

**HANDBOOK FOR THE
SOCIOCULTURAL ANTHROPOLOGY GRADUATE PROGRAM**

July 2020

This handbook will answer your questions about the processes through which the sociocultural anthropology faculty implement the graduate program. It contains important information about timing of expected actions on your part. **Read it now and review it before every semester to be sure you know what is expected of you.**

Also see the anthropology department and graduate division websites: <http://ANTHROPOLOGY.BERKELEY.EDU> and <http://www.grad.berkeley.edu/>

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Partial list of requirements for completion of the degree: a checklist

—Courses to complete before Qualifying Exam for admission to candidacy:

—Anthropology 240A, 240B sequence

—Other seminars in the department, to be determined in consultation with PhD advisor. Each student must be enrolled in a minimum of 12 units per semester

—***Identify and engage an outside committee member*** for Qualifying Exam and dissertation; take a course with them; talk to potential committee members early and keep them updated on your plans and progress

—***File the Field Statement Proposals (abstracts)*** as soon as the committee members have been identified (by April 1st of second year)

—***Satisfy the language requirement*** as soon as possible and in all cases before the Qualifying Exam; unsuccessful attempts to pass are not counted against you

—***Attend Anthropology Department Colloquium (Anth 290-1)*** every semester in residence until admission to candidacy

—***Take Anth 375: Seminar in Pedagogy in Anthropology*** either before or concurrent with your first GSI appointment (University requirement)

—***File the Final Announcement of Field and Language Requirements when all requirements to schedule orals are met***

Year by year schedule: overview and checklist

See following pages for details on these steps

YEAR ONE

- __take Anth 240A, 240B sequence
- __consider taking the Foreign Language exam
- __take seminars to satisfy area, topical, language fellowship, or other requirements in consultation with your advisor
- __if the MA degree is desired, apply to the department for the Comprehensive Exam required for the optional MA at the end of the year

YEAR TWO

- __the department expects you to take one regularly scheduled seminar with each professor from the department who you anticipate will serve on your Qualifying Exam committee.
- __identify three faculty members from the Department of Anthropology for the Qualifying Exam; and an outside committee member.
- __satisfy the Foreign Language requirement if not already completed.
- __in the third semester, organize the Advisory Meeting (Members of the Advisory Committee are often also the members of your Qualifying Exam Comm).
- __file the **Field Statement Proposals** by April 1-no exceptions will be granted.
- __begin working on field statements in Year Two. A strongly recommended trajectory would include finishing a rough draft of one field statement by the end of the second year and beginning work on a second field statement.

YEAR THREE

- __prepare and submit grant proposals to support fieldwork research (due in the fifth semester).
- __a rough draft of each field statement must be submitted to the field statement supervisor by no later than January 31 and to each Qualifying Exam committee member.
- __file the **Final Announcement of Field and Language Requirements, aka "Yellow Sheet"** no later than six weeks before the proposed Qualifying Exam date.

__a near final version of each field statement must be circulated to each relevant member of the Qualifying Exam committee member (i.e. field statement supervisor) no later than eight weeks before the proposed Qualifying Exam date.

__with the Yellow Sheet, submit signed copies of nearly final versions of field statements with the GSAO no later than six weeks before the proposed Qualifying Exam date. No late submissions are permitted after this date.

__the final version of each field statement must be circulated to all Qualifying Exam committee members no later than four weeks before the proposed Qualifying Exam date. No late submissions or changes will be permitted after this date.

__*Dissertation Prospectus:* This should be a concise statement of no more than 8-10 pages of your proposed research. The main narrative of a grant proposal can be used. The dissertation prospectus must be submitted at your QE.

__remove all incompletes from your transcript before taking the exam

__take the oral Qualifying Exam for admission to PhD candidacy by the end of the spring semester of your third year. Failure to take the Qualifying Exam by the end of the spring semester of your third year will result in lowered priority for departmentally administered funding.

