

GRADUATE STUDENT GUIDE

Department of Anthropology
University of Pittsburgh



This document was prepared by graduate students from the Department of Anthropology at the University of Pittsburgh. Its intent is to provide useful information for both current and prospective graduate students 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 following URL addresses:

Graduate Studies at the University of Pittsburgh
<http://www.pitt.edu/~graduate>

Department of Anthropology at the University of Pittsburgh
<http://www.anthropology.pitt.edu/>

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Academic Timelines

The timelines presented below outline an *ideal* schedule, semester by semester, for the successful and timely completion of the PhD degree (please note, only requirements for the Department of Anthropology are considered). They are designed to ensure that students complete the required 57 credits of formal coursework, as well as the comprehensive exams, by the end of their third year, allowing for the 12 or fewer remaining credits (of the 72-credit minimum) to be fulfilled while writing the dissertation. Based on common practice of recent years, these timelines assume that students will elect to take only three of the four Core Courses available within the department.

More often than not, a student's particular situation and circumstances will require some deviation from the ideal schedule presented for his or her respective subfield. For instance, incoming students already holding a Masters degree have *the potential* to transfer up to 24 credits towards their PhD, 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. Medical Anthropology students pursuing the joint Ph.D./M.P.H degree will also have extra requirements to deal with. Students should discuss with their advisors all factors that bear upon their timetables for completing degree requirements.

Questions regarding progress through the degree program may be addressed to the graduate secretary. These timelines are not intended to substitute for the official statement of requirements for graduate degrees in Anthropology, with which all students should be familiar. The complete degree requirements are available through the following URL addresses:

M.A. Requirements in the Department of Anthropology
<http://www.anthropology.pitt.edu/node/489>

Ph.D. Requirements in the Department of Anthropology
<http://www.anthropology.pitt.edu/node/488>

ARCHAEOLOGY TIMELINE

Year	Semester	Courses	Notes	Credits	
				By Class	Total
1	Fall	2 Core Courses ² , Data Analysis I ¹	Take language exam, plan for language study, or petition Graduate Studies committee for approval of prior language skills	4+4+4	24
	Spring	2 Core Courses ² , Data Analysis II ¹	<ul style="list-style-type: none"> •Begin looking for summer field work •Apply for summer field work or language funding 	4+4+4	
	Summer		Field work		
2	Fall	Electives (3 Seminars) and independent study/readings (3 cr.) ³	Begin discussing the Mellon application with your advisor	3+3+3+3	24
	Spring	Electives (3 Seminars) and independent study/readings (3 cr.) ³	<ul style="list-style-type: none"> •Mellon Predoctoral Fellowship applications are due early in January •Begin discussing dissertation proposals and comprehensive exams with your advisor •Petition the Graduate Studies Committee for approval of your first comprehensive exam committee •Apply for summer field work or language funding 	3+3+3+3	
	Summer		<ul style="list-style-type: none"> •Field work directed at possible dissertation projects •Begin working on a dissertation proposal 		
3	Fall	Electives (3 Seminars) and independent study/readings (3 cr.) ³	<ul style="list-style-type: none"> •Area or Theory comp •Deadlines for some dissertation funding sources •Petition the Graduate Studies Committee for approval of your second comprehensive exam committee •Petition the Graduate Studies Committee for approval of your dissertation committee in preparation for your Overview 	3+3+3+3	24
	Spring	Electives (3 Seminars) and independent study/readings (3 cr.) ³	<ul style="list-style-type: none"> •Area or Theory comp •Deadlines for some dissertation funding sources •Overview (min. 8 months before defense) 	3+3+3+3	
	Summer		Begin dissertation field work		
4	Fall		Dissertation field work		
	Spring		Dissertation field work		
5	Fall	Full-time dissertation study	Research and writing	FTDS	
	Spring	Full-time dissertation study	<ul style="list-style-type: none"> •Colloquium •Defense 	FTDS	

Notes

- 1) Data Analysis I and II are offered in alternate years, so they might not be available until Year 2.
- 2) If only 3 of the 4-credit core courses are taken, the total of formal credits will be only 54 instead of the required 57.
- 3) If 12 credits of independent study and readings courses are taken in preparation of comprehensive exams and dissertation research during Years 2 and 3, then all requirements for advancement to PhD candidacy will be completed by the beginning of field research in Year 4. Enrollment after fieldwork will be "Full-Time Dissertation Study" with no credits and very low tuition.

