

# GRADUATE STUDENT HANDBOOK

Department of Anthropology  
University of Pittsburgh

2021



This document provides useful information for both current and prospective graduate students, as well as faculty, in an easily accessible format. However, *it is by no means an exhaustive source*, and is written as a supplement to more extensive treatments of important information, which may be accessed through the URL addresses below. The Dept website is the official record of current Dept policies and regulations.

*Graduate Studies at the University of Pittsburgh*

<https://www.gradstudents.pitt.edu/>

*Department of Anthropology at the University of Pittsburgh*

<https://www.anthropology.pitt.edu/>

*This document was last updated April 2021*

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**DEPARTMENT INFO**

**Main Office**

3302 WWPH (also known as Posvar Hall)  
Phone: 412-648-7500  
Fax: 412-648-7535  
Hours: Monday-Friday, 8:30 a.m. - 5:00 p.m.

<b>Chair</b> Dr. Nicole Constable 3302 WWPH 412-648-7530 <a href="mailto:anthrochair@pitt.edu">anthrochair@pitt.edu</a>	<b>Director of Graduate Studies (DGS)</b> Dr. Gabriella Lukacs 3310A WWPH <a href="mailto:lukacs@pitt.edu">lukacs@pitt.edu</a>
<b>Academic &amp; Department Coordinator</b> Ms. Sloane Kozyak 3302 WWPH 412-648-7530 <a href="mailto:shk124@@pitt.edu">shk124@@pitt.edu</a>	

**Receiving Mail**

Each student has a mailbox in the main office. Please check it regularly. Your mailing address is:  
(Your Name)  
Department of Anthropology  
3302 WWPH  
University of Pittsburgh  
Pittsburgh, PA 15260

**Internal communication**

*Directory:* The Department prints a directory every Fall semester. As soon as you know your address, phone number and e-mail address, tell the Department Coordinator (Lynn Lantz). If any of your information changes during the year, please be sure to give Lynn Lantz the updated information.

*Email:* You have a University email address ([username@pitt.edu](mailto:username@pitt.edu)). This email address is used by the Department and the University for official communication. It is *your responsibility* to ensure this email is functioning properly and to check your email in a timely manner. Failure to read and react to email communications in a timely manner does not absolve you from knowing and complying with the content of the communications. If you have chosen to forward email to/from your pitt.edu address you do so at your own risk. If email is lost as a result of forwarding, it does not absolve you from knowing what is sent to your Pitt email.

*Anthgrads*: “Anthgrads” is an email list that is an easy way to communicate with current and former graduate students and faculty. Most departmental notices to graduate students are sent by email to this list, so it is important to subscribe. To add yourself to the listserv, visit <http://list.pitt.edu/mailman/listinfo/anthgrads>. To post messages on the anthgrads listserv, send the messages to [anthgrads@list.pitt.edu](mailto:anthgrads@list.pitt.edu).

*Facebook*: Pitt Anth PhD Student Clan is run by/for students (no faculty have access) and is a great source of practical information and advice <https://www.facebook.com/groups/146225039399/>

“*Grad Anthropology*” under “My Organizations” in Canvas is a source for grant and fellowship info and sample grant proposals.

## **GRADUATE SPACE**

### **Offices, desks, lockers, keys**

- Only TA’s and faculty can swipe into the department offices hallway and main office before and after normal hours (8:30am - 5pm).
- TA rooms: TA’s are assigned an office desk by the Graduate Administrator and provided with a key to that desk and slide out storage bin. The key must be returned at the end of the semester if you are not TA-ing the following term.
- Lockers: The locker numbers in each office correspond to each TA desk number. Each locker has a unique combination and must be obtained from the department secretaries.
- TA Phones: The TA rooms have phones, but they are equipped only for on-campus and local calls. Check with the secretaries if you need to make a non-local call for Departmental business. To make a local call from the TA rooms you must dial "9" for an outside line. To make an on-campus call you must dial the last number of the 3-digit prefix and the 4-number extension. (e.g., to call the main office, it would be "8-7500").

Phone numbers (area code: 412) for the TA rooms are:

- TA Room #1 (3115): 648-7527
  - TA Room #2 (3117): 648-7528
  - TA Room #3 (3119): 648-7529
  - TA Room #4 (3121): 648-7531
  - TA Room #5 (3125): 648-7523
- Grad common room: Located at the end of the hallway (WWPH 3138), there is a common space for all grad students. This is a space for work, discussion, socializing and relaxing. There is a whiteboard, 2 mini refrigerators (please remember to take your food out at the end of the semester), microwave, coffee station, and tables and chairs. Please keep this area clean.
  - Grad quiet workspace: Quiet workspace is located in office WWPH 3129 with desks assigned at the beginning of the semester by the Graduate Administrator. A sign-up sheet circulated at the end of each term allows students who do not have a work space (such as TA’s) to request one of the 10 desks. Priority goes to students on the Predoctoral Mellon Fellowship, those returning from fieldwork, and those with no alternative workspace. Unclaimed desks are available for any grad students, but keys are not assigned.

### **Office supplies**

- Supplies such as pens, folders, paper (white and colored), staples, tape, University envelopes, etc. are available in the supply room in the front office next to the kitchen. There are also various hole punchers (simple and heavy-duty), staplers and large recycling bins in this room.

## **PHOTOCOPYING/SCANNING/ETC.**

### **Departmental equipment**

- Research: A scanner/printer/photocopier is available in the department hallway. The fax machine is located in the Main Office. There are additional printing services available via the University's computing labs (see below). Grad students can get personal codes for these department machines from the Department Coordinator (Lynn Lantz). Grad students can print as many as 300 sheets per semester without charge.
- TAs will also use these machines for copying/printing related to courses they are teaching using a separate teaching code or by keeping track of teaching related copies using their personal code.

### **Pitt Print**

Pitt Print (here for the app <https://www.technology.pitt.edu/software/self-service-printing> ) enables students to send print jobs from any location to Pitt Print Stations located in all Student Computing Labs, campus residence halls, and other high-traffic locations across the Pittsburgh campus. Both black & white and color print jobs can be submitted from:

- Personal computers
- Computer Kiosks
- Computers in the Student Computing Labs
- Smartphones and tablets

After sending a print job to Pitt Print, students can pick up documents by swiping their University ID card or entering their University username and password at any Pitt Print Station.

Currently registered students and faculty receive \$63 per semester for printing. This printing quota may be used toward single or double-side printing, and black & white or color printing. Black & white sheets are \$0.07 each. Color sheets are \$0.49 each. This is equivalent to 900 sheets printed in black & white or about 128 sheets printed in color.

### **My Print Center ([print.pitt.edu](http://print.pitt.edu))**

Allows users to view current printing funds balance, lists all jobs sent to the Print queue that have not been released, list printing transaction history, and upload print jobs. All from most devices with a web browser. Files uploaded via My Print Center default to being printed duplex in black & white, but options can be changed after upload. The file size limit is 25 MB. Once a job is uploaded, it can be released the same as any other job submitted via MobilePrint, the Pitt Print Client, or from the Student Computing Labs. For more information on Pitt Printing and for downloading the printing software to your devices, please visit <https://www.technology.pitt.edu/services/pitt-print>.