__file paperwork for candidacy (this includes the application for advancing to PhD candidacy under Form "Plan B" and a certificate showing completion of the online Collaborative IRB Training Initiative, aka CITI, Program).

__opt into the Dissertation Completion Fellowship program (DCF), if desired

AFTER ADVANCEMENT TO CANDIDACY

__conduct field research; update your committee annually (University requirement)

__complete research and writing within Normative Time (6 years)

FINAL YEAR

__meet with committee to develop a timeline for submission of drafts for feedback

__submit final dissertation draft with sufficient time for committee to review two months prior to final submission

__obtain all committee signatures on your thesis title page

Year by year schedule: details and comments

YEAR ONE

Courses: The core required courses for the first year are 240A and 240B: Proseminar in the History and Theory of Sociocultural Anthropology. The required course load is 12 units per semester. Topical courses (offered under the graduate course number 250-X) may be infrequently taught, so consider taking such seminars, especially with prospective exam committee members. Upper-division undergraduate courses may be acceptable options, especially for area or method requirements.

Language requirement: Exams are offered every semester in French, German, Spanish or other languages based on student responses to the GSAO's email indicating intention to take a specific exam. The standard departmental language exams are timed translations of a passage of approximately 300 words in 90 minutes, using a print dictionary. The language requirement should be fulfilled with a language appropriate to the dissertation project, whether this is a scholarly language, a field language, or a language represented by primary research documents. The language requirement may be fulfilled through coursework as well, including coursework completed before entering the Ph.D. program. However, by graduate division regulations, college coursework is accepted only for a limited time after its completion, and with a minimum grade of B-.

Optional MA exam: This exam is available for those who want to acquire a terminal MA degree. It is an MA Qualifying Exam based on 240A and B, with a set of questions for each course. It is available but not required for students in the PhD program who are in good standing. You may not receive an MA in Anthropology if you already hold an MA in Anthropology from another institution.

YEAR TWO

Advisory meeting: This meeting is convened in the third semester of the program by a student's advisor, and includes the student and two other faculty members. It is a conversation with the faculty that includes a review of plans and progress. Students should bring copies of a sheet listing completed course requirements, possible field statement topics, possible outside committee members, and plans for fieldwork to this meeting. A written report about this meeting will be deposited with the GSAO for the student's file.

Research Grant Proposals: Begin formulating and developing dissertation research proposal, working on drafts for submission of grant proposals to appropriate funding agencies (e.g. Wenner-Gren, SSRC, NSF) in Fall of the third year.

Field Statements and Qualifying Examination -- Procedures and Substantive Content

I. Field Statements

On their way to the Ph.D. Qualifying Examination, graduate students in Socio-Cultural and Medical Anthropology are required to write three "field statements". The field statements are thematic discussions of a broad subject area in terms of a problem or set of problems. They should be comprehensive and should include a discussion of relevant literature and a bibliography. The three statements should also be substantially different and should demonstrate familiarity with significant debates in Anthropology. Statements can vary from analytic discussions of problems to critical reviews of a subject area. Students may choose, for instance, to write statements on one theoretical, one topical, and one geographical subject area, or on combinations of these to emphasize problems in theory, method, and region. The final decision concerning the choice of the subject areas and their treatment rests however with the student's committee. Each field statement is supervised by a faculty member, who becomes thereby a member of the student's Qualifying Exam Committee. The specific organization and focus of field statements can vary depending on the committee's orientation and internal agreement.

II. Field Statement Proposal Procedures

In the middle of the second year **and no later than April 1**, students are required to produce three field statement proposals in agreement with their main advisor or co-advisors and with their prospective Qualifying Exam Committee members. Each proposal must be one paragraph to a half-page in length and outline the problems the student intends to discuss and the literature in the relevant fields she or he intends to cover.

