6615</td>
<td>Seminar in Biological Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>ANTH 6625</td>
<td>Seminar in Sociocultural Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>ANTH 6635</td>
<td>Seminar in Archaeology</td>
<td>3</td>
</tr>
<tr>
<td>ANTH 6641</td>
<td>Research Project</td>
<td>1-6</td>
</tr>
<tr>
<td>ANTH 6650</td>
<td>Thesis</td>
<td>1-6</td>
</tr>
</tbody>
</table>

An additional 12 credits of advanced techniques and methods courses are also required.

Additional Requirements for the M.S. in Anthropology

1. By the end of the first semester, each student must develop a proposed program of study specifying elective courses and techniques and methods courses in consultation with the student's graduate advisor.
2. To maintain classified status, students must register for a minimum of 6 credits in the fall and spring semesters of the first year.

3. The student must write a Master's thesis or publishable manuscript, and successfully defend it in a formal oral examination.

**Certificate of Medical Anthropology**

The Certificate of Medical Anthropology provides graduate students with a solid foundation in the field of medical anthropology. This certificate is designed for students in both the health and social sciences. Students pursuing degrees in the Health Sciences are particularly encouraged to apply. The certificate will provide students with the topical and theoretical approaches used by medical anthropologists in clinical situations and in the field of Global Health research. This certificate is of interest to students of the social sciences and to those students who wish to combine a clinical degree programs with research in the field of social sciences and medicine.

**Admission Requirements for the Medical Anthropology**

For admission into the Medical Anthropology Certificate program, applicants must first be admitted to the ISU Graduate School (full admission or admission with a performance requirements). In order to receive this certificate, students must complete a graduate degree from ISU concurrently.

The certificate is granted upon completion of 12 credits of classwork (with a 3.0 GPA in the courses) from the following list of possible courses.

**Note:** ANTH 6610 is required for all students, this course can be done with Dr. Cartwright as an independent study.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 6610</td>
<td>Seminar in Medical Anthropology</td>
<td>3</td>
</tr>
</tbody>
</table>

Students may choose 9 credits from the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 5507</td>
<td>Anthropology of Global Health</td>
<td>3</td>
</tr>
<tr>
<td>ANTH 5511</td>
<td>Advanced Global Health</td>
<td>3</td>
</tr>
<tr>
<td>ANTH 5509</td>
<td>Clinical Medical Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>ANTH 5508</td>
<td>Topics in Medical Anthropology (e.g., Anth of Disability)</td>
<td>3</td>
</tr>
</tbody>
</table>

**Graduate Credit Policies & Procedures**

The following information is available in the 2019-20 ISU Graduate Degree Catalog. The most critical information is listed here, however, graduate students are urged to consult the Graduate Degree Catalog for full details.
Degree Time Limit: All requirements for a master’s degree must be completed within eight (8) years preceding the student’s graduation. An extension of time may be obtained for good cause with the approval of the Dean of the Graduate School.

Credit Hours: For a master’s degree, a minimum of 30 credits in approved course work, including thesis credits (if required), must be completed. The credit, sometimes referred to as semester credit or semester hour, is a unit of academic work. One credit is defined to require fifty minutes in a class each week for one semester (or the equivalent).

One semester credit hour in academic courses require: (1) fifty minutes in class each week for one semester (which assumes approximately twice this amount of time in study and preparation outside the classroom), or (2) approximately two and one-half hours in laboratory each week for a semester, or (3) equivalent combinations of (1) and (2). For purposes of equivalency calculations, a semester is assumed to be sixteen weeks. Short term courses of one week (five days) or more require time in class, laboratory, and preparation equivalent to the above for a total of 45 clock hours per credit.

Maximum Credit Hours: Nine (9) graduate-level credits constitute full time graduate status. Graduate Assistants may register for no more than 12 credits per semester. Students who, because of exceptional circumstances, want to take more than the maximum number of credits, must request permission in writing from the Dean of the Graduate School. They must also have support in writing from their advisor, and the graduate program director or chairperson of their department.

Usually, thesis credits are limited to six (6) that can count toward a degree on a Master's level program of study. Thesis credits are not awarded to the student until after completion and final approval by the examining committee. At this time, the advisor reports a grade of S or U for all previous thesis registrations. The student may register for thesis credits any semester she/he is enrolled as a degree-seeking student, subject to the approval of the student’s advisor and department chair or program director, but the letters IP (in progress) are recorded on the transcript in place of a grade for all such registrants until final approval is obtained.

Continuing Registration Requirement: Graduate students who have registered for one or more credits of master's thesis, must be registered for at least one graduate credit during subsequent semesters, excluding the summer semester, until they have completed their degrees. Students who, for compelling reasons, wish to interrupt their thesis work may request, in writing, a leave of absence from the Graduate School. The academic clock does not stop during the violation of the continuous enrollment policy.

Graduate students who fail to meet the continuing registration requirement will be judged to have dropped out of their programs and will no longer enjoy access to university resources, including the library and computer facilities. In order to regain access to university resources, students will be required to reapply to the Graduate School and be readmitted. A corollary of this requirement is that a graduate student must be registered for at least one graduate credit in order to take a final oral examination or be processed for graduation. Any student who registers for the required credit and then subsequently drops the credit, will be considered in violation of this policy.
Drop of Withdrawal from Classes: Students may voluntarily drop graduate courses until the official drop date listed in the University Calendar. Dropped classes will not appear on a student's transcript. After the official drop date, students may withdraw from one or more courses prior to the withdrawal deadline with a "W" appearing on the transcript. To withdraw from a course or courses after the official withdrawal deadline, students must provide a written request using a Graduate School Petition. Students wishing to withdraw from graduate courses or a graduate program after the official withdrawal date must obtain approval from their professors, program/department chair, and the Dean of the Graduate School. Voluntary withdrawal from a graduate program during an appeal of dismissal automatically terminates the appeals process.

Course Grade Requirement: A minimum of a 3.0 GPA for the courses listed on the program of study is required for any graduate degree or certification at Idaho State University. A grade of B- or higher must be earned in each of the four, required 6000 level anthropology seminars.