Cultural Anthropology Timeline

Year	Semester	Courses	Notes	Credits	
				By Class	Total
1	Fall	2 Core Courses, Elective, Language		4+4+3	22
	Spring	2 Core Courses, Elective, Language	<ul style="list-style-type: none"> •Begin looking for summer field work •Apply for summer field work or language funding 	4+4+3	
	Summer		Field work or language training.		
2	Fall	Contemporary Theory, Electives (2), Language, and independent study/readings (4 cr.) ¹	Begin discussing the Mellon application with your advisor	3+3+3+4	26
	Spring	Field Methods, Electives (2), Language, and independent study/readings (4 cr.) ¹	<ul style="list-style-type: none"> •Mellon Predoctoral Fellowship applications are due early in January •Begin discussing dissertation proposals and comprehensive exams with your advisor •Petition the Graduate Studies Committee for approval of your first comprehensive exam committee •Apply for summer field work or language funding 	3+3+3+4	
	Summer		<ul style="list-style-type: none"> •Field work directed at possible dissertation projects •Begin working on a dissertation proposal 		
3	Fall	Grants and Research Design Seminar ² , Electives (2), and independent study/readings (3 cr.) ¹	<ul style="list-style-type: none"> •Ethnographic Area or Theory comp •Petition the Graduate Studies Committee for approval of your second comprehensive exam committee •Petition the Graduate Studies Committee for approval of your dissertation committee in preparation for your Overview •Deadlines for some dissertation funding proposals 	3+3+3+3	24
	Spring	Electives (3 Seminars), and independent study/readings (3 cr.) ¹	<ul style="list-style-type: none"> •Ethnographic Area or Theory comp •Deadlines for some dissertation funding proposals •Overview (min. 8 months before defense) 	3+3+3+3	
	Summer		Begin dissertation field work		
4	Fall		Dissertation field work		
	Spring		Dissertation field work		
5	Fall	Full-time dissertation study	Research and writing	FTDS	
	Spring	Full-time dissertation study	<ul style="list-style-type: none"> • Colloquium • Defense 	FTDS	

Notes

- 1) If 14-15 credits of independent study and readings courses are taken in preparation of comprehensive exams and dissertation research during Years 2 and 3, then all requirements for advancement to PhD candidacy will be completed by the beginning of field research in Year 4. Enrollment after fieldwork will be "Full Time Dissertation Study" with no credits and very low tuition.
- 2) *Grants and Research Design Seminar*: Not a required course, but recommended.