The three short abstracts, each with a title and with the names and the signed approval of student's prospective Qualifying Exam Committee, will be made public and available for review by the socio-cultural and medical anthropology faculty in a house meeting. Comments will be addressed at the meeting by the advisor or a committee member and will be conveyed by the Committee to the student. These comments will be taken into consideration on an advisory basis. The final decision of approving the field statement proposals rests with the Committees.

If a student significantly changes the subject areas that had been previously reviewed by the faculty and approved by the Committee in the form of field-statement proposals, he or she must submit new proposals.

III. Field Statement Preparation

Students write the three field statements during the second and through the middle of the third year. Committee members are expected and required to communicate with each other and with the student during this process, and all should read each field statement even though they only advise and sign one. Committee members have to meet at least once together with the student during this process and before the Qualifying Examination. The active and collegial investment of committees in this process is a necessary pedagogical aspect.

IV. Length and Content of Field Statements

Statements should be no more than 35 pages of double-spaced text (word count 8,100 words), plus a bibliography of relevant materials. The bibliography may include materials discussed in the statement, as well as additional materials the student will be prepared to discuss at the exams.

V. Deadlines

Field Statements. No later than eight weeks before the date of the Qualifying Examination, the student will submit a nearly final version of each of the three statements to the committee. All three members plus the outside member must be given all the statements for comments. Each committee member in charge of advising a statement will review the draft for final revisions and communicate with the chair of the Committee on whether the student is ready to take the Qualifying Examination. The signed copies of the statements must be submitted to the Graduate Student Affairs Officer no later than six weeks before the date of the Qualifying Examination. This is a non-negotiable deadline.

The final version of each field statement must be circulated to all Qualifying Exam committee members no later than four weeks before the proposed Qualifying Exam date. No late submissions or changes will be permitted after this date.

Outside Committee Member (also known as the Academic Senate Representative or ASR): Every Qualifying Exam committee (composed of four members) and dissertation committee (normally composed of three) must include one member from another UC Berkeley department. Identifying this person, introducing yourself, and if at all possible taking a course with them, are critical steps best accomplished early. Note that Medical Anthropology students need a UC-San

Francisco Medical Anthropology faculty member on their committee, as well as a UC-Berkeley outside member.

YEAR THREE - Field Statement Completion and Qualifying Examination

Submit Dissertation Research Grants: Students should submit dissertation research grants to appropriate funding agencies on and off campus (e.g. Wenner-Gren, SSRC, NSF, Institute of International Studies, and relevant Area Studies center) in the Fall semester of the third year.

Qualifying Examination

According to UC Berkeley's Graduate Division Regulations, the Qualifying Examination is administered by the Graduate Division on behalf of the Graduate Council. Approval of the committee membership and the conduct of the examination are accordingly submitted to the Graduate Division review and approval. The exam is normally held on one day and lasts at most three hours. A department may require written examinations or papers as prerequisites to the Qualifying Examination; however, they are not a component of the Qualifying Examination itself, which is under the purview of the Graduate Council's authority.

******Note:** Advancement to candidacy by the end of the third year is considered normal progress in the program. The Department will not allow Qualifying Exams to be held during the summer. Failure to take the Qualifying Exam by the end of the Spring semester of your third year will result in lower priority for departmentally administered funding.

The Purpose of the Qualifying Examination is to ascertain the breadth of student's comprehension of fundamental facts and principles that apply to at least three subject areas related to the major field of study and whether the student has the ability to think incisively and critically about the theoretical and practical aspects of these areas. Students may be asked to have in mind one or two areas from which the dissertation might be developed and to answer questions on its potential significance and possible design during the Qualifying Examination, but the exam is not be limited to this topic.

Admission to the Qualifying Examination. After students turn in the Announcement of Field and Language Requirements (Yellow Sheet) they GSAO submit an application to the Graduate Division to be admitted to the exam using the Higher Degree Committees form found on the Cal Central dashboard. The GSAO will approve the application electronically if the field statements have been submitted by the deadline. If Graduate Division has not formally approved the application for the examination, the examination will not be valid. The GSAO is not allowed to approve the form unless final, signed field statements are deposited by the deadline.