A grade of C+ or lower indicates questionable performance at the graduate level. A grade of C+ or lower will cause the Department of Anthropology to review the student’s progress and may result in probation or dismissal from the program. A GPA lower than a 3.0 can also result in dismissal.

Grades of D+, D, D-, or F may not be used to satisfy graduation requirements. No credits are awarded for any course in which an F grade is earned. All thesis credits and some research courses are graded on a satisfactory (S) or unsatisfactory (U) basis.

With permission of the relevant department, students may repeat a course in which they received a grade lower than an A. In such cases, the last grade received shall be the grade used in the calculation of the program of study GPA.

IP (in progress) grades are given for those students who have initiated but not completed their thesis or research work. No graduate courses will be offered on a Pass/No Pass (P/NP) basis. For “IP” (in progress) courses, instructors are responsible for processing a Change of Grade after the completion of all relevant coursework. In the case of thesis work, there may be multiple IP credits to be changed once the thesis has been completed and fully approved.

Incomplete Grades: As noted elsewhere in the Catalog, “I” (incomplete) grades must be completed and the Change of Grade processed by the instructor within one (1) calendar year of the awarding of the "I" grade, but an instructor could specify a shorter time period. Failure to change the “I” grade within this time period will result in the “I” grade becoming permanent.

An Incomplete grade (I) may be awarded at midterm or semester end. At midterm, an Incomplete indicates the student, through illness or other excusable absence, has missed so much work the instructor cannot assign a regular grade. An Incomplete grade at midterm is not a final grade. An Incomplete grade may, at the option of the instructor, be given at the end of the semester only when a student has satisfactory performance within three weeks of the end-of-semester examination period.
The instructor must submit a Course Completion Contract along with the grade report for that class. The Course Completion Contract must be signed by the student and the instructor stipulating the assignment(s) required to finish the course within the allowable time period. A copy of the Contract is to be given to the student, a copy retained by the instructor, a copy sent to the Graduate School, and the original sent to the Registrar’s Office.

To receive credit for a course in which an Incomplete grade has become permanent, the entire course must be repeated. Petitions to deviate from the incomplete grade policy will not be allowed except under extraordinary circumstances (e.g., serious, long-term illness).

**Warning/Academic Probation:** Graduate students are placed on academic warning when their grades and/or GPA are unsatisfactory. Graduate students are required to have a minimum overall 3.0 GPA. Anything below a 3.0 GPA will place graduate students on academic warning and can also result in dismissal. One or more C grades or below can also place graduate students on academic warning and can also result in dismissal. Students who are on Academic Warning or Probation are limited in the number of credits they are allowed to take (13 for Graduate Students). These credit limits are absolute and are not petitionable.

**Petitions:** A student may petition the Dean of the Graduate School for exceptions to the rules and procedures stated in the Graduate Catalog or for consideration of problems not covered by the stated procedures. Petition forms for graduate students are available only from the Graduate School and may not be used for (1) appeals of a grade or of dismissal from a program or (2) substitutions of courses within degree requirements or waivers of degree requirements. (Exceptions to degree requirements are requested as a part of the approval process for the Program of Study.)

A student may use the petition form to request:
1. withdrawal from courses after the deadline for withdrawal as stated in the University Calendar
2. use of credits more than eight (8) years old to count towards a master’s degree
3. transfer of credits from unclassified to classified status
4. transfer of more than nine credits from another institution to a master’s degree program at Idaho State University
5. an extension of the maximum time eight (8) years allowed for completion of a master’s degree or educational specialist degree
6. correction of errors or inaccuracies on the student’s official transcript
7. any other deviation from Graduate School policy listed in the Graduate Catalog

**MODEL OF PROGRESS: MILESTONES & DEADLINES**

This overview represents the recommended timeline for completion of a degree in two years for a graduate student starting in the Fall semester. We recognize that not everyone student’s path will fit into this standard outline. If your plan deviates from this model, discuss this with your advisor and make an alternative timeline to fit your needs. Knowing what you have to do by when is more than half the battle. Unless otherwise noted, deadlines are the end of the recommended term.
<table>
<thead>
<tr>
<th>Semester</th>
<th>Task</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 1</td>
<td>Enroll in classes (9 cr. for full-time status)</td>
<td>Immediately</td>
</tr>
<tr>
<td></td>
<td>Choose a primary academic advisor.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Explore thesis topics. If you already have one, begin working with</td>
<td></td>
</tr>
<tr>
<td></td>
<td>you advisor to construct a thesis proposal.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Complete a Graduate Program of Study Form with your academic advisor.</td>
<td></td>
</tr>
<tr>
<td>Spring 1</td>
<td>Choose your second Anth. Dept. committee member and your outside</td>
<td>Early April (exact dates TBD)</td>
</tr>
<tr>
<td></td>
<td>member with your academic advisor.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Apply for Hollie K. Gilbert Memorial Scholarship (if eligible)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Apply for a Dept. of Anth. TA position (if desired)</td>
<td></td>
</tr>
<tr>
<td>Summer 1</td>
<td>Prepare you Thesis Proposal.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Collect data with the permission of your advisor and with</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Human Subjects approval as needed.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Consider applying for graduate school.</td>
<td></td>
</tr>
<tr>
<td>Fall 2</td>
<td>Defend your thesis proposal</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Begin / continue collecting thesis data and writing thesis.</td>
<td></td>
</tr>
<tr>
<td>Spring 2</td>
<td>File your intent to Graduate–if you do not do this, you cannot</td>
<td>See ISU calendar for defense</td>
</tr>
<tr>
<td></td>
<td>graduate!</td>
<td>deadline.</td>
</tr>
<tr>
<td></td>
<td>Schedule your thesis defense.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Submit your final draft to your thesis committee at least two weeks</td>
<td></td>
</tr>
<tr>
<td></td>
<td>prior to the thesis defense.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Defend your thesis.</td>
<td></td>
</tr>
</tbody>
</table>

**ACADEMIC ADVISORS**

This graduate program may be a stepping-stone to a professional career or further academic training. In either case, as a new graduate student, you are beginning your journey of transition from an undergraduate to being a Master’s level anthropologist. Success in this process will depend upon your ability to establish and maintain professional relationships with one or more faculty.
mentors as you learn to conduct research, to teach, and to interact professionally with other students and faculty.