MEDICAL ANTHROPOLOGY JOINT PHD/MPH DEGREE TIMELINE

Year	Semester	Courses ¹	Notes	Credits	
				By Class	Total
1	Fall	2 Anth cores, 2 MPH cores, Language	Take MPH courses even if you are not yet admitted. They will be counted later on.	4+4+3+3	27
	Spring	1 Anth core, 2 MPH cores, Patients & Healers (Med Anth I), Language	<ul style="list-style-type: none"> • Apply for summer fieldwork/language • Apply for summer tuition funding 	4+3+3+3	
	Summer	Consider taking courses	Field work or language training.		
2	Fall	Contemp. Theory; 2 MPH cores, Grants seminar ² ; Language	Begin discussing the Mellon application with your advisor	3+3+3+3	24
	Spring	Field Methods, 2 MPH cores, Med Anth II, Language	<ul style="list-style-type: none"> • Mellon Predoctoral Fellowship applications are due early in January • Begin discussing dissertation proposals and comprehensive exams with your advisor • Petition the Graduate Studies Committee for approval of your first comprehensive exam committee • Apply for summer field work/language • Apply for summer tuition funding 	3+3+3+3	
	Summer	Consider taking courses	Field work directed at possible dissertation		
3	Fall	2 MPH cores, 2 Anth electives	<ul style="list-style-type: none"> • Ethnographic Area or Theory comp • Petition the Graduate Studies Committee for approval of second comp committee • Petition the Graduate Studies Committee for approval of your dissertation committee in preparation for your Overview • Deadlines for some dissertation funding proposals 	3+3+3+3	24
	Spring	2 MPH cores, 2 Anth electives	<ul style="list-style-type: none"> • Ethnographic Area or Theory comp • Deadlines for some dissertation funding • Overview (min. 8 months before defense) • Submit MPH paper 	3+3+3+3	
	Summer	You may need to take a course	Begin dissertation field work		
4	Fall		Dissertation field work/MPH practicum		
	Spring		Dissertation field work/MPH practicum		
5	Fall	Full-time dissertation study, or courses left pending from earlier	Writing	FTDS	
	Spring	Full-time dissertation study, or courses left pending from earlier	<ul style="list-style-type: none"> • Colloquium • Defense 	FTDS	

Notes

- 1) This timeline involves a heavy load of coursework during Years 1, 2, and 3. If this pace can be maintained, then all requirements for advancement to PhD candidacy will be completed by the beginning of field research in Year 4. Enrollment after fieldwork will be "Full-Time Dissertation Study" with no credits and very low tuition.
- 2) *Grants and Research Design Seminar*: Not a required course, but recommended. Also recommended to take this course in the 2nd year.

PHYSICAL ANTHROPOLOGY TIMELINE

Year	Semester	Courses	Notes	Credits	
				By Class	Total
1	Fall	2 Core Courses, Elective	Discuss completing language requirement with advisor ¹	4+4+3	22
	Spring	2 Core Courses, Quantitative Methods, ANTH 2614 (History of Paleoanthropology), Elective		4+4+3	
	Summer		Field/Lab/Museum research directed at formulating a dissertation proposal		
2	Fall	Quantitative Methods, ANTH 2614 (History of Paleoanthropology) Electives (2) and independent study/readings (3 cr.) ¹	Begin discussing the Mellon application with your advisor	4+3+3+3	26
	Spring	Quantitative Methods, Electives (2), and independent study/readings (3 cr.) ¹	<ul style="list-style-type: none"> •Mellon Predoctoral Fellowship applications are due early in January • Begin discussing dissertation proposals and comprehensive exams with your advisor² •Petition the Graduate Studies Committee for approval of your first comprehensive exam committee 	4+3+3+3	
	Summer		Field/Lab/Museum research directed at formulating a dissertation proposal		
3	Fall	Electives (3 Seminars), and independent study/readings (3 cr.) ¹	<ul style="list-style-type: none"> • First comprehensive • Deadlines for some dissertation funding sources • Petition the Graduate Studies Committee for approval of your second comprehensive exam committee • Petition the Graduate Studies Committee for approval of your dissertation committee in preparation for your Overview 	3+3+3+3	24
	Spring	Electives (3 Seminars), and independent study/readings (3 cr.) ¹	<ul style="list-style-type: none"> • Second comprehensive • Deadlines for some dissertation funding sources • Overview (min. 8 months before defense) 	3+3+3+3	
	Summer		Field / Lab / Museum research		
4	Fall		Field / Lab / Museum research		
	Spring		Field / Lab / Museum research		
5	Fall	Full-time dissertation study	Research and writing	FTDS	
	Spring	Full-time dissertation study	<ul style="list-style-type: none"> • Colloquium • Defense 	FTDS	

Notes

1) If 12-15 credits of independent study and readings courses are taken in preparation of comprehensive exams and dissertation research during Years 2 and 3, then all requirements for advancement to PhD candidacy will be completed by the beginning of field research in Year 4. Enrollment after fieldwork will be "Full-Time Dissertation Study" with no credits and very low tuition.

