

# Anthropology Department Student Handbook

## Welcome...

We are pleased that you have chosen Anthropology as your major or minor. Anthropology is the most panoramic of the social sciences, aspiring to understand the full range of human experience: from the biological and social processes that shape our bodies and how people in the past lived and died, to how we communicate with each other and why there is such incredible worldwide diversity of human cultures and societies. Anthropology students approach problems and issues *holistically and systemically*, examining social relationships in the full context of their interrelationships. They are *cosmopolitan*, aware of what's going on beyond the borders of our own immediate country and region. They are *sophisticated in cross-cultural analysis*, recognizing that the "common sense" we take for granted, when viewed through the lens of other cultures, is neither common nor even necessarily sensible. Finally, they are *critical thinkers*, able to apply theories and rigorous methodological tools to enhance their understanding of both intellectual puzzles and practical human problems.

## Anthropology as a Four-Field Discipline

In the nineteenth century, Anthropology was organized into the four subfields we still know today—Socio-Cultural Anthropology, Archaeology, Physical/Biological Anthropology, and Linguistic Anthropology—because these once separate fields shared a common evolutionary perspective. In Europe and throughout the Global South, this holistic tradition gradually gave way to a specific focus on Socio-Cultural Anthropology. It is American anthropology that has strived to be the most holistic, a legacy championed by Franz Boas and his student Alfred Kroeber, who once described four-field anthropology as a "sacred bundle." Over the decades, American anthropologists have fought hard to defend this four-field legacy, and as a result dozens of American universities have anthropology departments with each subfield represented, including UVM Anthropology.

Today, because of specialization, a small percentage of anthropologists actually work across the boundaries of subfields: one recent study observes that less than 10% of articles in the discipline's flagship journal *American Anthropologist* combine subfields. Many respected anthropologists have also called for "unwrapping the sacred bundle." Yet here at UVM, we continue to emphasize the value of a four-field education at the undergraduate level for a number of reasons:

- It introduces students to the distinct areas of anthropological knowledge, which gives students an opportunity to follow a path that corresponds most closely to their interests.
- Specialized research within the subfields benefits from a holistic grounding in the larger questions and concerns that interest the whole discipline.

- In recent years, some cutting edge areas of research have emerged that cross subdisciplinary boundaries, such as biocultural research, ethnoarchaeology, etc.
- Students benefit from conversations faculty from different subfields have with each other about common and divergent perspectives.

## **Anthropology at UVM**

In declaring your Anthropology major or minor, you are joining a rich tradition of anthropological teaching and research at UVM, which goes back to the beginning of the discipline. George Henry Perkins (1844-1933), a UVM dean and professor of Natural History, presented one of the very first Anthropology courses in an American university in 1886. Perkins was a natural historian, geologist, and entomologist who devoted considerable attention to archaeological research in the Champlain Valley. During that period, Anthropology existed as an arm of the natural sciences, and evolutionary theories dominated the intellectual environment and influenced Prof. Perkins' approach to Anthropology. Evolutionary theories also influenced Perkins' son, Henry F. Perkins (a UVM professor of Zoology), who directed the Vermont Eugenics Survey, in which he lobbied the state for sterilization laws of the "feeble-minded" and other social "undesirables." Henry, the son, never taught Anthropology courses at UVM, but George, the father, did until his death in the 1930s.

Anthropology went dormant at UVM until the late-1950s, when a combined Sociology-Anthropology Department based out of Old Mill was formed, with four sociologists and two anthropologists. At the time, UVM's College of Arts and Sciences was a sleepy liberal arts college with a weak tradition of modern social sciences, although that would soon change with the professionalization of the faculty. In 1965, the department hired the young archaeologist Bill Haviland, a Ph.D. from University of Pennsylvania, who would spend a highly-distinguished career at UVM until his retirement in 1999. During the early-1960s, students could take a major called "Sociology-Anthropology." Haviland convinced his colleagues to split the majors into their individual disciplines, although there continued to be a combined major too. Reflecting his comprehensive training and research interests in the discipline's four fields, Haviland designed the new major in Anthropology to be a four-field major, and courses were offered in socio-cultural, archaeological, and biological anthropologies (linguistic anthropology would not be taught until 1970).

In 1970, growing student enthusiasm for Anthropology, Haviland's lobbying efforts, and faculty solidarity in the College led to a formal split of the the Sociology-Anthropology Department, a split that happened largely in spite of, not because of, administrative support for it. The newly-formed Anthropology Department expanded rapidly and its faculty established a positive national reputation for their research and for providing a high-quality undergraduate program in four-field Anthropology, a reputation it continues to enjoy today. With twelve faculty members and no graduate program, UVM Anthropology is currently one of the largest Anthropology departments in the country focused solely on undergraduate education.