Choosing Your Academic Advisor

In most cases, students will enter the graduate program with a primary advisor already chosen. There are cases, however, where a student has interests in two fields that are potentially very different. You will need to select a primary advisor after exploring those options and deciding on the option that best suits your needs.

As you move through the program, you should be aware of the importance of maintaining close contact with your advisor. You should consult with your advisor when selecting courses and about important milestones, such as developing and defending your thesis research proposal.

Changing Your Advisor

At the Master’s level, students can and do sometimes change their primary academic advisors. The need to change your advisor typically results from a change in your focus or research interests, an unresolvable personality conflict, or a combination of both.

Students may decide to switch research areas or even anthropological sub-fields for a variety of reasons, including discovering a new area of interest, becoming involved in a research project, working in a lab, or changing their career goals. Although a substantial shift from one area to another may slow your progress through the program, a Masters program is a time to explore your interests and to determine where you would like to go after your degree is complete. Your research choices may influence your career options or academic path moving forward, so it is important that you are happy with your choices.

If you are considering changing your advisor, please consider the following:

Switching Topics: Talk to your existing advisor first. They should be aware of your interests and can help advise you about how changing topics may influence your future plans and academic progress in the program. It is possible that even if you want to change your research focus that your existing advisor may be able to advise or support you in that area. If that is not possible, this conversation is still important so that they understand what you plan to work on and the reason for the shift. In certain circumstances, it may be appropriate to request that they serve as the second member on your thesis committee.

Be aware that faculty are experts in their fields because they are passionate about what they do and may be disappointed to lose an exceptional student working in their area. Depending on how long you have worked together, they have also invested significant time and energy into your professional development. Ultimately, your advisor should help you to make the decision that will be best for your personal and professional development.

Personality/Working Conflicts: It is also possible that you may wish to change your advisor for personal reasons or as a result of unresolvable professional conflicts. Many problems between
advisees and advisors have to do with differences in working and communication styles. Talk to your advisor. They need to be aware of your concerns.

Discussing problems working together are some of the most difficult conversations that you may have because they are innately personal. Try to be positive and non-confrontational. You may feel most comfortable discussing these issues with another faculty mentor or the Graduate Program Director, but you will still have to have one or more difficult discussions with your advisor. Other faculty can support and advise you, but we cannot resolve these issues for you.

**Major Advisor Terminating Employment:** In some cases, it is possible that your advisor will choose to leave ISU or become otherwise unable to serve as your advisor. In such cases, the university provides the following guidance: Upon the announcement of a major advisor’s resignation from Idaho State University, the primary responsibility for determining the new advisor for the graduate student will lie with the student and the department administering the program. If possible and desirable to all parties, the original Major Advisor can be retained temporarily on the department graduate faculty in order to remain on the committee and advise the student to degree completion. His/her role on the committee will also be negotiated by the student and the department. If it is not possible or desirable for the advisor to remain part of the committee, the department chair, the department graduate program director, and/or the department faculty will consult with the student and identify a new advisor. The Graduate School will be apprised of the process and the decision, and will ensure the process is fair for the student while maintaining rigorous standards in the program.

If the department’s resolution is unsatisfactory to the student, the student may appeal to the Graduate School. The Dean of Graduate Studies, in consultation with the department, the Graduate Council, and the Graduate Faculty Representative (if one has been assigned), as necessary, will determine the student’s advising status.

Among the advising options available to the student are the following:

a. If the student is well advanced and nearing completion of his/her project, s/he may remain at ISU and complete his/her degree, without a new Program of Study.

b. If possible and desirable, the advisor may be retained on the department’s graduate faculty for the time required for the student to complete the degree, not to exceed three years.

c. The student may request to be re-assigned to a new major advisor from within the Program. A student currently paid from a major advisor’s extra or intramural funds will be awarded a stipend subject to available program resources, in consultation with the Dean of the Graduate School and the relevant Graduate Program Director and Department Chair.

d. The student may leave ISU with the departing major advisor.

In the event of the death or incapacitation of the major advisor, resulting in an inability to fulfill the required advisory duties to the graduate student, the same procedure will apply (except, of course, l.c.ii). A student-initiated change of major advisor must be submitted to relevant Graduate Program Director and Department Chair as per the current Policy.
In the event a student is unable to form a committee or install a chair/major advisor for their thesis, the student is thus unable to move forward with their degree requirements. The student may have two options to consider:

1. Withdraw from the academic program if they are not able to move forward with the thesis/dissertation requirement.
2. Apply to change academic programs, thus encountering a new set of requirements.

**Grad School Procedures for Changing an Advisor:** When a graduate student seeks a change in his/her major advisor, the following procedure must be followed:

1. The student must submit to the Graduate Program Director (Liz Cartwright) and the Dept. Chair (Kate Reedy) a written request for change of major advisor. This request shall contain the rationale on which the request is based and may, if the student wishes, propose a specific replacement.

2. If the department chair/graduate director and the current advisor accept the rationale, and if an appropriate new advisor acceptable to the student is secured, the department chair/graduate director will submit the proposed new appointment to the Dean of the Graduate School for approval.

3. Should the department chair/graduate director or the current major advisor not agree to the proposed change and the conditions thereof, and if no compromise acceptable to all parties can be reached, the matter shall be arbitrated by the unit graduate faculty (or its designated committee). Such arbitration may need to consider the question of ownership of data from research already undertaken by the student under the major advisor’s supervision, similarly whether another appropriately specialized major advisor is available for the student.

4. The unit head/program director will notify the Dean of the Graduate School of the decision reached by the department graduate faculty or its designated committee.