LINGUISTIC ANTHROPOLOGY TIMELINE

Year	Semester	Courses	Notes	Credits	
				By Class	Total
1	Fall	2 Core Courses, Elective, Language		4+4+3	22
	Spring	2 Core Courses, Elective Language	• Apply for summer language funding	4+4+3	
	Summer		Language training		
2	Fall	Quantitative Methods, Electives, Language, and independent study/readings (4 cr.) ¹	Begin discussing the Mellon application with your advisor	3+3+3+4	26
	Spring	Quantitative Methods, Electives, Language, and independent study/readings (4 cr.) ¹	<ul style="list-style-type: none"> • Mellon Predoctoral Fellowship applications are due early in January • Begin discussing dissertation proposals and comprehensive exams with your advisor² • Petition the Graduate Studies Committee for approval of your first comprehensive exam committee 	3+3+3+4	
	Summer		• Begin working on a dissertation proposal		
3	Fall	Electives (3 Seminars) and independent study/readings (3 cr.) ¹	<ul style="list-style-type: none"> • General comprehensive • Deadlines for some dissertation funding sources • Petition the Graduate Studies Committee for approval of your second comprehensive exam committee • Petition the Graduate Studies Committee for approval of your dissertation committee in preparation for your Overview 	3+3+3+3	24
	Spring	Electives (3 Seminars) and independent study/readings (3 cr.) ¹	<ul style="list-style-type: none"> • Regional comprehensive • Deadlines for some dissertation funding sources • Overview (min. 8 months before defense) 	3+3+3+3	
	Summer		Field/Lab/Museum research		
4	Fall		Field/Lab/Museum research		
	Spring		Field/Lab/Museum research		
5	Fall	Full-time dissertation study	Research and writing	FTDS	
	Spring	Full-time dissertation study	<ul style="list-style-type: none"> • Colloquium • Defense 	FTDS	

Notes

1) If 14-15 credits of independent study and readings courses are taken in preparation of comprehensive exams and dissertation research during Years 2 and 3, then all requirements for advancement to PhD candidacy will be completed by the beginning of field research in Year 4. Enrollment after fieldwork will be "Full-Time Dissertation Study" with no credits and very low tuition.

Auxiliary Programs & Academic 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

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. In many cases, it is possible to have coursework taken outside the Department of Anthropology (whether it be for a certificate or not) count towards a student's departmental credit requirements. To do so, students must petition the Graduate Studies Committee (see *Student Petitions* section).

Faculty Advisors

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 do sometimes change advisors. To change advisors, students must 1) obtain the approval of their new advisor, 2) inform their previous advisor, and 3) inform the graduate secretary. Students may also be jointly advised by two professors, who will serve as co-advisors, if they feel that this is desirable. Students in the joint Ph.D./M.P.H. degree program should keep in mind that, in addition to their advisor from the Department of Anthropology, they will also have one from the School of Public Health, and should work between the two accordingly.

Students are urged to maintain healthy relationships with their academic advisors, as their role is integral to the student's development and progress throughout the program. In addition to providing required signatures for course petitions, letters of recommendation, and other formalities, advisors may also come to serve as an important source of information regarding opportunities for professional development (e.g. research, presentations, publication, etc.).