## **Part I: The Advisor-Advisee Relationship**

The fundamental purpose of academic advising is to provide guidance as you make decisions from the most general—such as identifying and refining your intellectual and personal goals at UVM, viewing your curriculum as a whole—to the most specific, like which courses you'll take to fulfill your requirements for graduation. Also, if you get yourself in academic trouble your advisor will be among the first to know about it. In such circumstances, the advisor's job is to advise you through your difficulties and help you get back on track. However, none of this will happen unless you seek out advising and take maximum advantage of its potential to enhance your UVM experience. It has been said that the relationship between an advisor and student is like a blind date: given differences of character, temperament and values, it does not always blossom into affection or mutual admiration. You can only know this, though, once you have taken the initiative to meet with your advisor.

Your academic advisor has expertise in scholarly and career issues, especially as they relate to Anthropology. There are many other issues about which you may seek advice and support such as health, legal matters, writing and learning skills, general career planning, lifestyle/residential issues, academic accommodations and more. The College of Arts and Sciences Student Services office can provide you with help on these matters and more.

### **Who is my advisor?**

You can find out by going to the Registrar's Homepage (<http://www.uvm.edu/registrar/>) and clicking on Banner for Students. You can also come by the department office (509 Williams Hall), and ask our Administrator, Cindy Longwell, for that information. If you have been working with or have specific interests that align with a particular faculty member, you can ask Cindy to assign you to that person as your advisor. If for whatever reason you need to change advisors, you can ask Cindy to help you.

While every effort is made to continue your advisor assignment from the moment you declare your major, it isn't always possible because of changes in faculty assignments (e.g. sabbatical leaves), changing program enrollments, and students changing from one program to another. So there are times when students must be reassigned. If you are reassigned to a new advisor, keep in mind that this can be a great opportunity to get to know another Anthropology faculty member.

### **What is the best way to get in touch with my academic advisor?**

At the beginning of each semester, your advisor will send you a note indicating when s/he has office hours, or indicating a willingness to schedule appointments. The Anthropology Department office also posts office hour times. If you have a conflict in your schedule that prevents you from attending office hours, you should send an e-mail to your advisor or call the department office and ask the best way to schedule an appointment.

If you call and leave a voicemail or if you send an e-mail be sure to identify yourself, leave a clear message concerning your reason for the call and leave a clear statement about how you can be reached. If you leave a phone number or e-mail address be sure to speak very slowly and clearly. Many students contact their faculty advisor by e-mail. We urge you to be very clear about your questions/issues and if the issue is quite complex, simply use e-mail to schedule an appointment.

### **How can my advisor help me if I receive an “academic alert letter” from the faculty teaching one of my courses?**

UVM faculty have an option of sending “Academic Alert” letters to students enrolled in their classes who are in danger of failing the course or are having academic difficulties in their class (i.e., poor attendance, failing to hand in assignments, etc.). Faculty who choose to send these letters generally do so prior to the end of the withdrawal period and copies are sent to the faculty advisor. You should contact the instructor and your advisor and discuss your options. For example, it may not be possible for you to significantly improve your grade in the course and your advisor may recommend that you consider withdrawing from the course. Or, it may be clear that if you use the appropriate resources you will improve your grade. Your advisor can discuss this with you within the context of your program requirements.

### **How should I prepare for meeting with my advisor?**

Prepare for your meeting with your advisor by going into your CATS audit and printing a copy of your web transcript. Take it with you as a reference. Seniors should also take their Graduation Status Notice, Juniors should take their Junior Checksheet, and all others should take a copy of your checksheet which you have been using to record your completed coursework and the Typical Four Year Plan. Every student should understand his/her program requirements and be prepared for a discussion about the course requirements and how to meet them.

### **What is a CATS Audit and how do I do it?**

CATS (Curriculum Audit Tracking System) is UVM's degree audit system that produces automated, individualized reports to help students track their progress toward completing their degrees. The CATS audit, used by students and advisors, identifies both completed and outstanding requirements and provides a current list of courses that can be taken to satisfy them. For a description of how to run a report go here:

[http://www.uvm.edu/~rgweb/?Page=registration/r\\_CATSreports.html](http://www.uvm.edu/~rgweb/?Page=registration/r_CATSreports.html)

### **What are my Advisor’s responsibilities?**

Exceptional academic advising requires both the advisee (student) and advisor (faculty) to be both well informed and fully engaged in the process. Faculty Advisor responsibilities include, but are not limited to:

- making academic advising a priority
- establishing on-going connections with advisees
- posting the system (on the office door, on the web, etc.) for meeting with students (e.g. open office hours, appointments scheduled via e-mail, etc.) and responding to questions (e.g. phone, e-mail, etc.)
- being well informed about program, college and university requirements
- providing students with accurate program information
- guiding and encouraging students to utilize appropriate resources
- helping students understand academic consequences of their decision-making
- assisting students in evaluating their academic performance and helping them determine if they are satisfactorily progressing toward degree completion
- exploring alternative options with students who are unable to meet the established academic standards or whose interests have changed
- working co-operatively with the Department of Anthropology to best meet all students' needs

**IMPORTANT:** It is NOT your advisor's responsibility to ensure you are meeting all your requirements for graduation. That is YOUR responsibility.