Any appeal of the department’s decision by the student shall be directed to the Dean of the Graduate School.
THE MASTER’S THESIS

Choosing A Thesis Topic

Your Master’s thesis is an opportunity to expand your knowledge and understanding of a particular subject while developing the ability to conceptualize and execute a research project. By conducting your own research, you will also become better at evaluating and applying the research of others. Your work can serve as preliminary work for a future endeavor and has the potential to contribute to our understanding of the world. The knowledge and skills that you develop as part of this process will help to prepare you for the next stage in your professional career, whatever that may be.

The structure of Master’s research projects will vary depending on the subfield and type of questions that you are interested in. They may address gaps in the literature, expand on an already published study, apply a technique to a new sample, tests fundamental assumptions, or combine techniques, methods, or ideas from another field in an original way. Research projects can be qualitative or quantitative, conceptual/theoretical or applied, hypothesis driven or exploratory, or some combination of these types. Your thesis will be unique to you, the data you want to work with, and the questions that you would like to ask.

Beginning the thesis conversation: You should begin discussions about your thesis topic with your advisor, or potential advisors, as soon as possible once you have been accepted into the program. Students will typically go through many iterations of an idea before settling on the one that they will develop into a formal proposal. When you talk to your academic advisor, or potential advisors, you should identify where you are in terms of selecting a topic:

- I am confident in a specific idea and have started already started working on the details.
- I have decided on a general idea, but I have not started working on any of the details.
- I have a general topic area, but have not picked a specific idea.
- I am interested in many things and have no idea what to pick.

Developing a Thesis Idea

When beginning to think about your thesis, you should consider the following:

- What classes did you find to be the most interesting?
- What broad topic areas interest you?
- Are you interested more in theory or hands-on applications?
- What areas do you already know something about?
- What skills or expertise do you already possess?
- What are your future educational and career goals?

Once you have a broad idea of the types of things that you are interested in, there are several different approaches that you can use to begin developing your thesis idea.

Consider Your Interests: Many students begin thinking about their thesis as a broad area and progressively narrowing their focus as their ideas develop. This approach generally processes as follows: choose a broad subject area → search the literature for what interests you and what has been done → brainstorm → settle on an idea (or several closely related ideas) → discuss with
others to identify interest and feasibility → consider available resources → adapt the idea based on these constraints → arrive at the final topic.

One issue with this approach is that you may reach the end of this process and realize the you do not access to the samples, sufficient funds, or enough time to complete the amazing project that you have designed. The best project cannot succeed if you do not have the resources necessary to complete it. Working closely with your advisor should help you to avoid this outcome.

**Consider Your Resources:** You can also think about your thesis research by first outlining the resources (e.g., samples, skills, equipment, time, money) available to you and developing your project based on these. I like to think of this as the “what’s in the fridge to make dinner” approach to research. In this process you will: evaluate the resources available to you → consider your strengths and the skills that you already possess → generate ideas → discuss with friends and advisors → assess idea for viability → collect information from the literature and fill in the details → arrive at a final, feasible project proposal.

**Scope**
Regardless of the approach you take, the idea that you first develop is likely to be far too ambitious for a Masters thesis. Things often take much longer than anticipated, and issues along the way can create further complications. Masters students are often limited by their geographic areas, personal skills and abilities, available equipment, funding, technical support, and—perhaps most importantly—time. Once you factor in required courses, planning, and writing time, your thesis should be something that can be reasonably accomplished in under a year. As you are planning, you advisor will help you to isolate the core of your project. You can always add more later, but you should aim to complete the simplest version of your project before adding complexity.

**Additional Online Resources:**


How to Pick a Masters Thesis Topic (Giving your Career Trajectory): [https://medium.com/@peterbcampbell/how-to-pick-a-masters-thesis-topic-93ad2b113fb2](https://medium.com/@peterbcampbell/how-to-pick-a-masters-thesis-topic-93ad2b113fb2)


Forming Your Thesis (Supervisory) Committee

Your thesis committee will consist of, at a minimum, your primary academic advisor, another member of the ISU Graduate faculty from the Dept. of Anthropology, and a member of the ISU Graduate Faculty from another department. At the discretion of your advisor, additional members from the department, university, or other academic institutions may be added.

The GFR is typically appointed at the same time the other members of the committee are named, according to the departmental procedures and policies, and must be approved by the Dean of the Graduate School. The GFR must be a current member of the Graduate Faculty and be selected from outside the department in which the student is studying. The GFR represents the Graduate School on the advisory committee and is responsible for reporting the results of graduate examinations to the Dean of the Graduate School.

The Thesis Proposal

The purpose of a thesis proposal is to outline your proposed research project for evaluation by your primary advisor and your thesis committee. The proposal will present your advisor and committee with the relevant information to evaluate the study that you are proposing, identify potential problems, and help you to strengthen your project before you begin collecting data.

The length and structure of your thesis proposal should be determined in collaboration with your advisor. An average thesis proposal will be 5-10 pages with additional pages for supplementary items, such as a budget, budget justification, and timeline. The recommended contents for the proposal are listed below. Exceptions and additions to this list can be made with the approval of your academic advisor.

Cover Page/Front Matter:
- your name
- name of your primary academic advisor
- names/academic positions of your thesis committee members
- working thesis title
- summary (abstract without results – up to 250 words)

Introduction:
- summary of each section of the thesis
- statement of the problem/issue that you plan to address in your thesis
- research question(s)
- primary research objectives

Background:
- literature review – summary of key references and their relevance to your project
- intellectual merit – potential to advance knowledge within the field and more broadly within academia: why will this study be important within the discipline?
• broader impacts – potential to benefit society and contributions to desired societal outcomes
• project goals / research objectives

Materials and Methods:
• research questions – what questions /hypothesis do you plan to address in your thesis?
• materials – What is the source material from which you will collect your data? (e.g., skeletons from 18th-century Denmark, undergrad college students from the Anthropology department, high-resolution CT scans)
• samples – are your materials a sample from a larger population, collection, or database? If so, what population do your samples supposedly represent?
• data collection methods & data types: How do you plan to collect your data? What specifically is being collected? (e.g., ordinal scores for non-metric traits of the skull, size (continuous) and shape (nominal) variables from animal bones, X-ray fluorescence profiles from obsidian flakes, words usage from participant interviews)
• analysis methods: How do you plan to analyze your data?
• relationship between methods and questions: How do the methods selected work with the samples and data you have collected to address your research question(s)?