The Final Announcement of Field and Language Requirements aka "the yellow sheet" (a paper form which can be obtained from the GSAO) must be filed no later than six weeks before the proposed date of the Qualifying Exam along with the field statements. It lists the final titles of field statements that have been approved, and the supervising faculty member. It confirms how and when the language requirement was satisfied. It lists the final orals committee members, including the outside member. It *must* designate an orals chair, who *must not* be your intended dissertation chair. Listing these people implies they have agreed to serve. This announcement also lists the proposed thesis title, date and location of research, and dissertation committee, including the chair, the outside member, and one other member of the anthropology department. Note that this means you will normally need to choose one member of your orals committee who will not continue as a member of your dissertation committee. You should discuss these decisions with your committee members in advance. This Final Announcement also lists the proposed date of the Qualifying Exam, which should have been confirmed with committee members, but must still be formally scheduled by the student based on committee member availability. Changes sometimes have to be made to either committee proposed on the Final Announcement; the GSAO can provide the form for reconstituting a higher degree committee.

Scheduling the Qualifying Exam: You should consult with all committee members well in advance about their availability. You must inform the GSAO of the proposed date and time on the Announcement of Field Statement Completion, and it is not official until he approves online the application to Graduate Division to have you formally admitted to the exam. Remember that everyone is likely to be trying to complete exams at the same time, be flexible, and start planning early; do not wait until the field statements are signed and filed to ask about people's schedules. Be sure the committee, and especially the outside member knows where and when the exam is scheduled, normally the faculty/staff lounge on the second floor of Kroeber Hall.

Dissertation Prospectus: This should be a concise statement of no more than 8-10 pages of your proposed research. The main narrative of a grant proposal can be used. The dissertation prospectus must be submitted at your QE.

AFTER ADVANCEMENT TO CANDIDACY

Progress on the Dissertation and Normative Time: The major focus after advancement to candidacy should be carrying out dissertation research and writing the dissertation. Ideally, this should be done within three years of advancement, since the Graduate Division considers a total of twelve terms for completion of the PhD in Anthropology as Normative Time. This includes time spent conducting fieldwork and writing up the dissertation. Students admitted after Fall 2010 may opt into the "Doctoral Completion Fellowship" (DCF) if they meet eligibility requirements (see pg. 12-13). The Graduate Division monitors the

time elapsed after admission to candidacy. The dissertation committee chair is asked to comment on student progress for annual departmental reviews. If enough time passes without progress to the degree (such as submission of dissertation drafts to the chair), the Graduate Division may require that a new Qualifying Exam be administered. As of February 2009, the Graduate Division requires that students who leave the department for more than 5 years submit all the same documents prospective applicants do in order to gain readmission to the department. It is thus critical that students keep their dissertation chair, and ideally other committee members, updated on their activities. Informing the graduate advisor for the sociocultural house of any changes in plans is also helpful. The department will issue letters of warning if normal progress is not made.

Doctoral Candidacy Review: All students advanced to candidacy for the Ph.D. must file a Doctoral Candidacy Review each year no later than the day before the beginning of the next academic year. This is a requirement of the Graduate Council. This can be accomplished on GLOW (<https://gradlink.berkeley.edu/GLOW/>) the Graduate Division's interactive website for graduate students, faculty and staff.

Residence and Contact Information: During this period, students may be in residence, teaching or acting as a research assistant, or may be at another location, including fieldwork sites. It is particularly important to maintain up to date contact information with both the sociocultural graduate advisor and the staff graduate officer.