## **COMPUTING AND LABS**

There are many computer labs throughout the campus some of which are open 24 hours. Macs and PCs are available. Computer accounts are automatically generated for students. If you need assistance with

computing (either on campus or at home) CSSD has a help line (412-624-HELP) that is available 24 hours a day.

### **Software:**

Information Technology: <https://www.technology.pitt.edu/services>.

- There is also a software IT help service in the back of the Pitt Store on Fifth Ave.
- [https://my.pitt.edu/portal/server.pt/community/software\\_downloads/872](https://my.pitt.edu/portal/server.pt/community/software_downloads/872)
- Pitt IT provides a wide variety of software titles to students, faculty, and staff through the University's agreements with software vendors. Site-licensed software is delivered via download, in the Student Computing Labs, and upon request can be purchased in-person at the Walk-In Support Desk at the University Store on Fifth. Some software may be subject to an individual license fee and your University role or affiliation determines eligibility. Software titles are made available electronically through My Pitt with a valid University Computing Account.

### **Departmental Labs:**

- On the first and second floors of WWPH (adjacent to DL or Lawrence Hall) there are archaeology and bioanthropology lab spaces. You must have a combination and keys to enter both labs.
- The Archaeology Lab is located on the second floor of WWPH (which is the first floor of DL Lawrence Hall). In the Archaeology Lab, there are computers with various statistics, graphics, drafting, and GIS packages. It also has a digitizing tablet, scanners for paper and slides or negatives, printers, and large format plotters.
  - Although this lab is in the Archaeology lab complex, it is available to anyone in the department.
  - The hours are posted on the door at the beginning of each semester.
- The Bioanthropology Lab is located on the first floor of Posvar Hall (which is the Lawrence Hall basement). Classes are often held in these labs and equipment for recitations is held in these rooms

### **FACULTY ADVISOR**

Faculty advising and mentorship are essential to your success in the graduate program and afterward. It is of the utmost importance for students and advisors to maintain a healthy, positive working relationship with good communication on both sides. Advisors do not just write letters of recommendation and sign off on other formalities. Typically, they provide essential feedback and guidance to students as they choose elective courses, develop their dissertation projects and proposals, write their dissertation, and consider post-Ph.D. paths. Advisors are also an important source of information about opportunities (e.g. funding, research possibilities, conferences, publication, professional networks, etc.). Maintaining this relationship is the responsibility of the student, as well as the advisor. You should seek advice and help from your advisor when you need it, rather than waiting for your advisor to check up on you.

Incoming students are assigned a faculty advisor based on the Department's understanding of the student's interests. Ultimately, however, the choice of advisor is up to the student, and students occasionally do change advisors because their own interests have changed or because the student-advisor relationship is no longer working. To change advisors, students must 1) find a new advisor willing to work with them, 2) inform their previous advisor, and 3) inform the Graduate Administrator. In some cases, students may be jointly advised by two professors, who will serve as co-advisors. For students in the joint PhD/MPH. degree program, they will have one advisor from the Department of

Anthropology and one from the School of Public Health and should work between the two accordingly.

Dietrich School of Arts and Sciences (DSAS) guide to graduate student mentoring:

<https://www.asgraduate.pitt.edu/sites/default/files/Grad%20Mentoring%20Booklet%20-%20digital-only.pdf>

For other resources for mentees see:

<http://www.asgraduate.pitt.edu/academics/advising-and-mentoring>

### **ANNUAL REVIEW**

This review will be based on a brief statement of progress and accomplishments prepared by the student, reports from the advisor and other faculty (including, for example, instructors and committee members), grades, TA/TF performance, and other relevant information. Each student is required to submit a summary of their annual activities of the calendar year; an updated CV is also included. The DGS sends out a notice in December of the due date, which is typically mid-January. Your annual review letters will typically be sent to you in March.

### **ACADEMIC TIMELINES**

The timelines presented below outline an *ideal* schedule, year by year, for the successful and timely completion of the PhD degree (please note, only requirements for the Department of Anthropology are considered). Students should aim to complete the required course credits and take their comprehensive exams by the end of their third year. However, many students will deviate from this timeline. For instance, incoming students already holding a Masters degree have *the potential* to transfer up to 24 credits towards their PhD (12 towards formal coursework and 12 towards informal coursework), thus reducing the amount of time needed to fulfill their coursework requirements.

Other circumstances that may require additional time include the need for language training, the need to fulfill external requirements (e.g. for Area Studies certificates), or delays in acquiring funding for dissertation research. Students should work with their advisors to maintain steady progress toward their degree.

#### **University-wide 9-credit and GPA requirement**

The University and the Department require that a minimum of 9 credit hours of coursework at the 2000- or 3000-level must be completed with an earned grade of B or better (Note: not a B average but rather a grade of B or better in courses totaling to 9 credits). In the Dietrich School of Arts & Sciences, a grade of B is defined as adequate performance for graduate students (an A grade is considered outstanding performance and a B- or lower grade is considered deficient performance and a fail for required courses).

Minimum Dietrich School requirements for Master's and Doctoral degrees:

#### **Master of Arts, Master of Science, and Master of Fine Arts Degrees**

1. Must have full status (not provisional)
2. Passed comprehensive examination, evaluation, or the equivalent
3. Completed oral defense of thesis (where applicable)

4. a. If admitted prior to Fall 2017, must have completed at least 24 credits (more in some departments) with a GPA of at least 3.00 b. If admitted during or after Fall 2017, must have completed at least 30 credits (more in some departments) with a GPA of at least 3.00
5. Completed four courses (12 credits) from the "2000" or "3000" series with a grade of B or above (excluding independent and directed study)

**Doctor of Philosophy Degree**

1. Passed preliminary examination or evaluation
2. Passed comprehensive examination
3. Admitted to candidacy at least 8 months prior to defense date
4. Dissertation defended and approved
5. Completed at least 72 credits (course work and research included) with a GPA of at least 3.00

Please note that for graduate students admitted from fall 2017 onwards, 1000-level courses do not count toward the required graduate-level credits.

For more information, see Graduate and Professional University Catalogue at <https://catalog.upp.pitt.edu/index.php>

**Statute of Limitations**

Dietrich School regulations stipulate that the PhD must be completed within 10 calendar years of initial matriculation (8 years for students entering with a Master's degree). They also stipulate that comprehensive examinations must be retaken if they were originally passed more than 7 years before completion of PhD requirements. Only in special cases is University or Departmental funding provided after year 6 in the program. Students should make all efforts to complete their PhD in six years, and not count on funding being available past year 6 in the program.

**Milestones**

Milestones refer to the sequence of official steps on the way to a graduate degree. The first milestone typically is the “prelim exam.” This is satisfied by passing the Core Course requirement. Comprehensive exams are milestones, as is the “overview” and advancement to candidacy. Milestones are how the University records a student’s official progress in the program. Failure to meet milestones in a timely manner may result in a student being placed on probation or no longer be considered in good standing.

Important: A student must be registered in the semester in which a milestone is completed.