Assessment of Potential Problems:
Essentially no project runs exactly as planned. Common issues include failure to obtain funding, scheduling conflicts with collections or research participants, and the failure of new methods or techniques to produce the intended data.

You proposal should identify at least two realistic potential problems you may encounter with your thesis. If these occur, how do you plan to modify your proposed project to ensure that you will be finished in time? Take this part of your thesis seriously because students often get stuck when things do not go according to plan. You advisor and members of your committee will also be able to provide guidance as to possible issues that you may encounter.

Additional Information:
• references
• budget and budget justification
• timeline
• current student CV

The content of the text portion does not necessarily have to be presented in the order of the bulleted list as long as it is contained within the document. Additional headings can, and often should, be used to structure and clarify the text. For the thesis proposal only, hand drawn figures and figures from peer-reviewed publications may be used with proper citations if they are accompanied by a description of how you plan to design the final figures. Figures from published sources may not be used in the final thesis without express permission from the copyright holder.

ISU Human Subjects Committee
If your study involves human subjects, you will likely need to prepare a Human Subjects Research protocol for review and approval by ISU’s Human Subject Committee (HSC). The protocol details all the components of your research and demonstrates how you intend to protect your research participants. You need final approval from the HSC before collecting your data. When considering whether your study is subject to HSC review, you must consider federal regulations that define research and human subject. Research is defined as “a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge.” Systematic investigation can include surveys, interviews, focus groups, and analysis of existing data, for example. Contributing to generalizable knowledge means that studies are drawing general conclusions and research findings from the study participants about a larger population. In other words, your research is generalizing findings beyond the individuals in the study. Human subject is defined as a “living individual about whom an investigator is conducting research.” This can involve the collection of personal information, biospecimens, communication, and other types of data gathering. There are methods and approaches that are common in anthropological research but are not generalizable and therefore do not require Human Subjects Committee review, such as oral histories and biographical research. When in doubt, consult with your adviser or any member of the Human Subjects Committee.

The HSC protocol is an online form submitted through a system called Cayuse IRB found on the HSC website. Students should consult with their advisers and review the Human Subjects manual when preparing their protocols: https://www.isu.edu/media/libraries/research/Human-Subjects-Manual-03-2015.pdf. All investigators must complete CITI Training, which is an online Human Subjects training and found on the HSC website. Your academic adviser will need to approve your protocol before submission.

For more information contact our HSC representative, Dr. Katherine Reedy reedkath@isu.edu.

**Thesis Proposal Defense**

The thesis proposal defense is a chance for you to verbally present your proposed plan to your advisor, your committee, and your peers. It is your chance to demonstrate that you have the knowledge and understanding to begin formally working on your proposed project. Although you will have already developed the written version of your thesis proposal, oral presentation of your work is a separate useful and incredibly important step in your professional development.

During this process, remember that all studies can benefit from a review and that you are here to learn how to conduct research. A critique of your proposal is not a judgment of you personally (although it can definitely feel like that!). The defense is to defend your choices, but is also a time
to accept constructive feedback from your committee. As a professional you will need to learn to accept recommendations that can strengthen you work while also learning to maintain your voice and own the decisions that you feel are appropriate.

Ideally, the thesis proposal defense will take place in the Fall semester of your second year in graduate school. You should schedule this with your major advisor and your committee members.

The thesis proposal should be a formal presentation of 15-20 minutes and:
- include the sections listed above in this document
- include the presence of your advisor, your second faculty member from the Anthropology Department and your GFR if they are contributing to the development of your thesis
- should be announced via an email to the faculty of the Department of Anthropology 1-2 weeks before the defense
- should be advertised via the student listserve and flyers if you would like to include the public at your defense. Defenses do not need to be public, you decide this with your advisor

Master’s Thesis Defense

Your thesis defense is the last chance for your advisor and committee to make recommendations and changes to your work before it is officially submitted to the Graduate School. Keep in mind that the professional members of your committee, particularly your advisor, is putting their names (their “stamp of approval”) on your work before sending it out into the world. As such, it is their best interests to rigorously evaluate the contents of your thesis.

Policy on Exam Scheduling:
The student and major advisor must work with the GFR and other committee members to schedule a convenient time for the examination. The major advisor must notify the Graduate School of the date, time, and place of the exam at least one week prior to the exam, so that the ballot packet can be prepared. To schedule an oral exam through the Graduate School, please fill out the electronic Qualtrics form found on isu.edu/graduate/forms titled "Request to Schedule Oral Defense". This form must be submitted by the Committee Chair/Department Chair or by a designated Administrative Assistant within the department.

If the student or major advisor wishes to change the time of a previously scheduled exam, all members of the committee must be contacted and must agree to the change. The Graduate School must be notified in advance.

Any committee members that can not make a physical attendance may be present by way of distance communication software (e.g. Zoom, Skype, etc.)
UNIVERSITY POLICIES

Academic Integrity and Dishonesty Policy

This policy is based on the Idaho State University Policy on Academic Integrity and Dishonesty (#4000, Revised: Aug. 3, 2016).

Academic integrity is expected of all individuals within the Dept. of Anthropology. Behavior beyond reproach must be the norm. Academic dishonesty in any form is unacceptable.

A. Academic dishonesty includes, but is not limited to, cheating and plagiarism.
B. This policy applies to all forms of university educational activities, including but not limited to, classroom, lab and online formats.
C. Instructors are encouraged to include specific information in the course syllabus on academic integrity and dishonesty guidelines specific to the course format and evaluation activities, as well as the link to this policy.
D. Students should not assume that any materials or collaborative learning activities are authorized unless explicitly stated by the instructor in the course syllabus.