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 their 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 three faculty members, at least two of whom must hold primary positions in the Department of Anthropology. One member serves as the committee chair (usually 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 specific format of the Comps often depends on the particular sub-discipline of the student. For specific information, please visit the following URL address:

*Procedures for Satisfying the PhD Comprehensive Examination
Requirement in Anthropology*

<http://www.anthropology.pitt.edu/node/780>

Language Requirement

The language requirement for the Department of Anthropology should be completed as soon as possible. If a student has sufficient language training upon entering the program, it is recommended that he/she contact the relevant language department sometime during your first year so that they can administer the exam. In the event that additional language training is required, such classes should be taken early in the program. It must be kept in mind that elementary and intermediate language courses do not count towards departmental requirements. Language courses may be taken during spring and fall terms but the coursework and the number of credits per term (generally 5 credits) could make for a very heavy course load. Intensive language programs during the summer term are often useful for developing language skills.

For the official policy statement regarding the language requirement, please visit the following URL Address:

Language Requirement
<http://www.anthropology.pitt.edu/node/779>

Student Petitions

Students must petition the Graduate Studies Committee several times during the course of their study. Reasons to do so may include the need to acquire credits for courses taken outside the Department of Anthropology or at another institution, for course waivers, for comprehensive examination and dissertation committees, for approval of language requirement, etc. The following forms are intended to make the process simpler. Students can get these forms from the Graduate Secretary, or through the following URL address:

Graduate Student Petitions
<http://www.anthropology.pitt.edu/node/479>

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 current students.

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.

Committees

Graduate students serve as representatives on several, but not all, departmental committees. Position openings are offered in a meeting at the beginning of the Fall semester.

GSO/GPSA

The Graduate Student Organization is campus wide, and there are a number of 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, helps set up and provide food for the colloquium series, and passes on e-mail messages from the University committee.

Executive Committee

The Executive Committee meets as needed, and is composed of a representative from each sub division of the Department, and one 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 3-4 times a semester, and its primary duty is to oversee the operation of the graduate program. It reviews petitions by graduate students about their course of study relating to such issues as classes taken outside the Department and composition of their committees. The petition forms are available in this guide and from the Graduate Secretary. Grad students sit on this committee.

Admissions and 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 recruitment literature.

Ad Hoc Committees

Ad Hoc committees are established from time to time for special purposes, including searches for faculty positions and other one-time tasks. Grad students serve on many of these committees. Students also have the opportunity to recruit and schedule speakers for the informal Brown Bag series.

Funding Resources

I. Graduate Fellowships

National Fellowships

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

University of Pittsburgh Fellowships

- **Mellon Pre-Doctoral Fellowships:** One year fellowship awarded to outstanding students that provides a tuition waiver and stipend. Second year students are expected to apply. The application deadline comes early in January. Pay attention to the reminder email from the Chair for specific application requirements, and work with your advisor on your application well ahead of time.
- **Foreign Language Area Studies Competition:** 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/ieqpsflasf/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
- **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
- **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
- **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>

Department of Anthropology Fellowships

- **Teaching Assistantships/Fellowships (TA's/TF's):** Work 20 hours per week assisting professors with undergraduate courses, often includes leading individual recitation sections.
- **Arts and Sciences Fellowships:** Awarded by the Department. No teaching or other work responsibilities.
- **SSDD Fellowships:** Available to support dissertation writing and help students complete their PhDs in a timely fashion. Previously promised to entering students, these will be awarded by the Department directly to advanced students beginning in Fall, 2014.

- **Graduate Student Assistants:** Work up to 20 hours per week assisting various faculty members.
- **CGS Teaching:** Appointment as a teaching fellow to teach a course independently in the college of general studies. Generally for students in the dissertation writing stage. Preference is given to students who have NOT already taught three CGS courses. Some will be Part-Time Instructorships with no tuition remission, and some will be TF positions.
- **Graduate Fellowships in Latin American Archaeology:** Awards tuition remission and a stipend to Archaeology graduate students specializing in Latin America.
- **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.