**Anthropology PhD timeline**

Year	Courses	Notes	Total credits
1	<ul style="list-style-type: none"> <li>• 2 or 3 core courses</li> <li>• Required courses for subdiscipline, as offered</li> <li>• Electives</li> </ul>	<ul style="list-style-type: none"> <li>• Take language exam, plan for language study, or petition Graduate Studies committee for approval of prior language skills</li> <li>• Plan summer fieldwork, apply for funding for summer fieldwork or summer language training</li> </ul>	9-15



2	<ul style="list-style-type: none"> <li>• Remaining core courses</li> <li>• Remaining required courses for subdiscipline</li> <li>• Electives or independent study / readings</li> </ul>	<ul style="list-style-type: none"> <li>• Consult with your advisor in September to craft application for Mellon Predoctoral Fellowship</li> <li>• Start discussing dissertation proposals and comprehensive exams with your advisor</li> <li>• Plan summer fieldwork directed at possible dissertation; apply for funding</li> </ul>	
3	<ul style="list-style-type: none"> <li>• Recommended: Grants and Research Design (in year 2 or 3)</li> <li>• Electives or independent study / readings</li> </ul>	<ul style="list-style-type: none"> <li>• Write dissertation proposals and apply for external fieldwork funding (Wenner Gren, NSF, etc.)</li> <li>• Area and Theory comprehensive exams: form comp committees, petition Graduate Studies committee for approval, develop comp bibliographies, and take comp exams. Students often stagger their comps, taking one in fall and one in spring.</li> <li>• Overview: Form your doctoral committee, petition Graduate Studies committee for approval, and schedule and hold your Overview. Overview must be after the successful completion of both comps and must happen at least <b>8 months</b> before the dissertation defense. <i>Ideally, advance to candidacy by end of 3rd year.</i></li> </ul>	72
4		<p><i>(If necessary, complete comps and overview to advance to candidacy in 4th year.)</i> <i>(Apply for external fieldwork funding as necessary.)</i></p>	
4-6	<p>After becoming a candidate, you normally will enroll under Full Time Dissertation Study (FTDS) status with no credit hours and low tuition (if you are on a Univ TA or Fellowship, tuition will be covered by the University). Under special circumstances you may be able to take certain courses while FTDS</p>	<ul style="list-style-type: none"> <li>• Dissertation fieldwork</li> <li>• Dissertation research, writing</li> <li>• Schedule and hold your dissertation defense and your public talk. (You must be registered to hold your defense.)</li> <li>• When you have completed all revisions required by your dissertation committee, format the dissertation to ETD guidelines and file.</li> <li>• GRADUATION!</li> </ul>	

### Medical Anthropology PhD/MPH timeline

Year	Courses	Notes	Total credits
1	<ul style="list-style-type: none"> <li>• 2 or 3 ANTH core courses</li> <li>• 4 MPH courses</li> <li>• Required courses for subdiscipline, as offered</li> <li>• Electives</li> </ul>	<ul style="list-style-type: none"> <li>• Take language exam, plan for language study, or petition Graduate Studies committee for approval of prior language skills</li> <li>• Plan summer fieldwork, apply for funding for summer fieldwork or summer language training</li> <li>• Take MPH courses even if you are not yet admitted. They will be counted later on</li> </ul>	
2	<ul style="list-style-type: none"> <li>• Remaining core courses</li> <li>• Remaining required courses for subdiscipline</li> <li>• 2 MPH COURSES</li> <li>• Grants course</li> <li>• Electives or independent study / readings</li> </ul>	<ul style="list-style-type: none"> <li>• Consult with your advisor in September to craft application for Mellon Predoctoral Fellowship</li> <li>• Start discussing dissertation proposals and comprehensive exams with your advisor</li> <li>• Plan summer fieldwork directed at possible dissertation; apply for funding</li> </ul>	
3	<ul style="list-style-type: none"> <li>• 4 MPH courses</li> <li>• Recommended: Grants and Research Design (in year 2 or 3)</li> <li>• Electives or independent study / readings</li> </ul>	<ul style="list-style-type: none"> <li>• Write dissertation proposals and apply for external fieldwork funding (Wenner Gren, NSF, etc.)</li> <li>• Area and Theory comprehensive exams: form comp committees, petition Graduate Studies committee for approval, develop comp bibliographies, and take comp exams. Students often stagger their comps, taking one in fall and one in spring.</li> <li>• Overview: Form your doctoral committee, petition Graduate Studies committee for approval, and schedule and hold your Overview. Overview must be <b>after</b> the successful completion of both comps and must happen at <b>least 8 months</b> before the dissertation defense.</li> <li>• Submit MPH Paper</li> </ul> <p><i>Ideally, advance to candidacy by end of 3rd year.</i></p>	72
4		<p><i>(If necessary, complete comps and overview to advance to candidacy in 4th year.)</i></p> <p><i>(Apply for external fieldwork funding as necessary.)</i></p>	
4-6	(You may continue to take classes after advancing to candidacy if you wish. Enrollment status is FTDS, Full-Time Dissertation Study, with no credits and very low tuition.)	<ul style="list-style-type: none"> <li>• Dissertation fieldwork</li> <li>• Dissertation research, writing</li> <li>• Schedule and hold your dissertation defense and your public talk (You must be registered to hold your defense)</li> <li>• When you have completed all revisions required by your dissertation committee, format the dissertation to ETD guidelines and file.</li> <li>• GRADUATION!</li> </ul>	

## **PHD REQUIRED COURSES**

As part of the requirements to advance to Ph.D. candidacy, a student must have completed 72 course credits in anthropology or approved through petition to count towards the 72. Of these, 42 credits must be in formal coursework. All courses must be at the 2000 level to count towards the PhD credits. The remaining 30 credits may be a mixture of formal courses, independent study, or thesis credits. Students routinely petition the Graduate Studies committee to accept course credits to count towards their total from an MA degree at a previous institution or from relevant courses taken in other departments at Pitt.

MA/MS transfer: 12 credits towards formal coursework, 12 credits towards informal courses

- MA/MS must have been awarded within 10 years

The following courses are required as part of the formal course credits. Students must pass these courses with a grade of B or better:

- Three out of four **core courses** (cultural anthropology [ANTH 2789], biological anthropology [ANTH 2687], archeology [ANTH 2588], and linguistics [ANTH 2490]). Students with an MA/MS may petition for a waiver of the core course in consultation with the core course instructor. Students must take the core course in their own area of specialization. Since the core courses fulfill the role of preliminary exams in the PhD requirements for the Dietrich School of Arts and Sciences, students should ideally complete their core courses by the end of their first year, and no later than the end of their second year.

### **Additional method and theory courses specific to subfield:**

- Cultural anthropology: ANTH 2763 (Field Methods) and ANTH 2750 (Seminar on Contemporary Theory).
- Archaeology: ANTH 2534 and ANTH 2524 (Archaeological Data Analysis 1 and 2).
- Biological anthropology: 1) a two-course statistical sequence, either Biostatistics BOST 2041 and BOST 2042 (Introduction to Statistical Methods I and II), or, for bioarcheology students with the approval of their advisor, ANTH 2534 and ANTH 2524 (Archaeological Data Analysis I and II).
- Medical anthropology (for the joint PhD / MPH): ANTH 1761 (Patients and Healers: Medical Anthropology 1), ANTH 2731 (Medical Anthropology 2), and 12 credits from a list of approved courses.

*Ph.D. Requirements in the Department of Anthropology*

<https://www.anthropology.pitt.edu/graduate/overview/phd-anthropology>

*M.A. Requirements in the Department of Anthropology*

<https://www.anthropology.pitt.edu/graduate/overview/ma-anthropology>

### **Recommended professional development courses and workshops**

The Department of Anthropology offers two professional development courses for Anthropology graduate students in any subfield.