Authority and Responsibilities: The Academic Dishonesty Policy is administered and supervised by Academic Affairs. Instructors are responsible for addressing suspected incidents of academic dishonesty within their respective courses. Deans serve as appellate officers when students challenge the findings and outcomes determined by instructors.

Definitions

Cheating is defined as using or attempting to use materials, information, or study aids that are not permitted by the instructor in examinations or other academic work. Cheating includes, but is not limited to:

1. Obtaining, providing, or using unauthorized materials or devices for an examination or assignment, whether verbally, visually, electronically, or by notes, books, or other means.
2. Acquiring examinations or other course materials, possessing them, or providing them to others without the explicit permission of the instructor. This includes buying or selling an assignment or exam, or providing any information about an examination in advance of the examination.
3. Taking an examination in place of another person or arranging for someone else to take an examination in one’s place.
4. Submitting the same work or substantial portions of the same work in two different classes without the explicit prior approval of the instructor.
5. Fabricating information for any report or other academic exercise.
6. Fabricating or misrepresenting data.
7. Copying down answers when provided during course testing or other standardized testing and giving them to other students who have not taken the test. This includes using smartphones to photograph and transmit restricted test materials.
8. Removing the test instrument or test information from the testing room or other location without the instructor’s explicit permission.
9. Assisting another student without the instructor’s permission.
10. Deceiving instructors or other university officials about academic work.
11. Altering grades on one’s own or another student’s work.
12. Offering money or other remuneration in exchange for a grade.

**Plagiarism** is defined as presenting or representing another person’s words, ideas, data, or work as one’s own. Plagiarism includes, but is not limited to:

1. The exact duplication of another’s work and the incorporation of a substantial or essential portion without appropriate citation.
2. The acts of appropriating creative works or substantial portions in fields such as art, music, and technology and presenting them as one’s own. The guiding principle is that all work submitted must properly credit sources of information. In written work, direct quotations, statements that are paraphrased, summaries of the work of another, and other information that is not considered common knowledge must be cited or acknowledged. Quotation marks or a proper form of identification shall be used to indicate direct quotations. Students should be aware that most instructors require certain forms of acknowledgement.

**Penalties for Academic Dishonesty**

a. Any penalty imposed by an instructor for academic dishonesty shall be based on the instructor’s professional judgment and wisdom.

b. Penalties that may be imposed by the instructor are:

   i. Written Warning: The instructor informs the student in writing that further academic dishonesty will result in other penalties being imposed.
   
   ii. Resubmission of work: The instructor may inform the student in writing that he or she requires that the work in question be redone to conform to proper academic standards or may require that a new project be submitted. The instructor may specify additional requirements in writing.
   
   iii. Grade reduction: The instructor may lower a student’s grade or assign a failing grade for a test, project or other academic work. The instructor will notify the student, department chair, dean, Office of the Vice President for Student Affairs, and Office of the Registrar in writing when these actions are taken.
   
   iv. Fail the Course: The instructor may assign an “F” for the course. The instructor will notify the student, department chair, dean, Office of the Vice President for Student Affairs, and Office of the Registrar in writing when this action is taken.

c. Penalties that may be imposed at the University level are:

   i. Suspension from the University: This is the administrative withdrawal of the student found responsible by the University. The student is suspended for a length of time, determined by the University Academic Dishonesty Board, which may depend upon the circumstances that led to the sanction. This action is permanently recorded on the student’s transcript.
   
   ii. Expulsion from the University: This is the most severe penalty for academic dishonesty and may be imposed by the University Academic Dishonesty Board for extreme or multiple acts of academic dishonesty. Once expelled, the student is not eligible for
readmission to the University. This action is permanently recorded on the student’s transcript.

d. Both an instructor penalty and University level penalty may be imposed. (See Section B. Academic Dishonesty Board)

e. Withdrawal from a course does not exempt a student from penalties for academic dishonesty. In no case should an instructor recommend that a student withdraw from the course to avoid charges and/or penalties.

Please view the entire police online (https://www.isu.edu/media/libraries/isu-policies-and-procedures/academic-affairs/4000-Academic-Integrity-Dishonesty.pdf) to read the Procedures for Determination of Academic Dishonesty and Imposition of Penalties, Procedures for Students’ Appeal of Imposed Penalties, and information about the Academic Dishonesty Board.

**Romantic or Sexual Relationships between Faculty and Students**

Students are discouraged from entering into romantic, intimate or sexual relationships with their instructors, teaching or laboratory assistants or employment supervisors. Students are cautioned against this practice because, more often than not, there is an imbalance of power between the two partners. Instructors, teaching/lab assistants, and employment supervisors all have an ability to exert control over students outside of any romantic, intimate or sexual activity.

In such circumstances, students have reported it can be difficult to express their true feelings or thoughts about something related to the romantic, intimate or sexual facet of the relationship for fear of jeopardizing some facet of the academic or work relationship. The power to grade or pay can be leveraged to influence a student’s choices regarding the intimate, romantic or sexual relationship. These conditions can and do lead to coercion on the part of the more powerful partner. Students who feel uncomfortable in their interactions with their instructors, teaching/lab assistants, or employment supervisors because those individuals have expressed a romantic or sexual interest in them should share their concerns with the Office of Student Affairs or Title IX Coordinator.

**Protection from Sexual Harassment**

Students have the right to protection from sexual harassment, as defined and addressed in the following policies:

1. ISU Student Conduct Code a) Harassment-Article III.P. (page 10) ISUPP 5000: Student Conduct Code and b) Gender-Based and Sexual Misconduct -Article III. T. “(page 10) ISUPP 5000: Student Conduct Code

2. Title IX Notice of Non-Discrimination, Sexual and Gender-Based Discrimination, Harassment and other Sexual Misconduct.
FUNDING & TUITION REDUCTION OPPORTUNITIES

Several types of financial support are available on a competitive basis, including Non-Resident Tuition Waivers, Dept. of Anthropology teaching assistantships, student work-study and Career Path Internship (CPI) programs, and national research grants for students who already have well-defined research projects when entering the program. In addition to the information below, students are encouraged to consult the financial aid information available through the Graduate School website and discuss additional potential funding opportunities from grants, fellowships, professional societies, or other sources with their academic advisors.