### **What are my responsibilities as an advisee?**

Advisee responsibilities include:

- establishing an on-going connection with your faculty advisor
- knowing and understanding your program requirements
- preparing for your meetings by printing your CATS audit and taking it with you
- determining your course schedule cooperatively with your academic advisor
- using academic support resources available to you
- understanding academic consequences of your decision-making
- discussing your academic performance with your advisor and determining if you are progressing satisfactorily toward degree completion
- knowing College and University policies and understanding implications for you as a student
- determining and implementing strategies for achieving academic success

## Part II: The Anthropology Curriculum

Requirements for the major and minor in Anthropology changed in 2007 and 2008, respectively. Please be careful to follow the requirements for your entering class, and contact your advisor if you are unsure which requirements to follow.

### ***The major***

The major worksheet is included at the end of this document. You can also download a copy of the worksheet at:

<http://www.uvm.edu/~anthro/?Page=ba.html>

**\*Anthropology majors who entered UVM BEFORE Fall 2007 have the following major requirements:**

Thirty hours in Anthropology including 21, 24, 26, and 28; 225 or 228 and five additional courses of which three should be at the 100 level and at least one at the 200 level.

**\*\*Anthropology majors who entered UVM in Fall 2007 or later MUST complete the following major requirements:**

Thirty-three (33) hours in Anthropology, including:

- Four “core” courses (12 credits): ANTH 21, 24, 26, 28
- 15 credits at the 100-level or above, including 3 credits at the 100-level in each of two different areas of anthropology (six credits total), chosen from the following four subfields: Archaeology; Biological Anthropology; Cultural Anthropology; Linguistic Anthropology. Each semester, the department indicates which subfield requirements ANTH 195/196 offerings fulfill.

#### **Archaeology**

ANTH 130, 133, 160, 161, 167, 188

#### **Biological Anthropology**

ANTH 140, 172, 174, 187, 189

#### **Cultural Anthropology**

ANTH 123, 127, 151, 152, 153, 155, 160, 161, 162, 163, 165, 166, 167, 169, 172, 174, 179, 180, 181, 183, 184, 187, 189

#### **Linguistic Anthropology**

ANTH 142; ANTH 176 (may repeat for credit with different content), ANTH 178

- 6 credits at the 200-level. Only three credits from ANTH 200 will count toward this requirement. ISSP thesis (ANTH 190) and internship (ANTH 201) courses will not count towards the 33 hours required for the anthropology major. Students planning to pursue a

graduate degree are encouraged to take an appropriate mixture of methods and theory courses at the 200-level.

### ***The minor***

The minor worksheet is included at the end of this document. You can also download a copy of the worksheet at:

<http://www.uvm.edu/~anthro/?Page=minor.html>

### **\*Requirements for students entering UVM on or before spring semester 2008**

Students who are not majoring in Anthropology have the option of selecting among three (3) potential concentrations for a minor in Anthropology:

- **Social Anthropology:** Fifteen (15) credits --- to include Human Cultures (Anth 21) and any 200-level course (except Anth 200, Anth 210, Anth 297, Anth 298). Nine (9) additional credits, of which six (6) must be at the 100-level or above.
- **Archaeology:** Fifteen (15) credits --- to include Prehistoric Archaeology (Anth 24); Archaeological Theory (Anth 210) and three courses from the following: Ancient Mesoamerica (Anth 130), Stone Tool Technology (Anth 133), North American Indians (Anth 160), Cultures of South America (Anth 161), The French in North America (Anth 168), Historical Archaeology (Anth 188), Field Work in Archaeology (Anth 200), Human Osteology and Archaeology (Anth 240), Laboratory Archaeology (Anth 245), and Museum Anthropology (Anth 250). This minor is only available to students pursuing degree programs offered by the College of Arts and Sciences.
- **Linguistic Anthropology:** Fifteen (15) credits --- Linguistic Anthropology (Anth 28); Intermediate Topics in Linguistics (Anth 176) OR Sociolinguistics (Anth 178); Advanced Topics in Linguistics (Anth 276) OR Microethnography (Anth 284) OR Cross-Cultural Communication (PSYC 237); and two of the following: Inter-cultural Communication (CMSI 160), American English Dialects (CMSI 162), any course in anthropology at the 100-level or above.

### **\*\*Requirements for students entering UVM on or after fall semester 2008**

Eighteen (18) hours in anthropology, including 6 hours from the following core courses:

- ANTH 21
- ANTH 24
- ANTH 26
- ANTH 28



Of the 12 additional hours, at least 9 hours must be at the 100-level or above. The following courses do not count toward the minor: ANTH 190; ANTH 197/198; ANTH 201; ANTH 297/298.

### **What's the point of the core courses?**

The current Anthropology major requirements emphasize a four-field approach to Anthropology. Students are required to take an introductory course in each of the four fields (Archaeology, Biological Anthropology, Cultural Anthropology and Linguistic Anthropology) and to take 100-level courses in at least two of these four fields. These core courses not only introduce majors to facets of Anthropology they may not be familiar with, but they also encourage students to take advantage of the breadth of undergraduate offerings at UVM, which has one of the oldest and largest undergraduate Anthropology programs in the country.