II. Funding for Dissertation Research:

- National Science Foundation: www.nsf.gov
- Social Science Research Council: www.ssrc.org
- Wenner-Gren Foundation: www.wennergren.org
- Fulbright IIE: 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>

The Office of Research website has several useful resources, including grant search engines and tips for writing grant proposals. <http://www.pitt.edu/~offres/>

III. Funding for Summer Travel and Research

- **Pre-dissertation 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 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

- **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
- **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>

IV. 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> for more information and the application.
- **A&S GSO:** Provides \$150 once every 4 years for conference travel. <http://asqso.pitt.edu/doku.php/grants>

Area Studies centers are an additional source of funding for meeting attendance.

V. 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. Funding is also available through the Department of Anthropology, through the same channels that fund pre-dissertation study.

Library Resources

The University of Pittsburgh holds a wealth of reference material, including books, journals, electronic resources (most of which are of free access to students), and much more. Hillman Library is the main campus library, and there are a number of others. Graduate students can generally borrow books for the whole semester. The library system also subscribes to several networks that allow students to request materials from other libraries elsewhere in the U.S. or from abroad at not cost for the student (e.g. E-Z borrow, Inter Library Loan). It is also possible to reserve a carrel in the library to store books without officially checking them out. Carrel sign-ups are through the Library at the beginning of each year and must be renewed yearly.

Hillman Library

Reference Desk: 412-648-3330

Lending Desk: 412-648-7800

Phone Renewal Line: 412-648-7806

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

Access to electronic resources from off campus: <https://sremote.pitt.edu>

Other collections at Hillman include:

- **Government Documents Collection** (412-648-3330):
<http://www.library.pitt.edu/libraries/govdocs/govdocs.html>
- **Latin American Collection** (412-648-7735):
<http://www.library.pitt.edu/libraries/latam/latam.html>

Additional campus libraries include:

- **Langley** (412-624-4490) (Biology, Neuroscience, Psychology and Life Sciences)
<http://www.library.pitt.edu/libraries/langley/langley.html>
- **The Health Sciences Library System** supports several libraries that are useful to Anthropologists: <http://www.hsls.pitt.edu/>
- **Barco Law Library** (412-648-1323): <http://www.law.pitt.edu/library>

The Anthropology Bibliographer willingly accepts suggestions for book purchases for the Library. She is also available to help you with your research.

Contact: Ray Anne Lockard
Bibliographer and Public Services Librarian
Frick Fine Arts Library
Phone: 412-648-2410
E-mail: frickart@pitt.edu

Department Information

Main Office
3302 WWPH
Phone: 412-648-7500
Fax: 412-648-7535
Hours: Monday- Friday, 8:30 a.m.-5:00 p.m.

Department of Anthropology, University of Pittsburgh
<http://www.anthropology.pitt.edu/>

Receiving Mail

Each student has a mailbox in the main office. The address is:

(Your Name)
Department of Anthropology
3302 WWPH
University of Pittsburgh
Pittsburgh, PA 15260

Internal communications

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

"Anthgrads" is an e-mail mailing list that is an easy way to communicate with the majority of the graduate students. Most departmental notices to graduate students are also sent by email to this list rather than on paper, 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**.

Scanning/Printing/Faxing/Photocopying

A scanner/printer/fax/photocopier is available in the Main Office (8:30-5:00, Monday-Friday). Another (without the fax function is in room 3138 and available at any hour). These are in addition to printing services available via the University's computing labs (see below). Grad students can get personal codes for these machines from Lynn Lantz. They can print as many as 300 sheets per month without charge, and TAs often use them for work on the courses they are teaching (also without charge).

Offices, Desks, Lockers, and Keys

TA's are provided with desks. The TA rooms also 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").

Any graduate student can be assigned one of the lockers in the TA rooms. See the graduate secretary for a locker assignment and a key, but be aware you may have to share a

locker depending on the demand. Along with the locker you can also request a key that will give you access to the lounge, TA rooms and word-processing lab area after the Department closes at 5:00 p.m.