- **ANTH 2744 Grants and Research Design.** This course aims to help each student refine their dissertation project and write a funding proposal for doctoral research. Students taking the

course in their second year work on defining their research for a concise summary in a Mellon Predoctoral Fellowship application. Students in their third year typically use the course to craft an external funding proposal e.g., to Wenner Gren or NSF. Students should plan to work closely with their advisor as well as the course instructor in this process.

- **ANTH 2555 Workshop on Publishing.** This course is designed to help students craft, polish, and submit a paper for publication to a journal or edited book by the end of the semester. It is intended for relatively advanced students who *already* have a piece in preparation that they can realistically submit by the end of the semester. Students should expect to work with their advisor in this process and to spend time giving feedback to their fellow students as well as working on their own paper.

In addition, graduate students are encouraged to avail themselves of periodic professionalization workshops offered by the Department of Anthropology, the Office of Diversity and Inclusion, the Center for Teaching and Learning, and the Dietrich School including 3MT and Grad Expo.

### **STUDENT PETITIONS**

Students must petition the Graduate Studies Committee several times during their course of study. These petitions go to the Grad Studies Committee for recommendation for approval by the Faculty.

Petition to approve:

- a. Transfer of MA credits
  - b. Course waivers
  - c. Comprehensive committee
  - d. Dissertation committee
  - e. Changes to Comprehensive or Dissertation committees
- 1) The Graduate Studies Committee accepts petitions for transferring course credits from MA programs **twice** a year. The same rule and deadlines apply to requests to waive core and methods courses. (In the event a deadline falls on a weekend or a university holiday, the deadline will be the next workday.)
    - a. **The deadlines are October 1 and March 1.**
  - 2) All other petitions are due by the **first day of each month**. (In the event the first day of the month falls on a weekend or a university holiday, the deadline will be the next workday.)
  - 3) You are asked to send an email to Sloane Kozyak with your petition request(s) in the body of the email. Please indicate PETITION in the subject field of your email.

### **FOREIGN LANGUAGE REQUIREMENT**

Before students advance to candidacy, they must demonstrate competence in a language other than English that possesses a substantial body of anthropological literature. This may be demonstrated by:

- **Passing, after entering the graduate program, the fourth semester or equivalent of a college-level language course (for instance, French, German, Spanish).** Depending on students' former training in that language, this might require taking one or more lower level courses first. Language placement tests will establish on which course level students have to start. These courses do not count towards the 42 formal course credits. A student entering the program

without the foreign language skills necessary to fulfill the research tool requirements **should immediately enroll in a language course.**

- **Test out:** Pass at a level determined by the language department the examination for evaluating graduate students currently offered by that language department, often a translation of a section of an article. (The examination is designed to test your ability to read literature relevant to your research in a foreign language.) The examiner will report the results to the DGS. If you have three or more years of language study behind you, consider sitting immediately for the language examination and getting this requirement out of the way.
  - a. If the language selected is not offered at Pitt, a qualified examiner may be selected from another institution and approved by the Grad Studies Committee and faculty.
- Being a **native speaker** of a relevant language other than English.

### **COMPREHENSIVE EXAMS**

Comprehensive exams (or “comps”) are designed to test students control over the literature that relates to their areas of interest (both geographical and theoretical). The general scheme is as follows, though it does not apply strictly to all students: one exam will focus on the geographic region in which the student conducts field research, while the other will take aim at the relevant theoretical background of the student’s specific research interests. These exams should be taken no later than the student’s third year, as it is not possible to proceed with dissertation research until these exams have been passed.

Comprehensive exams require a committee of at least 3 faculty members, at least 2 of whom must hold primary positions in the Department of Anthropology. Additional members, whether Pitt faculty or not, may be added. One member serves as the committee chair (often the student’s advisor). It is the role of the committee to design and administer the exams, which will be based on a bibliography that is to be submitted by the student. Committee members must approve the bibliography and suggest amendments or recommend additional sources if necessary. Students must also petition the Graduate Studies Committee for approval of their Comp committee (see *Student Petitions* section). It is Departmental policy that committee members be given reasonable notice prior to the date on which the student intends to take the exam, and considerations of their schedules must be kept in mind as students prepare. It is uncommon for a committee to be able to meet during the summer months so students must keep this in mind when scheduling. The format of the comprehensive exam varies by subdiscipline and may consist of a 72-hour written exam or a paper.

### **OVERVIEW (Advancement to Candidacy)**

Before actively pursuing dissertation research, the student makes an oral presentation of the intended project to the dissertation committee. The student gives the members of the committee a proposal at least one month ahead of time. The overview should not be the first discussion of the project between the student and committee members. If the committee members approve, their recommendation is forwarded to the Associate Dean for Graduate Studies and Research. For research involving human subjects or animals, IRB or IACUC approval must be obtained before the student can be advanced to doctoral candidacy. A student who has not passed the dissertation overview by the end of the fourth year in residence (fifth year for students in the joint PhD/MPH program) may be dismissed from the program.

## **DISSERTATION FORMAT**

In addition to the standard dissertation format, students have the option to write their dissertations following the three-article format. Links to sample dissertations written in the conventional format can be found on the Department's website.

<https://www.anthropology.pitt.edu/graduate/overview/phd-anthropology>.

### **Three-Article Dissertation**

Students should decide at the time of their overview examination whether to pursue the three-article dissertation format. This decision must be made in consultation with the members of the student's dissertation committee. All members must unanimously agree to the student's plan to complete a dissertation in the three-article format. [Students can also choose the three-article format after the overview, or switch from this format to the regular dissertation format with committee approval.](#)

1. This dissertation format will be comprised of three full-length articles of publishable quality within a peer-reviewed journal, an introduction, and a conclusion.
2. The articles are expected to develop various aspects of an overarching theme presented in the introduction. Additional papers may be added above the minimum of three if approved by the committee. The student must be the sole author or lead author on all articles. The student should be responsible for the conceptualization, data analysis, and writing of the articles.
3. Only one of the three articles can be an article that has been published or accepted for publication *prior* to the student's overview at the discretion of the committee. If the article is co-authored, the student must be the first author. The published article must represent work undertaken while the student was enrolled in the PhD program and be related to their dissertation project. The student is responsible for securing necessary permissions from the copyright holder and other authors. (See Pitt Library for questions and assistance: <https://www.library.pitt.edu/copyright>).
4. The goal of writing an article-style dissertation should be to publish the articles that appear in the dissertation. Journals to which articles are being submitted must be approved by the dissertation committee. Serving as an "editorial board" for the student, the committee will help select journals that will challenge the student and offer a reasonable chance of publication success. Dissertation papers can be submitted for publication while the student is ABD. If a paper is rejected by a journal during the dissertation process, the student may submit to another journal approved by the committee. In the case of a "revise and resubmit" during the dissertation process, major revisions to the paper that change the paper's overall relationship to the dissertation topic must be approved by the dissertation committee. After the successful dissertation defense, any new submission or resubmission, including changes in the authorship or article content, will be at the discretion of the PhD graduate.
5. The introduction of the dissertation should clarify the rationale for grouping the three articles together. It is expected to include a summary of the research problem the three articles tackle, the methodology used to answer the research question(s), the significance of the research, the theoretical foundations of the research introduced in the context of an overview of pertinent literature.
6. The conclusion should summarize the dissertation's major findings. It should also reinforce the linkages between the chapters, tying together the three articles into a cohesive body of scholarship. The conclusion is a place where the student can restate and reinforce the through-

line that connects the individual chapter. The conclusion might also present a plan for future research on the research problem(s) engaged in the dissertation.