### **How should I plan out my major? (worksheet is at the end of file)**

The Anthropology department strongly recommends taking all four introductory classes as early as possible in your major, preferably by the end of the first semester of your junior year, or within a year of declaring your anthropology major. Completing the introductory courses will allow you to move on to upper level courses in any of the subfields, to complete your two-subfield 100-level requirement in any of the subfields you choose, and to focus on “customizing” your major by taking classes that interest you the most.

Depending on how many Anthropology classes you take per semester, you may be able to begin taking 100-level courses while completing the introductory sequence, and you should complete two 100-level classes in Anthropology and achieve junior standing before taking 200 level courses.

### **How should I plan out minor in Anthro?**

Anthropology minors must take at least two of the four introductory Anthropology core courses (21, 24, 26, 28) and four more courses at the 100-level or above. You should choose the two core courses for your minor based on your interests within anthropology, since these courses are prerequisites for 100 and 200 level courses in the same subfield. For example, if you are interested in taking more advanced Archaeology courses and courses on a particular area of the world, you might choose Anth 24 (Prehistoric Archaeology) and Anth 21 (Human Cultures).

### **Do I have to take all the intro courses first?**

You do not need to take all four introductory classes before taking 100-level classes. **However, we strongly recommend that you complete all four introductory classes by the end of the first semester of your junior year.** Doing so will allow you to take advantage of the upper-level courses that interest you the most. In addition, few seniors enjoy taking introductory level lecture courses during their final year in college.

### **Should I take a theory class?**

For students entering the university in 2007 or later, an upper level theory course is not required. Most 200-level courses cover theoretical material in a particular area of anthropology. If you think you may want to attend graduate school, a course specifically on theory (Anth 210 or Anth 225) is strongly recommended, as well as a methods course related to your chosen subfield (such as ANTH 200; 240;245;250; 284; 290).

### **What minors are a good choice for an anthro major?**

Any and all minors are compatible with an Anthropology major, so if you are interested in a particular minor, you should pursue it. Depending on your interests, there are a number of minors that are popular choices to pair with an anthropology major, including a minor in a language or in Linguistics; in an area studies program or Global Studies; a minor in another social science (Sociology, Geography, Political Science, Psychology); a cross-college minor such as Business; Community and International Development (CDAE) or GeoSpatial Technologies (NR). If you would like to pursue a cross-college minor, you should contact the minor advisor for that program as early as possible to ensure that you are able to complete all of the minor requirements. Note that the Anthropology minor is NOT open to Anthropology majors.

### **I am thinking of double-majoring. What should I know?**

Double majors are not required to complete a minor, however they must complete all of the requirements for both majors, and can count only one course towards both majors (see “double dipping” below). Double majoring allows you all of the advantages of in-depth study in two different major fields. However, completing all of the requirements for both majors will limit the number of elective courses you can take in other departments. Fulfilling all of the requirements for two majors may also make it difficult for you to study abroad.

Anthropology is a good complement to many other majors, and our students have often found creative ways to create connections between Anthropology and other majors as diverse as Theater, Classics, English and Psychology. If you choose to double-major, you should make sure to keep in touch with your major advisor in each department and plan to make steady progress on both sets of major requirements each semester. It is also possible to major in Anthropology and double-minor in two other fields of study.

### **Can I take more than one 095/096, 195/196 or 295/296 course and have it count toward my major?**

Each semester, faculty in Anthropology offer Special Topics courses at different levels, introductory (095 or 096); intermediate (195 or 196) and advanced (295/296). In addition, Linguistic Anthropology special topics courses are offered as 176 and 276. You can take more than one special topics class (in the same semester, or across semesters) as long as the classes

have different titles and topics. Courses labeled 195/6, 295/6, 176 or 276 can count towards your major in the same way that any other 100 or 200 level course would.

### **What is the “double-dipping rule” and how would it affect me?**

Students are allowed to count only one course toward both their major and minor, or both majors in a double major. The reason for this is to ensure that students can't receive two degrees with half the work by choosing overlapping courses that count toward both. Students majoring in Anthropology and minoring or double-majoring in an interdisciplinary program such as Global and Regional Studies or Linguistics should be careful not to count more than one class towards the required coursework for both. If you have questions about planning out a double major or major/minor pairing, your advisor can help you.

### **Can I do an internship?**

Yes. Many of our students undertake internships abroad or in the U.S. with direct relevance to their Anthropology degrees—in not-for-profit organizations, businesses, government, media, or international organizations. Students can receive credit for the internship by going through a formal process and registering for internship credit, but even if you do not receive credit, internships offer excellent opportunities for gaining practical experience and networking opportunities.

Whether it is for credit or not, it is up to you to identify and apply for the specific internship you would like. The best way to identify an internship is to visit the Career Services office in person or online (<http://www.uvm.edu/~career/>) and examine their internship resources and learn about strategies for locating and creating internship opportunities, and speak with Anthropology faculty to find out what internships they would recommend. The Anthropology Department does not formally recommend any specific internship programs, but we are happy to advise you through the process and talk through different internship possibilities with you.