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

Computing and Lab resources

There many computer labs throughout the campus, some of which are open twenty-four hours. Macintosh and PCs are available. Printing is free as long as you remain within your allocation of 900 pages per semester. (Note: TA's/TF's have unlimited printing quota in the campus labs) Computer accounts are automatically generated for students. If you do not intend to use this e-mail address as your primary account, you should have your mail forwarded from this account to the one you really use. 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. You can find more information on computer accounts at <http://technology.pitt.edu/accounts/index.html>.

The Department maintains two computer labs for use by graduate students: a word-processing lab and a statistics and graphics lab (see below). There are also computers in the TA offices. The word-processing lab (phone: 412-648-7533) is in room 3138 (at the end of the hall with the TA rooms). After 5:00 p.m. you must have a combination to get in. This lab has two PC's connected to the Web, laser and color printers, and a scanner.

On the first and second floors of Posvar Hall (adjacent to Lawrence Hall) there are archaeology and physical lab spaces. You must have a combination and keys to enter both labs. The archaeology lab is located on the second floor of Posvar Hall (which is the first floor of Lawrence Hall). In the "Wood Lab" (412-648-7680), there are computers with various statistics, graphics, drafting and GIS packages. It also has a digitizing tablet, scanners for paper and slides or negatives, color and black and white printers, large format plotters. Although this lab is in the Archaeology lab complex, it is available to anyone in the department. The Physical lab (412-648-7675) is located on the first floor of Posvar Hall (which is the basement of Lawrence Hall). Classes are often held in these labs. The hours for the labs are posted on the door at the beginning of each semester.

Teaching (TA/TF) Responsibilities

This section discusses some of the duties associated with various TA/TF positions. Any questions should be directed to the TA/TF coordinator, often the Chair of the Department.

Range of Assignments

A TA/TF is most frequently assigned to assist in an undergraduate course (either with or without recitations) or is assigned to teach a course independently.

- 1) **Assistant to an undergraduate course.** The TA/TF assigned to assist in a course reports to the faculty member in charge of the course. The TA/TF may be called upon to perform a variety of duties. These include creating assignments and answer keys, grading, helping to write exams, preparation of handouts and demonstrations, helping in a laboratory, etc. and holding office hours. Some instructors call upon the TA/TF to give a lecture, as a valuable experience or to fill in if the instructor is absent. The TA/TF must attend lectures associated with the course to which they are assigned.
- 2) **Assistant to a course with recitations.** In addition to the above duties, TAs/TFs assigned to courses with recitations normally teach four 50 minute recitations per week. Recitation courses are generally taken by undergraduate students as a first anthropology course or to fulfill a general education requirement in the College of Arts and Sciences. The TA/TF is responsible for many of the duties associated with teaching a course, including lectures, quizzes, examinations, assignments, and grades. The faculty member who teaches the main lecture is responsible for providing the TA/TF with guidelines for fulfilling the above responsibilities. All TA/TFs are required to attend the main lectures to facilitate fulfilling their responsibilities to their recitation sections.
- 3) **Teaching a course independently.** These assignments are normally given to students who have been advanced to Ph.D. candidacy. The TF is responsible for all the duties associated with teaching a course, including lectures, quizzes, examinations, assignments, and grades. The TF consults with a regular faculty mentor in developing the course. A TF teaching independently for the first time is required to take the University Teaching Practicum (FACDEV 2200).

Office Hours

All TA's/TF's are required to hold office hours. TA's/TF's must schedule a minimum of 4 hours per week during which they should be in their offices and available to students.

Workload

Full-time TA's/TF's are expected to work an average of 20 hours per week. *The workload may not be distributed evenly across the term.* There may be weeks in which you will be required to work more than the average number of hours but other weeks where your workload will be less. This is typically true during the times examinations are being given. All TA's/TF's are expected to be available until the final grades are due in the Department office, which ranges from 3-7 days after the last day of final examinations. TA's/TF's are also expected to be available for course planning and coordination prior to the beginning of classes. You should be in contact with the professor you will be working with to know when.