7. Large datasets and specific methods discussed in a published paper but not presented in their entirety, or presented in supplemental sections, should be (if permissible) included as appendices as appropriate.

## **DOCTORAL DEFENSE**

By the time of the oral defense of the dissertation, students will have prepared and presented to their committee members a final version of the dissertation. It is expected that there will be sufficient interaction between the student and the committee members that revisions subsequent to the defense will be minor. The procedures for the final oral examination are outlined in the requirements for the PhD degree of the Dietrich School of Arts and Sciences.

### **Policy on scheduling comps and defenses for summer months**

Please note that graduate students are required to be registered during the academic term in which they take their comprehensive and overview examinations, and defend their dissertations. Scheduling comprehensive examinations, overview examinations, and dissertation defenses for the summer months (May, June, July, and August) is strongly discouraged. Faculty are not obligated to facilitate or participate in milestone events in summer months.

### **Dean's Tuition Scholarships:**

Students in their final term of study are eligible to apply for the Dean's Tuition Scholarship through the Kenneth P. Dietrich School of Arts and Sciences Office of Graduate Studies. This is a tuition-only scholarship. Students are responsible for any other required fees. To be eligible, students must not hold TA, TF, GSA, or GSR appointments, nor could they have received the Dean's Tuition Scholarship in the past. This is a competitive scholarship and students who are interested in applying should visit the [Dietrich School Graduate Studies Office website](#) for more information on required application materials.

### **Public component of the defense**

The defending candidate must present a formally and publicly announced presentation of the dissertation open to the public. Typically this public component consists of an hour-long talk held in the Anthropology Lounge. This may follow the doctoral committee oral examination component of the defense, or it may come at an earlier stage so that the experience is of benefit in preparing the candidate for the oral examination.

## **DEPARTMENTAL COMMITTEES**

Graduate students serve as representatives on nearly all departmental committees. Appointment as graduate student representative to the standing committees are made at a meeting at the beginning of the Fall semester.

### **Executive Committee**

The Executive Committee meets as needed and is composed of a representative from each subdivision of the Department, and 1 grad student. This committee makes most of the decisions with regard to day-to-day budgetary matters in the Department.

### **Grad Studies Committee**

This committee typically meets monthly during the Fall and Spring semesters with the primary duty of overseeing the operation of the graduate program. The Grad Studies Committee reviews graduate student petitions concerning counting classes towards course requirements, approves comp and dissertation committees, and engages in strategic planning for the graduate program. This committee is composed of 1 faculty member and 1 grad student from each subfield. It is chaired by the DGS.

### **Admissions/Recruitment**

This committee assists with admissions and recruitment in the Department. While grad students do not review applications, they do act as contacts and hosts for prospective students. Representatives also assist in the development of admission practices.

### **Curriculum Committee**

The Curriculum Committee helps develop and plan course offerings, sometimes in response to changing requirements from the Department or undergraduate and graduate Dietrich Schools of Arts & Sciences.

### **Diversity Committee**

This committee monitors inclusive climate and diversity in the Dept at all levels and programs diversity/inclusion events and initiatives.

### **Colloquium Committee**

This faculty and student committee schedules talks in the Department during the year.

### **Website Committee**

This creative committee of faculty and students is tasked with evaluating and improving the Dept website rather than with updating the website themselves.

### **Ad Hoc Committees**

Ad Hoc committees are established from time to time for special purposes, including faculty hiring searches and other one-time tasks. Grad students serve on many of these committees. Typically 2 graduate students are on a hiring search committee.

### **GSO/GPSA**

The Graduate Student Organization is campus wide and there are many positions that are filled on various University committees by its members. The anthropology rep to the GSO attends campus-wide meetings 3-4 times a semester and passes on e-mail messages from the University committee.

### **LEAVES OF ABSENCE**

Under special conditions, graduate students may be granted a single leave of absence for either medical or personal reasons. A maximum leave of 2 years may be granted to PhD students or 1 year to MA students. The length and rationale for the leave of absence must be stated in advance, recommended to the Dean by the DGS and approved by the Dean. Application for medical leave typically requires a justifying letter from a medical professional. If approved, the time of the leave shall not count against the total time allowed for the degree being sought by the student. Re-admission following an approved leave of absence requires notification by the student of his or her desire to return and may require a medical professional's approval in the case of medical leave.



### **Parental accommodation leave**

Graduate students who become new parents are entitled to special accommodation which makes it possible for them to maintain registered full-time status, along with all the benefits of such status, while facilitating the return to full participation in courses, research, and teaching. Further information is available at <https://www.gradstudents.pitt.edu/student-life/graduate-students-and-parental-leave>

### **ADDITIONAL PROGRAMS & CERTIFICATES**

To the extent that they directly relate to the student's research interest, graduate students in the Department of Anthropology are encouraged to take part in external programs and obtain specialized academic certificates. These programs may relate to a student's geographical research area, or more strictly to the conceptual subject matter in which the student holds interest. These certificates and the programs from which they are awarded provide valuable opportunities that students would otherwise not have access to, such as presentation opportunities, funding for research, travel and conferences, and more. However, students must keep in mind that these certificates maintain requirements of their own which must be considered in accordance with those of the Department. Below is a list of some of the certificates offered (alphabetically), and additional information, including certificate requirements, can be accessed through their corresponding URL addresses:

*African Studies*

<http://www.ucis.pitt.edu/africa/>

*Asian Studies Center*

<http://www.ucis.pitt.edu/asc/>

*Center for Latin American Studies*

<http://www.ucis.pitt.edu/clas/>

*Center for Russian and Eastern European Studies*

<http://www.ucis.pitt.edu/crees/>

*Composition, Literacy, and Pedagogy*

[http://www.composition.pitt.edu/graduate/graduate\\_more.html](http://www.composition.pitt.edu/graduate/graduate_more.html)

*Cultural Studies*

<http://www.pitt.edu/~cultural/>

*European Studies Center*

<http://www.ucis.pitt.edu/euce/content/graduate-certificate-programs>

*School of Public Health*

<http://www.publichealth.pitt.edu/>

*Study of Women, Gender and Sexuality*

<http://www.wstudies.pitt.edu/>

Additional programs, while not offering a formal certificate, also provide a wide range of course selections which graduate students in the Department of Anthropology often take advantage of. These include (but are not limited to) the Departments of Geology, History, or Political Science, and the Women's Studies Program and Urban Studies Program. Again, to the extent that it directly relates to one's research interest, students are encouraged to take advantage of these opportunities. Coursework taken outside the Department of Anthropology (whether it be for a certificate or not) typically counts

towards a student's departmental credit requirements. To do so, students must petition the Graduate Studies Committee (see *Student Petitions* section).