If you plan to seek credit in Anthropology for the internship, you will need to identify a faculty member to supervise the academic aspects of the internship, ideally someone who has close research, teaching, or consulting ties to the type of organization to which you are applying. Together with that supervisor, you will decide the type of academic work that will accompany the internship, such as directed readings, producing a research paper, different kinds of writing such as journaling or reports, or any number of other outcomes. There are also courses outside of Anthropology that offer credit for internship work, including EDSS 239 and CDAE 196. All require that you arrange credit before starting the internship and all involve an academic component in addition to the internship hours.

### **Are there any options for earning internship while in another city or country?**

This can be difficult to arrange, but some students have succeeded in arranging to receive internship credits from work overseas or in another city. Contact Career Services to learn more,

and consult with your advisor if you may be interested.

### **Can I get paid for an internship as well as earn credit?**

Yes. Earning credits for an internship is dependent upon registering (and paying) for those credits. This is something you would discuss with the organization sponsoring your internship. For example, some corporations prefer to pay interns in order to be in compliance with their interpretation of Bureau of Labor regulations.

### **Can I do an independent study?**

Students typically take independent studies when there is no course on the topic they are most interested in studying. Independent studies are available at the intermediate and advanced level, and may be taken for anywhere from 1 to 6 credits. If you are interested in taking an independent study you should contact a faculty member with knowledge in this or a related area. A short summary of the Independent Study topic and the work you will do for the course must be filed with the department before you can begin the course. Note: Only THREE credits of Independent Study may be counted towards the current Anthropology major. Independent study courses DO NOT count towards the Anthropology minor.

### **Can I take off from UVM and do an internship during one semester and have it count as credits in another semester when I am back on campus?**

No. Internship credits are available only for the semester in which you are doing the work. In order to receive credits, you need to be enrolled for internship credits at UVM. If you do take a semester of leave from UVM to do an internship, you could consider doing an independent study when you get back on campus, deepening your knowledge of themes you learned about while working as an intern.

### **Can I do coursework over the summer?**

Anthropology courses are offered online and on-campus during the summer. The selection of courses usually includes both introductory (including core) and 100-level classes. Fieldwork in Archaeology (Anth 200) is also offered many years. Courses that fulfill other requirements, such as the Literature, Lab Science or Humanities requirements, are also offered. If you would like to take coursework at an college or university near your home, you should check the Office of Transfer Affairs website for information about which courses have been approved for credit from that institution. If the course you want to take has not already been approved, you will not know how the credits will transfer and whether they will fulfill a requirement until after you take the course and apply to have the credits transferred.

### **Can I do a senior thesis?**

Students in the Honors College are required to complete a senior thesis and are expected to start the thesis process in the spring semester of their junior year. As you start to focus on a topic for your thesis during your junior year, you should seek out an appropriate thesis advisor with expertise in your topic or a related area.

Students who are not in the Honors College may also do a thesis and receive College Honors if they meet the GPA requirements and their project is approved. Students must formally apply to do College Honors early in the fall of their senior year. The application must include a detailed description of your research and the theoretical approach you will take in your thesis. If you are interested in doing a departmental honors thesis, you should seek out a faculty thesis advisor and discuss your interests during the spring of your junior year, if possible.

Students who plan to do field research for an Honors College or College honors thesis project MUST receive Human Subjects approval PRIOR to starting their research. Therefore, if you plan to do research during a study abroad program and use that research as part of your thesis, you should meet with your thesis advisor and complete the Human Subjects forms before leaving the country.

For detailed information on writing a senior thesis, see the Anthropology Department senior thesis guide (MAKE LINK).

### **Can I study abroad?**

Anthropology students are encouraged to consider incorporating a study abroad program into their coursework, and a large percentage of our students do study abroad through UVM or other programs. Studying abroad, particularly on a year-long program, may require careful planning of your major. Only a few study abroad programs offer credits in Anthropology, and we can not guarantee at what level those credits will transfer to UVM. Students planning to study abroad are encouraged to talk to their major advisor about their plan to complete their major requirements should few or none of the study abroad credits transfer as Anthropology courses.

For detailed information on studying abroad, visit the Office of International Education (<http://www.uvm.edu/~oies/>). The Anthropology Department also has a guide to study abroad here: (MAKE LINK)

## **Part III: Involvement in the Anthropology Department**

The Anthropology Department welcomes student involvement beyond simply taking courses with us. We have opportunities for students to get involved in research, teaching assistantships, and an Anthropology Club.

### **How can I get involved in research?**

An important aspect of a faculty member's job at UVM is to conduct and publish research. Most faculty members welcome undergraduate involvement in their research, involvement that ranges from supporting, identifying and locating literature and other useful sources to collecting, sorting, and analyzing data, and, even on occasion to co-authoring academic publications. Students are often paid with workstudy money or, in some cases, an outside grant. Students can also receive credit under our Practicum in Anthropology Teaching and Research course. A handful of students searching for experience and an eventual recommendation for jobs or grad school have also helped faculty with their research for no compensation or credit.