Non-Resident Tuition Waivers (NRTW)

These awards are distributed on a competitive basis by the Graduate School for graduate students with a state of residence other than Idaho. Non-Resident Tuition Waivers (NRTWs) do not cover the required in-state enrollment fees, but only the non-resident tuition. Unless other scholarships are awarded, the student must pay the in-state enrollment fees each semester or term.

Students should apply using the Graduate School's online Non-Resident Tuition Waiver form. NRTW applications must be received by May 1 for the following Fall Semester consideration and by November 1st for the following Spring Semester. NRTWs may be granted for the academic year or for one semester only. Awards are made after final grades for the current semester are recorded.

Out of State Scholar NRTWs are used to recruit top non-resident students to ISU. The number of awards available is based on available annual funding. Out of State Scholar NRTWs are highly competitive, consequently, the average GPA awarded is typically a 3.75 or higher. These awards waive the total amount of non-resident tuition.

Minimum Criteria:
- Must be full-time (at least 9 credits each semester)
- Must be a degree-seeking graduate student
- Must have a minimum GPA of 3.00 at the time of award and for award renewal
- Must be in a program that is not oversubscribed

NRTW Rules
- Students must reapply for Non-Resident Tuition Waivers every year
- Late applications may not be considered
- Students who are not admitted with Classified status on the deadline date may not be eligible to receive a Non-Resident Tuition Waiver
- Students who have a GPA below 3.0 on deadline date are not eligible to receive a Non-Resident Tuition Waiver
- Waivers are awarded based upon a ranking system using the current NRTW applicants' GRE/MAT/GMAT scores and entry GPA
Students must be full time (Classified Admission Status) degree-seeking students in order to be considered for an NRTW.

There are a very limited number of waivers. Many qualified applicants will not receive a waiver due to the limited number of waivers available.

Time accrued while receiving a Non-Resident Tuition Waiver WILL NOT contribute towards the length of time required for Idaho Residency status.

Recipients of NRTWs will be notified as soon as possible following determination of awards.

If awarded, the scholarship office will send an official notification to all students. Acceptance forms must be completed and returned to the Scholarship Office in order for awards to be disbursed.

Dept. of Anthropology Graduate Teaching Assistantships

Graduate teaching assistants provide aid to the department and financial support plus professional training to graduate students. The department and the student’s supervisor will specify duties that will ensure that the graduate assistant has the opportunity to increase and utilize their knowledge, skills, and competencies. Duties may include, but are not limited to, making copies, grading assignments, assisting with laboratory sections, providing guest lectures, and holding office hours. The needs of the department are the primary consideration in the assignment of assistantships, however, whenever possible, the students interests will be considered. For example, if a student wants to specialize in biological anthropology, an attempt will be made to assign them to a professor in that area. The requirements of the department, however, supersede all other considerations.

Applications for graduate assistantships are typically considered in early April of each year. Preference is often given to second-year students who have demonstrated exceptional performance in coursework, professionalism, and who have not yet received financial assistance from the department. Assistantships are awarded for one year.

Only students admitted as degree-seeking students are eligible to apply for graduate assistantships or fellowships. Non-degree-seeking students are not eligible to receive assistantships. Because full-time graduate assistants are expected to work up to 20 hours per week, the maximum number of credits an assistant may earn in a given semester is 12. Normally, a full-time graduate assistant is expected to carry a minimum of 9 graduate credits, which is a full-time load. Permission to carry fewer than 9 or more than 12 credits may be granted by the Dean of the Graduate School upon written recommendation of the student's advisor or program director. However, since the Idaho State Board of Education requires that graduate assistants be full-time fee-paying students, graduate assistants who are approved to take fewer than full-time graduate credits will still be charged full-time tuition/fees. Tuition and fee scholarships accompany all graduate assistantships but are offered as separate scholarships.

A student with a graduate assistantship or fellowship may be employed by the university for compensation in addition to the awarded stipend. This employment may only occur with permission of the Dean of the Graduate School and usually must be limited to 10 hours per week. Requests for permission for such employment must be sent in writing by the department chair or graduate program director to the Dean of the Graduate School.
Requirement of Satisfactory Academic Progress: To retain financial support as a graduate student, almost all sources of funds require that the student must maintain satisfactory academic progress. For graduate assistantships, students must earn nine graduate credit hours or more each semester and maintain a 3.0 grade point average. Students who receive financial aid through the Financial Aid Office must meet the criteria established by that office for satisfactory progress to remain eligible for further aid.

The Career Path Internship (CPI) Program

The Career Path Internship (CPI) program is committed to connecting Idaho State University students to professional, paid experiences that will enhance their career opportunities upon graduation. Internships are supervised by ISU faculty and can be hosted on or off campus. The Dept. of Anthropology typically has funds for one to two graduate students per semester through this program. At the beginning of each academic year, faculty members propose projects and match them with interested students. For more information, visit: https://www.isu.edu/career/cpi-program/

Federal & Idaho State Work-Study

College Work-Study (CWS) is a type of aid which provides part-time jobs for undergraduate and graduate students with financial need, allowing them to earn money to help pay education expenses. Idaho State University participates in both the Federal Work-Study (FWS) and Idaho Work-Study (SWS) programs.

To determine financial need, students must complete a Free Application for Federal Student Aid (FAFSA). The student is responsible for obtaining qualifying employment. Many job opportunities are listed on Handshake through the ISU Career Center and are usually available by mid-August.