### **ARCHAEOLOGY FIELD EQUIPMENT**

The Department owns a good deal of equipment for archaeological field and lab research. Some of these items are available for students to check out and use in their fieldwork. Students who use equipment are responsible for maintaining it in working order, returning it at the end of their fieldwork, and replacing anything they break. Contact Dr. Elizabeth Arkush for more information.

Equipment includes:

- Total station Sokkia SET 60 W + prism + tripod + prism rod
- Topcon FC-500 Data collector for use w total station
- Magnetometer
- Kappameter Soil resistivity meter
- Trimble Geo7x High Precision GPS + monopole
- Electronic tacheometer (theodolite + EDM): Sokkisha set 10
- Brunton compasses
- Camera tripods
- Hand auger
- A variety of dig and survey supplies (many measuring tapes, trowels, brushes, scoops, screens, shovels, picks) useful especially for field projects within driving distance.
- Some camping equipment (tents, gas oven, kitchen equipment).

### **FUNDING RESOURCES**

Sources of information on graduate funding opportunities including fellowships, research grants, and travel grants include a list circulated each fall by the DGS, lists contained on "Grad Anth" organization on Canvas, and a university data base. The Office of Sponsored Programs website also has several useful resources, including grant search engines and tips for writing grant proposals. <https://www.osp.pitt.edu/gps-welcome>, and the American Anthropological Association page: <https://www.americananthro.org/AdvanceYourCareer/Content.aspx?ItemNumber=2208>.

Following is a partial list of graduate student grants and fellowships:

#### **Department of Anthropology Fellowships**

- **Teaching Assistantships (TA):** Work 20 hours per week assisting professors with undergraduate courses, often includes leading individual recitation sections, grading, office hours.
- **Teaching Fellowships (TF):** Graduate students who have one-year teaching experience work 20 hours per week assisting professors with undergraduate courses, often includes leading individual recitation sections, grading, office hours.
- **Graduate Student Assistantships (GSA):** The GSA usually assists a faculty member in library research, editorial duties, or similar academic tasks for about 20 hours per week. These are not commonly awarded.
- **Arts and Sciences Fellowships (A&S):** Awarded by the Department. No teaching or other work responsibilities.

- **Graduate Fellowships in Latin American Archaeology:** Awards tuition remission and a stipend to Archaeology graduate students specializing in Latin America.
- **Social Sciences Dissertation Development (SSDD) Fellowships:** Available to support dissertation writing and help students complete their PhDs in a timely fashion. Faculty recommend students for this.
  - a. student coming back from the field having obtained external dissertation funding
  - b. student coming back from the field who did not obtain external dissertation funding
  - c. student to use the SSDD for fieldwork having tried and failed to obtain external funding
  - d. student to use the SSDD for fieldwork
- **College of General Studies (CGS) Teaching:** Appointment as a teaching fellow to teach a course independently in the college of general studies. Students must be at the dissertation writing stage to be eligible. Preference is given to students who have not already taught 3 such courses. Some will be Part-Time Instructorships with no tuition remission, and some will be TF positions.
- **Summer teaching** of 6 weeks courses in Summer I or Summer II semesters. These courses are TF positions but pay 0.75 of the normal TA stipend. Application for these positions is in the spring and to the Dept.

#### Some University of Pittsburgh Competitive Fellowships

- **Mellon Pre-Doctoral Fellowships:** One-year fellowship awarded to outstanding students that provides a tuition waiver and stipend. Anthropology students in their 2<sup>nd</sup> year are expected to apply. *The application deadline comes early in January.*
  - The DGS sends out notices of requirements in Fall and arranges a Preparation Meeting.
  - work with your advisor on your application well ahead of time.
- **Foreign Language Area Studies Competition (FLAS):** Full academic year or summer semester grants (which are possibly renewable) are awarded to students enrolled in Latin American, Asian, East European, or West European Studies to pursue language studies necessary for the successful completion of the Ph.D. Students receive tuition remission and a stipend. Eligibility is restricted to US citizens or permanent residents. *Apply early in the spring semester.*  
<http://www.ed.gov/programs/iegpsflasf/index.html>
- **Chancellor's Graduate Fellowship in Chinese Studies:** One year grants (possibly renewable) that cover tuition and a provide stipend. Applicants must have completed two years of Chinese prior to the award's inception. [http://www.ucis.pitt.edu/asc/financial\\_aid/g-scholarships.html](http://www.ucis.pitt.edu/asc/financial_aid/g-scholarships.html)
- **Chinese Studies Tuition Remission Scholarships:** Covers tuition expenses for one to two semesters.  
[http://www.ucis.pitt.edu/asc/financial\\_aid/g-scholarships.html#chinastudies](http://www.ucis.pitt.edu/asc/financial_aid/g-scholarships.html#chinastudies)
- **Japan Iron and Steel Federation/Mitsubishi Graduate Fellowship in Japanese Studies:** One year fellowship that covers tuition and provides a stipend.  
[http://www.ucis.pitt.edu/asc/financial\\_aid/g-scholarships.html#japanstudies](http://www.ucis.pitt.edu/asc/financial_aid/g-scholarships.html#japanstudies)
- **Howard Heinz Social and Public Policy Fellowships:** Fellowships appoint as Graduate Student Assistants who receive a tuition remission and a stipend and must work for 20 hours per week.
- **Latin American Social Policy Fellowships:** Awarded through the Center for Latin American Studies. <http://www.ucis.pitt.edu/clas/lasppf>
- **Javits Fellowships:** Awarded through the Provost's Office for Underrepresented Minorities. <http://www.ed.gov/programs/jacobjavits/index.html>
- **K. Leroy Irvis Fellowships:** Designed to enhance the diversity of the University's graduate student population. You must be invited to apply for this fellowship.
- **Provost's Development Fellowships:** Awarded to U.S. citizens on the basis of need and merit to

enhance diversity. Typically for those in the dissertation-writing phase. Application deadline is in the spring.

### Some National Fellowships

- **National Security Education Program:** Funds 3 years of graduate studies. <http://www.nsep.gov/>
- **National Science Foundation Graduate Enhancement Fellowship:** Funds 3 years of graduate studies. <http://www.nsf.gov>

### Funding for Dissertation Research:

- National Science Foundation: [www.nsf.gov](http://www.nsf.gov)
- Social Science Research Council: [www.ssrc.org](http://www.ssrc.org)
- Wenner-Gren Foundation: [www.wennergren.org](http://www.wennergren.org)
- Fulbright IIE: [www.iie.org](http://www.iie.org)
- Fulbright DOE: <http://www.ed.gov/programs/iegpsddrap/index.html>
- American Philosophical Society: <http://www.amphilsoc.org/>
- National Institutes of Health: <http://grants1.nih.gov/grants/index.cfm>
- National Security and Education Program: <http://www.nsep.gov/>
- National Institute of Justice: <http://www.ojp.usdoj.gov/nij/funding/welcome.htm>