If you would like to participate in faculty research, keep two things in mind: 1) Faculty members expect high quality work from their research assistants, typically higher than they expect out of your coursework, since a faculty member's professional reputation is at stake if s/he publishes shoddy research. While they are quite willing to "train" you in what they are doing, they expect a serious commitment from you if you are going to get involved in their research; and 2) You may end up working on a theme you would not necessarily want to work on yourself. If you would like to conduct independent research on a topic that interests you which does not align with a faculty member's ongoing research, do a senior thesis or independent study course.

A good way to identify a faculty member with whom you can work is to start with faculty whose courses and/or fieldschools you have taken, because you will have a sense of what they work on, and these faculty will know you and your work style and so be better able to judge the potential contribution you can make. Some faculty members also actively seek out research assistants, posting announcements at the work study office or department hallways (typically at the beginning of a semester); make sure you make yourself known to those faculty members.

### **Can I get funding to do anthropological research?**

Yes. UVM has a number of funding sources to support undergraduate research. Each of these sources is competitive, but Anthropology students have had a strong record of success getting funding to do research, including enough funds to conduct research outside the U.S. Funding opportunities include:

UVM Funding

(For deadlines and information, consult the Office of Undergraduate Research:

<http://www.uvm.edu/ugresearch/>)

The APLE Program: APLE provides students in the College of Arts and Sciences with opportunities to do research with faculty members, and to get hands-on experience in internships. Summer funding can be up to \$3,000 and academic year funding can be up to \$500.

The McNair Scholars Program: For first generation college students or ethnic minorities. The research internship runs 8 to 10 weeks over the summer and includes a minimum stipend of \$2,800, matching with a faculty member conducting research, room and board on campus, a free laptop computer and a technology training seminar.

The HELiX Program: HELiX encourages students to stay in science and consider science careers by involving them in research projects. Students in biological anthropology or archaeology can apply for summer funding (\$3,500 plus \$1,500 in supplies) or academic year funding (\$500 to cover research expenses).

Ronald Suiter Award: Open to undergraduate and graduate students in the College of Arts and Sciences at UVM to defray costs of attending conferences, seminars, workshops, etc. Provides up to \$300 stipends each year, with an additional \$150 from the College of Arts and Sciences added to each award.

URECA Grants: Provides funds to outstanding undergraduates from all colleges and majors who wish to pursue a specific research project under the mentorship of a faculty member. Undergraduates can pursue independent research or work with faculty member. Award includes \$1,000 scholarship and up to \$3,000 research funding.

#### Anthropology Department Funding:

The Kleinknecht Fund: A department alum has made money available for occasional use. Students can apply for small amounts to support research, conference travel, etc. For more information see Prof. Gordon.

The Jim Petersen Fund: Named in honor of department chair Jim Petersen who died in 2005, funds are available to support attendance at a UVM archaeological fieldschool.

### **Can I be a Teaching Assistant?**

Each semester, some Anthropology faculty need Teaching Assistants for their courses. TAs are usually chosen at the end of the semester before the TAship. Teaching Assistant positions have many benefits, including a chance to review and expand your knowledge of material in a particular course. Students also benefit from the opportunity to experience a different side of academic life, helping faculty with tasks that may include locating, organizing and distributing

materials, performing notetaking duties for ACCESS students, course preparation tasks, and working with students in the course.

Teaching Assistant positions are as demanding as Research Assistant positions, if not more so, requiring an investment of time, energy and attention. Most TAs are required to attend the class they are TAing for and keep up with the work in the class in addition to performing other duties. Students seeking a TAship should contact faculty they would like to work with, or see the department Administrative Assistant in 509 to inquire about open TA positions.

### **How can I get involved in Anthropology Club?**

The Anthropology Department has hosted a student-run SGA-recognized Anthropology Club for several decades. Anthropology Club has sponsored lectures, films, and discussions; made fieldtrips to indigenous reservations, academic conferences, and museums; participated in educational events in the broader community; organized dinners with faculty members and their families; and offered a collegial environment in which students passionate about Anthropology can create relationships and share common experiences. Every year, the Club receives a budget from SGA to spend on its events, and it is possible to apply for more depending on Club need.

The Club has a faculty advisor, but it is up to students to organize and carry out meetings, events, and trips. In some years, interest in the Club wanes and in others it is high. If you are interested in Anthropology Club during a period of low interest, seek out the Club advisor to figure out a way to reinvigorate it. If it is a period of high interest, you will receive announcements about meetings and events.



## Part IV: Beyond the Anthropology Department

### Careers in Anthropology

In the Anthropology Department, we like to think of Anthropology as the major for the 21<sup>st</sup> century – a major that prepares you with skills and insights that will help you in almost any career. Some of the important skills that you learn as an anthropology major include:

- Drawing conclusions from careful observations
- Drafting clear, detailed descriptions of objects, systems and events
- Discerning the underlying structures and patterns of human interactions
- Using an awareness of cultural differences and diversity to resolve conflicts

Other equally important skills that are part of a quality liberal arts education, include reading critically, researching a topic, and writing clearly and concisely.