CWS is paid hourly based on hours worked and is not disbursed in a “lump sum.” Most students work 10 to 20 hours per week (Idaho minimum wage: $7.25/hr). For more information, visit: https://www.isu.edu/financialaid/types-of-aid/student-employment-work-study/

The ISU Dept. of Anthropology: Hollie K. Gilbert Scholarship

The Hollie K. Gilbert scholarship is awarded to a full-time, female graduate student in Anthropology with a 3.0 GPA or greater. The application deadline is typically in early April and applications can be submitted through ISU’s Bengal Online Scholarship System (BOSS).
IN ORDER TO APPLY, PLEASE FOLLOW THE STEPS BELOW:

  *Your Log-in for BOSS is the same username/password as your log-in for BengalWeb, etc.*
- You MUST complete/update the short “General Application”.
- Once you complete your “General Application”, go to the “Opportunities Tab” on the top of your main BOSS page. Click on “Recommended”. The “Hall &/or Gilbert Scholarship” above will appear in your “recommended” list if you meet the requirements specified by that particular scholarship opportunity/donor. Read the description and apply by the deadline. 
  *Note: If you have already completed your general application, you may have to click on “Opportunities” at the top of BOSS and then “Recommended”.*

ISSUES/SPECIAL NOTES:
- If you do not see this scholarships in your “recommended list” and meet the requirements of the scholarship, please contact the ISU Scholarship Office at 208-282-3315 or scholar@isu.edu.
- Remember: You can save your application if you do not have time to finish it. Please remember to submit it by the required deadline.
- Be sure to apply for other scholarships in BOSS in which you may also be eligible for.

**NSF Graduate Research Fellowship**

This highly competitive program is available to eligible graduate students in their first year of graduate study. It is particularly suitable for those who may already have well-defined research projects and plans to attend Ph.D. programs after graduation. If interested, please contact your advisor early to get more information. The application deadline is October 24, 2019.

**Synopsis of Program:** The purpose of the NSF Graduate Research Fellowship Program (GRFP) is to help ensure the vitality and diversity of the scientific and engineering workforce of the United States. The program recognizes and supports outstanding graduate students who are pursuing full-time research-based master's and doctoral degrees in science, technology, engineering, and mathematics (STEM) or in STEM education. The GRFP provides three years of support for the graduate education of individuals who have demonstrated their potential for significant research achievements in STEM or STEM education. NSF especially encourages women, members of underrepresented minority groups, persons with disabilities, veterans, and undergraduate seniors to apply.

**Applicant Eligibility:** Applicants must self-certify that they are eligible to receive the Fellowship. To be eligible, an applicant must meet all of the following eligibility criteria by the application deadline:

- Be a U.S. citizen, national, or permanent resident
- Intend to enroll or be enrolled full-time in a research-based graduate degree program in an eligible Field of Study in STEM or STEM education (includes Anthropology subfields)
- Have never previously accepted a GRFP award If previously offered a GRFP award, have declined by the deadline
- Have never previously applied to GRFP while enrolled in a graduate degree program.
- Have never earned a doctoral or terminal degree in any field.
- Have never earned a master's, professional, or bachelor's-master's degree in any field, unless (i) returning to graduate study after an interruption of two (2) or more consecutive years
immediately preceding the deadline, and; (ii) are not enrolled in a graduate degree program at the application deadline
• Not be a current NSF employee

**Number of Times Individuals May Apply:** Undergraduate seniors and bachelor's degree holders may apply before enrolling in a degree-granting graduate program. Graduate students enrolled in a degree-granting graduate program are limited to only one application to the GRFP, submitted in the first year or at the beginning of the second year of their degree program.

**Award:** Each Fellowship consists of three years of support during a five-year fellowship period. Currently, NSF provides a stipend of $34,000 to the Fellow and a cost-of-education allowance of $12,000 to the graduate degree-granting institution for each Fellow who uses the fellowship support in a fellowship year. For more information, visit: [https://www.nsf.gov/pubs/2019/nsf19590/nsf19590.htm](https://www.nsf.gov/pubs/2019/nsf19590/nsf19590.htm)

**APPENDIX A: GRADUATE PROGRAM OF STUDY FORM**

This image is for reference only. The version of this form that you should complete is available on the Dept. of Anthropology website.
## APPENDIX B: DEPT. OF ANTHROPOLOGY GRADUATE TEACHING ASSISTANTSHP APPLICATION

<table>
<thead>
<tr>
<th>600-level courses</th>
<th>Credits</th>
<th>Grade</th>
<th>Year</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept. Course #</td>
<td>Title</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>500-level courses</th>
<th>Credits</th>
<th>Grade</th>
<th>Year</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept. Course #</td>
<td>Title</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Out-of department courses</th>
<th>Credits</th>
<th>Grade</th>
<th>Year</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept. Course #</td>
<td>Title</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Student’s Signature: ___________________________ Date: ____________

Major Advisor’s Signature: ___________________________ Date: ____________

Chairperson’s Signature: ___________________________ Date: ____________

Graduate Dean’s Signature: ___________________________ Date: ____________

Total 500 level credits: ____________

Total 600 level credits: ____________

Total Credits: ____________

List the courses that you wish to apply to your degree. All transfer courses must be converted to semester credits.
This image is for reference only. The version of this form that you should complete is available on the Dept. of Anthropology website.

Graduate Teaching Assistantship Application
Department of Anthropology
(Priority Deadline is April 5)

Last Name ___________________________ First Name ___________________________

Bengal ID ___________________________

Address: _____________________________________________________________

Phone ___________________________ Email address ___________________________

Semester/Year Applying For ___________________________

Faculty adviser ___________________________ GPA ___________________________

New [ ] or Returning [ ] Graduate Student Target Graduation Date ___________________________

Have you held a prior Graduate Teaching Assistantship with ISU or another University?

________________________________________________________________________

If so, when?

________________________________________________________________________

What funding (scholarships, tuition assistance) have you received since starting ISU’s Master’s program?

________________________________________________________________________

Description of Desired Work Assignment (e.g. support faculty, teach course, etc.) and Experience

________________________________________________________________________

Signature of Applicant ___________________________ Date ___________________________

Please submit to Christine Centra-Ownby, centchr@isu.edu, or the Anthropology Office, 155 Groveley Hall, along with current CV and any other supporting materials. Please note: you must be a classified student fully admitted to the ISU Anthropology Graduate Program to be eligible.