### Funding for Summer Travel and Research

- **Pre-dissertation Summer Research Grant:** Available for research leading to dissertation projects, administered through the Anthropology Department. Applications for summer funding are generally submitted early in the spring semester, although they can be submitted at other times of the year when needed. Although the highest priority is for students in their second year preparing to write dissertation proposals, funding is often available to those at other stages as well. Typically used to gain field experience and lay groundwork in field locations for dissertation projects.
- **Foreign Language Area Studies Summer Grants:** Available for language studies at the University of Pittsburgh or abroad. Eligibility restricted to US citizens and permanent residents. <http://www.ed.gov/programs/iegpsflasf/index.html>
- **Nationality Rooms Scholarships:** Funding for preliminary summer research abroad. Eligibility restricted to US citizens and permanent residents. Applications become available in November and the deadline is in early January. <http://www.pitt.edu/~natrooms/NationalityRoomsScholarshipInformation.html>
- **Chinese Summer Language Study Abroad Scholarships:** Provides funding for the study of Chinese in China or Taiwan. <http://www.abroad.pitt.edu/#scholarships>
- **Japanese Studies Graduate Research Development Grants:** [http://www.ucis.pitt.edu/asc/financial\\_aid/g-scholarships.html#japanstudies](http://www.ucis.pitt.edu/asc/financial_aid/g-scholarships.html#japanstudies)
- **Center for Latin American Studies Summer Research Grants:** Funding for preliminary or ongoing research in Latin America, especially laying the groundwork for dissertation fieldwork. [http://www.ucis.pitt.edu/clas/grad\\_field\\_research](http://www.ucis.pitt.edu/clas/grad_field_research)
- **UCIS –University Center for International Studies:** Deadline is in March. <http://www.ucis.pitt.edu/main/scholarships>
- **Student Global Travel Grants – Schools of the Health Sciences:** Funding for summer research leading to dissertation projects. Students in the joint degree Ph.D./M.P.H. are eligible to apply through the school of Public Health. <http://www.globalhealth.pitt.edu/funding/student-grants.php>

### **Funding for Travel to Conferences**

- **The Anthropology Department:** Can provide funding to help reimburse students travel costs incurred while attending professional meetings. Awards are available once per academic year, in the amount of \$150 for attending a professional meeting, or \$250 for presenting a paper or poster.
- **GPSA:** Offers up to \$200 for conference travel to present a poster or paper and \$100 for those attending a conference once a year. The application must be pre-approved.  
<http://www.gpsa.pitt.edu/services/travel>.
- **A&S GSO:** Provides \$150 once every 4 years for conference travel.  
<http://asgso.pitt.edu/doku.php/grants>
- UCIS Area Studies centers are an additional source of funding for meeting attendance.

### **Funding for Dissertation Writing**

Grants are often available for dissertation writing from the same funding sources that fund dissertation research, although they may require a separate application process.

### **Tuition Remission Scholarships**

The Kenneth P. Dietrich School of Arts and Sciences offers a one-time Dean's Tuition Scholarship, the primary criteria for which are financial need and academic achievement. Students receiving a predoctoral fellowship, (such as a Fulbright), award (such as an NSFDDRIG), and traineeship both inside and outside the University that does not contain a tuition award are eligible for a Supplemental Tuition for Internal/External PreDoc Fellowship Recipients Award to cover tuition.

### **UNIVERSITY LIBRARY SYSTEM (ULS) <https://www.library.pitt.edu/>**

Pitt's University Library System has specialized collections and major foreign-language materials from around the world. A most valuable resource is the ejournal (<https://www.library.pitt.edu/ejournals>) and data base (<https://www.library.pitt.edu/databases>) systems that makes thousands of academic journals and other material available free to the student. The Library will purchase digital versions of books upon request. To request a digital title, contact the Department's library representative or Carlos Peña, the Subject Librarian.

### **Research support services**

<https://www.library.pitt.edu/research-support>

The ULS provides services, resources, and expertise to support every phase of research, from discovery and design to creation and sharing.

### **Course & Subject Guide: Anthropology**

[https://pitt.libguides.com/sb.php?subject\\_id=6013](https://pitt.libguides.com/sb.php?subject_id=6013)

This guide offers an overview of these resources held by the library system relating to anthropology.

### **Subject Librarian**

Carlos Peña

[cep13@pitt.edu](mailto:cep13@pitt.edu)

### **Hillman equipment collection**

<https://pitt.libguides.com/equipment/hillmanequipmentcollection>

All students, faculty, and staff with a current University of Pittsburgh ID card are eligible to borrow equipment from the Hillman Equipment Collection for 3 days at a time.

### **ULS Events**

<http://pitt.libcal.com/calendar/today/>

The Library hosts exhibitions and workshops on a variety of topics, including citation management, open access resources, publishing, dissertation formatting, and so on.

### **GRADUATE STUDENT PEER GROUPS**

#### **Graduate Student Organization (GSO):**

The Dietrich School of Arts & Sciences Graduate Student Organization (A&S-GSO) is an official university student organization that advocates the interests and concerns of the graduate students of the Arts & Sciences. The A&S-GSO is also responsible for dispersing 50% of the student activity fees that A&S graduate students pay each semester.

With the activity fees GSO sponsors events such as the trivia nights and the Grad Expo. They also provide travel grants to support students presenting research at conferences. For more information on GSO and how to get involved please visit: <http://pre.asgso.pitt.edu/>

#### **Graduate and Professional Student Government (GPSG):**

GPSG is the student government for all graduate and professional students at Pitt. They work to ensure your needs and concerns are represented to the university administration, as well as local and state governments. The group also hosts various events throughout the year and provides travel grants and supplemental funding. For more information please visit: <http://gpsg.pitt.edu/>

### **PROFESSIONAL DEVELOPMENT**

Students are encouraged to take advantage of the numerous opportunities that are afforded through their affiliation with professional organizations (e.g. the American Anthropological Association, the Society for American Archaeology, the American Association of Physical Anthropologists). These organizations allow students to present on individual research, build networks and professional contacts, stay up to date on current research in their areas of interest, and much more. Though membership costs are usually involved, these costs are often substantially discounted for student members.

Many professional organizations publish scholarly journals, and graduate students are encouraged to consider revising and reformatting exceptional seminar papers, sections or all of their dissertation, or other pieces of research for publication. Students must meet the specific requirements of each potential journal and remember that the same piece of work cannot be submitted to more than one journal at a time. Students should talk with their advisors about which journals are most appropriate, along with any other questions they may have.

#### **Center for Doctoral and Postdoctoral Career Development**

<https://www.dpcd.pitt.edu/>

The Center's mission is to enhance the professional development of doctoral and postdoctoral trainees at the University of Pittsburgh. The Center implements A Developmental Approach to Professional Training (ADAPT), which was developed at the University of Pittsburgh and provides doctoral students and postdoctoral fellows a framework to align their professional development efforts with their appropriate stage of advanced training.

See also <https://www.asgraduate.pitt.edu/professional-development-and-career-orientation>

### **The University Center for Teaching and Learning (UCTL)**

<https://teaching.pitt.edu/>

The University Center for Teaching and Learning is a hub for teaching innovation at Pitt.

The Graduate Student Teaching Initiative (<https://teaching.pitt.edu/graduate-student-teaching/>) at the University Center for Teaching and Learning offers a variety of resources to prepare graduate student instructors to meet their teaching goals and responsibilities from the first day of class through the job search process.

#### *The University Teaching Practicum (Faculty Development-FACDEV)*

FACDEV 2200 Teaching Practicum is required for grad students that will be teaching a course independently for the first time. The Practicum is intended to provide first-time instructors with the basic tools and skills necessary for university-level instruction. Ideally, the Practicum should be taken concurrently with the course that is being taught, however if this is not possible there are other options.