In addition, many anthropology classes require students to plan and conduct research projects of varying sizes, and more valuable hands-on experience is available in methods classes and through internships.

With these skills, an anthropology major is an excellent background for any number of careers, from business to social work, including medicine and law. The Anthropology Department has a small library of books about careers in Anthropology, which is available for students to use in 509 Williams. These include:

Sheralyn Briller's *Designing an Anthropology Career: Professional Development Exercises*. Altamira Press. 2008.

Blythe Camenson's *Great Jobs for Anthropology Majors*. McGraw-Hill. 2005

Margaret A. Gwynne's *Applied Anthropology: A Career-Oriented Approach*. Pearson. 2003.

*NAPA Bulletin, Careers in 21st Century Applied Anthropology: Perspectives from Academics and Practitioners*. Wiley-Blackwell. 2009

Omohundro's *Careers in Anthropology*. Mayfield. 2001.

W. Richard Stephen's *Careers in Anthropology*. Allyn and Bacon. 2001.

Veronica Strang's *What Anthropologists Do*. Berg Publishing. 2009.

The department also offers a one-credit course called “Anth 10: Careers with Anthropology” during the Winter Session. This course focuses on different careers in Anthropology and helps students explore career options and prepare a resume that highlights their anthropology-related skills.

## **Graduate Schools**

In addition to pursuing a PhD in Anthropology, majors and minors can also pursue graduate degrees in fields such as Applied Anthropology, Education, Forensic Science, Linguistics, Museum Studies and Public Health just to name a few. Prof. Vivanco has designed a webpage that guides students through the process of deciding whether to go to graduate school, picking a graduate program, and applying. <http://www.uvm.edu/~lvivanco/gradsch.html>

## **What if I need a letter of recommendation for study abroad, graduate school, or a job?**

The best person to write a letter of recommendation for you is someone who is familiar with your work and can also speak to your academic strengths and weaknesses. Ideally, this will be a professor who has worked with you in one or more small or medium-sized classes, or as an RA or TA. We recognize that this is not always possible, especially for first and second year students. If you are enjoying a class, regardless of the size or level of the course, and think you may want to ask the professor for a recommendation later on, you may want to go to the professor’s office hours to discuss the course and your long term interests.

When asking for a letter of recommendation:

- Give the professor plenty of lead time (at least 4 weeks). Some faculty like to discuss the program or job you are applying for with you, so if possible plan to meet with the professor to discuss this and go over your interests and qualifications.
- For study abroad and graduate school applications, a copy of your application essay will help the professor tailor the letter to your interests. For jobs, be sure the professor has a copy of your cover letter and resume.
- Ask whether the professor would like addressed, stamped envelopes (some recommendations need to be sent in official letterhead envelopes)
- Make sure ALL of the forms you give to the professor are filled out and signed.
- Be aware that most faculty do not send students copies of their recommendation letters. A confidential letter will generally be seen as more honest and therefore more powerful. If you have doubts about the quality of letter a faculty member will write for you, you should find another recommender.
- Career Services has an excellent page on recommendation letters, including information about Interfolio, a paid service that will manage recommendations for you and send them out at your request (most suitable for job letters):  
<http://www.uvm.edu/~career/?Page=recommendationfaq.html>

## **Part V: Anthropology Department Policies and Procedures**

The Anthropology Department follows University policies and procedures. Some of these policies and procedures are flexible; others are not. Students should expect to fulfill major and/or minor requirements as described in this handbook. Your advisor can assist you in navigating these policies, but in the end you are responsible for making sure that you meet the graduation requirements. Luckily, it is easy to find information about policies and procedures. Some key links are below:

### **Academic Integrity**

UVM takes academic integrity very seriously. The University's Code of Academic Integrity notes that "Standards of academic integrity are necessary for evaluating the quality of student work in a fair manner." Violations of academic integrity include plagiarism, fabrication, collusion, and cheating. It is the student's responsibility to know and adhere to this policy, which is found on the following webpage: [http://www.uvm.edu/cses/code\\_ai.html](http://www.uvm.edu/cses/code_ai.html). Violations of the code have serious consequences.

### **Academic Support Programs**

There are many academic support programs at UVM designed to help students work to their full potential in the classroom. Information about services such as the Learning Coop, ACCESS, and Student Support Services is available at: <http://www.uvm.edu/~aspprogs/>

### **University Policies**

Students are encouraged to familiarize themselves with academic policies regarding exams, religious holidays, late withdrawal from a course, requesting the grade of "incomplete" in a course, and repeating a course. These policies are available in the University Catalogue:

<http://www.uvm.edu/academics/catalogue2009-10/?Page=allpolicies.php&SM=policymenu.html&letter=a>

## MAJOR Worksheet for Students Entering UVM Fall 2007 and later

Check off or write in the course numbers fulfilling each requirements in the spaces indicated.