Grading Policy and Cheating

TA's/TF's are responsible for thorough familiarity with the University Grading Policy and the University's guidelines on academic integrity (these guidelines include cheating). The above guidelines will be discussed in your orientation and are published in the *TA Handbook*, which is distributed to all TA's/TF's by CIDDE the first week of September.

Evaluation

TA's/TF's who teach recitations or independent courses may request a course evaluation from OMET (Office of Measurement and Evaluation of Teaching). OMET will normally send an email with instructions on setting up the evaluation online. In addition, your faculty supervisor (if applicable) will provide the Department with an evaluation of your overall performance.

Teaching Tips from Former TA's/TF's

Recitation: This is a 50-minute class period, run by TA/TFs once a week. Class enrollment is usually 30 or less and represents a portion of the larger class for which you TA. These sections are usually used for discussion, demonstration, or review of lecture material, although new material may be introduced as well. They are important because this is where the TA gets to know his/her students and students are given the opportunity for closer interaction with instructors. Many TA/TFs prepare a short lecture, or a review of materials discussed in the larger class, for each recitation and then allow time for discussion and questions/answers. Recitations usually count towards the final grade of the course.

Test Preparation: TA/TFs usually photocopy, collate, and staple exams and any other assignment or handout for class. The office staff can assist with test preparation and production. Additionally, many professors require their TAs to help with the writing of exams so that TAs gain experience in crafting multiple-choice and essay questions.

Paychecks: We get paid on the last working day of each month, starting September 30th and ending April 30th. December paychecks may come early because of the University vacation, but the money may not be available until the end of the month. Checks can be picked up in Linda Howard's office, or you can have the University deposit them directly into your account.

Photocopying: TAs make photocopies for class use on their own codes (see above) and report the numbers to Lynn Lantz.

Supplies: Before the beginning of the term, your instructor will give you copies of the texts to be used in the course. Other supplies such as pens, folders, paper goods, etc. are available in the supply room in the front office (you must see a secretary for the key). Most TA/TFs use a spreadsheet or the Courseweb grade record tool to keep track of their students' grades.

Test Center: Any test which uses computer forms (i.e. multiple-choice tests) can be scored by the Office of Measurement and Evaluation located in G-33 Cathedral of Learning. If the tests and an answer key are dropped off in the morning they are generally ready on

the following morning. You may also use this service for multiple-choice quizzes given in recitations. Remember to pick up blank "bubble sheets" to replenish the supply in the Department.

Audio-Visual Equipment: Some Department-owned audio/visual equipment (i.e., data, slides, movies, and overhead projectors, etc.) is available for TA/TFs for use in recitations. The key to the Posvar equipment room is available from the Front Desk. The Center for Instructional Development and Distance Education (CIDDE) is a very useful place that provides various TA services, including A-V equipment, and lab top computers (412-624-3335).

Films: Some TA/TFs may be required to order films for the course to which they are assigned. The proper forms for this are available in G-20 Hillman (Media Services), from the instructor or from another TA/TF. The Anthropology account number is available from the instructor or from Linda Howard.

Mimeographs: A mimeo machine is available in the Xerox room for TA/TFs to use to prepare quizzes and handouts for recitations. Get a veteran TA/TF or one of the office staff to show you how to operate the machine.

Graduate Student Resources

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 <http://www.asgraduate.pitt.edu/forms-policies>.

School of Arts and Sciences Dean's Offices
5141 Sennott Square
<http://www.as.pitt.edu/graduate/>
Phone: 412-624-6094

Benefits Office
(medical insurance and payroll)
<http://www.hr.pitt.edu/benefits/>
Phone: 412-624-8160

Office of Research
(3rd floor, Thackery Hall)
<http://www.pitt.edu/~offres/>
Phone: (412) 624 7400