#### *Achievement in Pedagogy Badge*

UCTL offers a credential in pedagogy for Pitt graduate students. Attend 6 qualifying Teaching Center then complete assignments associated with each workshop, like developing a lesson plan, to earn the University Center for Teaching and Learning's "Achievement in Pedagogy" badge.

### **GRIEVANCE PROCEDURES**

Grievance is defined as an action that has adversely affected a graduate student in his or her professional capacity that appears to have occurred or been reached unfairly or in violation of University policy. The definition of grievance does not include sexual harassment, discrimination based on race, color, religion, national origin, ancestry, sex, age, marital status, familial status, sexual orientation, disability or status as a disabled veteran and violations of academic freedom, all of which are subjects of University policy.<sup>1</sup> In such cases, please consult the following website:

<https://www.diversity.pitt.edu/civil-rights-title-ix/make-report>

Any graduate student may seek redress for a grievance against a fellow graduate student, an undergraduate student, an advisor, a faculty member or staff member affiliated with the University of Pittsburgh. Whenever possible, resolution should be sought first at the department level. A graduate student should attempt to resolve a grievance that has adversely affected them, if possible, by first discussing it with the person who the student believes to be the cause of the grievance. If this is not viable or if the discussion does not yield a resolution, the student can take the following steps:

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<sup>1</sup> Definition of grievance is adopted from the Faculty Handbook.



- 1) If a graduate student believes they have been unfairly treated by a fellow TA, the student should consult with the instructor. If a student believes that they have suffered unfair treatment by a fellow graduate student, the aggrieved student should discuss the matter with the DGS. The instructor or DGS will interview the parties involved and attempt to mediate a solution. If the mediation is unsuccessful, the graduate student may take the matter to the Department Chair. If the Chair is unable to assist in attaining resolution to everyone's satisfaction, the student may turn to the A&S Ombudsperson (Philippa Carter) who will offer advice on additional and formal grievance procedures. <https://www.asgraduate.pitt.edu/student-life/ombudsperson>
- 2) If a graduate student believes they have been treated unfairly by their advisor, a professor, an instructor they are TA-ing for or a staff member at the University of Pittsburgh, the student should first discuss the matter with the DGS. If the student has a conflict with the DGS in his/her role as DGS (as opposed to instructor, advisor, etc.), the students should turn to the Department Chair. The DGS or Chair will interview the parties involved and attempt to mediate a solution. If the mediation is unsuccessful, the graduate student may call the matter to the attention of the Department Chair. If the student has a grievance against the department chair in his/her role as chair (as opposed to instructor, advisor, etc.), the student can bring this to the attention of a recent past Department Chair. If not satisfied with the outcome at the department level, the student may turn to the A&S Ombudsperson (Philippa Carter) who will offer advice on additional and formal grievance procedures. <https://www.asgraduate.pitt.edu/student-life/ombudsperson>
- 3) If a graduate student has a conflict with an undergraduate student in a class the graduate student is TA-ing for, the graduate student should first discuss the matter with the instructor. If the problem is not resolved, the graduate student should bring the matter to the attention of the DUGS. If resolution is still not attained to the satisfaction of all parties involved, the case should be taken to the Department Chair. The Chair will consult with the appropriate staff member in the Undergraduate Dean's Office, who will mediate or offer advice on additional and formal grievance procedures. In cases of academic integrity violations, please consult the following webpage: <https://www.as.pitt.edu/faculty/policies-and-procedures/academic-integrity-code>

Instructors, the DGS, the DUGS, and the Department Chair will meet with the concerned parties, attempt mediation, and take action in accordance with applicable University procedures. The undergraduate or graduate student's request for confidentiality will be respected.

### **OTHER IMPORTANT RESOURCES**

#### **Dietrich School of Arts & Sciences Graduate Studies policies and regulations**

<https://www.asgraduate.pitt.edu/academics/academic-resources>

#### **Ombudsperson**

The ombudsperson assists graduate students in the Dietrich School with resolving conflicts and issues that arise in the course of their graduate education that the students believe have not or cannot be addressed within their academic department. The ombudsperson can help mediate conflicts and provides information about institutional policies related to the student's issues, including the University's grievance procedures. The ombudsperson for graduate students in the Dietrich School is Philippa Carter, who also serves as Director of Diversity Initiatives and Academic Affairs. Ms. Carter can



be contacted at [pkc3@pitt.edu](mailto:pkc3@pitt.edu) or 412-624-6096.

**Office of Diversity and Inclusion (ODI)** <https://www.diversity.pitt.edu/>

The University of Pittsburgh is committed to fostering diversity and inclusion throughout its five campuses—in classrooms, offices, residence halls, laboratories, and every other place where people work, research, and learn. The ODI works to ensure equal opportunity and compliance with related governmental requirements and anti-discrimination laws, and it investigates discrimination, harassment, and accommodation complaints and grievances. To make a report: <https://www.diversity.pitt.edu/make-report>

*Diversity and Inclusion Certificate Program*

The Diversity and Inclusion Certificate Program (DICP) is designed to reinforce the University's core values of diversity and inclusion through a series of six workshops open to all faculty and staff. The Program requires completion of two required workshops and four elective workshops. <https://www.diversity.pitt.edu/education/diversity-and-inclusion-certificate-program>

**Counseling Center**

Graduate School can be challenging. The University Counseling Center (UCC) provides services and programs that foster academic and personal development and the psychological well-being of Pitt's diverse student body. Any student interested in services at UCC or requiring support for an urgent or crisis situation may present to the UCC at any time during drop-in hours to speak with a clinician. For more information: <https://www.studentaffairs.pitt.edu/cc/>

**Student Health Center**

Your primary source for medical care and health education during your years at Pitt. To learn more or to schedule an appointment, please visit: <https://www.studentaffairs.pitt.edu/shs/>

**Disability Services**

Disability Resources and Services (DRS) is the designated department by the University to determine reasonable accommodations and services. At the University of Pittsburgh, we are committed to providing equal opportunities in higher education to academically qualified students with disabilities. <https://www.studentaffairs.pitt.edu/drs/>

**Benefits Office: Medical insurance and payroll issues**

<https://www.hr.pitt.edu/current-employees/benefits>

**Campus Emergencies**

Pitt Police at 412-624-2121 (4-2121 from a campus phone) or the City of Pittsburgh police at 911. For all emergencies, including medical.

For non-emergencies (to report thefts, locked away from your keys, etc) call 412-624-4040  
Crimes also may be reported by:

- Using the Rave Guardian app on your smartphone.
- Using the anonymous tips portion of the [University of Pittsburgh Police Department](#).
- Picking up a campus emergency phone. These phones ring directly to the Pitt Police, automatically registering the caller's location.

- Visiting the University of Pittsburgh Jerome Cochran Public Safety Building (3412 Forbes Avenue) or any of these substations: Sutherland Hall, Forbes Avenue (between the Barco Law Building and Lawrence Hall), Sennott Square, or Bouquet Gardens J.

Students are encouraged to sign up for the Emergency Notification System (ENS) upon their arrival on campus.

Incidents involving sexual harassment, sexual violence, stalking, and/or dating and domestic violence also may be reported to the [Office of Diversity and Inclusion](https://www.diversity.pitt.edu/make-report) at 412-648-7860  
<https://www.diversity.pitt.edu/make-report>