**Total credits:** Thirty-three (33) hours in Anthropology:

1. Four "core" courses (12 credits):

ANTH 21 \_\_\_\_\_ ANTH 24 \_\_\_\_\_ ANTH 26 \_\_\_\_\_ ANTH 28 \_\_\_\_\_

2. Fifteen (15) credits at the 100-level or above, including 3 credits at the 100-level in each of two different areas of anthropology (6 credits total). **You must choose one class from two of the following sub-categories (6 credits total):**

- Archaeology: ANTH 130, ANTH 133, ANTH 134, ANTH 135, ANTH 160, ANTH 161, ANTH 167, ANTH 188
- Biological Anthropology: ANTH 140, ANTH 172, ANTH 174, ANTH 187, ANTH 189
- Cultural Anthropology: ANTH 123, ANTH 127, ANTH 151, ANTH 152, ANTH 153, ANTH 160, ANTH 161, ANTH 162, ANTH 163, ANTH 165, ANTH 166, ANTH 167, ANTH 169, ANTH 172, ANTH 174, ANTH 179, ANTH 180, ANTH 181, ANTH 183, ANTH 184, ANTH 187, ANTH 189
- Linguistic Anthropology: ANTH 142; ANTH 176 (may repeat for credit with different content), ANTH 178
- ANTH 195/196 courses can fulfill the subfield requirement. See the dept. for information.

3 credits in first subfield: \_\_\_\_\_

3 credits in second subfield: \_\_\_\_\_

Remaining 9 credits from any subfield at the 100 level or above:

\_\_\_\_\_

3. Six (6) credits at the 200-level. Only 3 credits from ANTH 200 will count toward this requirement. Students planning to pursue a graduate degree are encouraged to take an appropriate mixture of methods and theory courses at the 200-level.

\_\_\_\_\_

**NOTE: Only 3 credits from ANTH 197/198 and ANTH 297/298 may count toward the major. ISSP thesis (ANTH 190) and internship (ANTH 201) courses will not count toward the 33 hours required for the anthropology major.**

## MAJOR Worksheet for Students who entered UVM BEFORE Fall 2007

Check off or write in the course numbers fulfilling each requirements in the spaces indicated.

**Total credits:** Thirty (30) hours in Anthropology:

1. Four "core" courses (12 credits):

ANTH 21 \_\_\_\_\_ ANTH 24 \_\_\_\_\_ ANTH 26 \_\_\_\_\_ ANTH 28 \_\_\_\_\_

2. ANTH 225 OR ANTH 228 \_\_\_\_\_

3. Five additional courses (15 credits). Three courses should be at the 100 level, and at least one at the 200 level.

3 courses at the 100 level: \_\_\_\_\_

1 course at the 200 level: \_\_\_\_\_

One additional course at any level: \_\_\_\_\_

## **MINOR Worksheet for students entering UVM on or after fall semester 2008**

Check off or write in the course numbers fulfilling each requirements in the spaces indicated.

1. Two of the four course courses (ANTH 21, ANTH 24, ANTH 26 and ANTH 28)

\_\_\_\_\_

2. Three classes at the 100-level or above

\_\_\_\_\_

3. One additional course at any level

\_\_\_\_\_

**The following courses do not count toward the minor: ANTH 190; ANTH 197/198;  
ANTH 201; ANTH 297/298.**

## **MINOR Worksheet for students entering UVM on or before spring semester 2008**

Check off or write in the course numbers fulfilling each requirements in the spaces indicated.

### **Minor in Social Anthropology (15 credits):**

1. Human Cultures (Anth 21) \_\_\_\_\_
2. One course at the 200-level course (except Anth 200, Anth 210, Anth 297, Anth 298):  
\_\_\_\_\_
3. Three additional classes (9 credits) in Anthropology at the 100-level or above:  
\_\_\_\_\_

### **Minor in Archaeology (15 credits):**

1. Prehistoric Archaeology (Anth 24) \_\_\_\_\_
2. Archaeological Theory (Anth 210) \_\_\_\_\_
3. Three courses from the following:

ANTH 130 \_\_\_\_\_ ANTH 133 \_\_\_\_\_ ANTH 160 \_\_\_\_\_ ANTH 161 \_\_\_\_\_  
ANTH 188 \_\_\_\_\_ ANTH 200 \_\_\_\_\_ ANTH 240 \_\_\_\_\_ ANTH 245 \_\_\_\_\_  
ANTH 250 \_\_\_\_\_

### **Minor in Linguistic Anthropology (15 credits):**

1. Linguistic Anthropology (Anth 28)
2. One of the following:

ANTH 176 \_\_\_\_\_ ANTH 178 \_\_\_\_\_ ANTH 276 \_\_\_\_\_ ANTH 284 \_\_\_\_\_  
PSYCH 237 \_\_\_\_\_

3. Two of the following:

CMSI/LING 160 \_\_\_\_\_ CMSI/LING 162 \_\_\_\_\_

Any course in anthropology at the 100-level or above \_\_\_\_\_