"In Absentia Registration:" This registration category is available for one year, renewable for a second year for PhD students meeting certain criteria. In order to qualify for this status, students must be advanced to candidacy for the Ph.D. and conducting research or coursework "of a nature that makes it necessary to be completed outside of California for at least one full academic term." Students are still liable for their health fee, but this form of registration considerably lowers Educational and Registration Fees (to about one third of the normal amount). This is a great registration option for students carrying out fieldwork or writing up away from California. Applications for *in absentia* registration are found on the Cal Central dashboard under Special Enrollment Petitions.

Teaching Effectiveness: For many students, the most likely employment site will be a college or university, and even those students who plan to work in the public sector or in private contracting may find opportunities to teach. Increasingly colleges and universities request evidence of teaching effectiveness. The university provides resources that can help students develop materials to submit to potential employers through the GSI Teaching and Resource Center. All first-time GSIs are required to participate in an orientation offered by the center. The Center runs useful workshops on a range of topics, and grants awards for teaching effectiveness. See the website at <http://gsi.berkeley.edu/> for details.

Diversity Statement: A number of colleges and universities require candidates to submit diversity statements addressing their contributions to diversity through research, pedagogy, outreach and other practices.

FINAL YEAR

Filing the Thesis: You should consult the extensive documentation of thesis requirements and deadlines on the Graduate Division website at:

<http://grad.berkeley.edu/academic-progress/dissertation/>

It is critical that you consult with your committee to ensure they will have time to review your dissertation. You are strongly encouraged to develop a timeline for submission of drafts, communication of faculty feedback, and revisions with each member of your dissertation committee. When preparing your final draft, allow at least two months for your committee to review your work, evaluate your draft, provide feedback, and suggest changes before submitting your dissertation to the Graduate Division. Be sure to leave time to make the changes they request. Be sure to obtain the signature of your dissertation chair on your abstract, not just on your title page. Consider developing a teaching portfolio.

BEYOND THE FINAL YEAR

Postdoctoral Fellowships: Research possible postdoctoral fellowships well before you file your thesis. Both Berkeley (Chancellor's Postdoctoral Fellowship) and the University of California (UC President's Postdoctoral Fellowship) also administer Postdoctoral Fellowship programs that may be of interest in your longer-term planning if you fit the profile, either by contributing to diversity in scholarship or by researching questions centered on diversity.

Some of the most common postdoctoral positions are offered at universities including Chicago, Columbia, Cornell, Duke, Harvard, Michigan, Princeton, Stanford, Yale, the UC campuses, as well as Berkeley Humanities teaching fellowships. You should also check to see whether the Department of Anthropology will be hiring summer or fall/spring visiting lecturers.

Additional sources of postdoctoral funding that Berkeley PhDs have obtained include the Wenner-Gren Foundation for Anthropological Research's Richard Carley Hunt Postdoctoral Fellowship program. This program allows you to be in residence wherever you want to advance your goals. For some students, NSF or Ford Foundation Minority

Postdoctoral Fellowships may be other options for "portable" Fellowships. If you have postdoctoral funding from such an external source, you can obtain an affiliation with Berkeley as an externally-funded Postdoctoral Fellow (<http://vspa.berkeley.edu>)

Most postdoctoral fellowships require you to be in residence at a specific site. You will need to consult the database that advertises new and old fellowships as they become available during the year. The department will try to keep you informed about these positions but please do not regard this as an exhaustive source of information.

Dissertation Research Timing and Funding

Predissertation Research: Students with no previous fieldwork experience should plan on getting experience as soon as possible. It is normal to conduct preliminary dissertation research in the summer of your first year. Funding may be obtained from department and other university sources, especially for pilot projects (e.g., Rocca predissertation research grants for projects in Africa, CMES-administered grants for research involving the Middle East, and so forth for other Area Studies-related projects).

Dissertation Research: See above.

Internal Research Funding

Lowie/Olson Funds: The Anthropology Department offers funding for research related to the dissertation, including preliminary work, and for attendance at meetings. Applications will be distributed, and deadlines communicated, via the department email lists administered by the GSAO. There are normally two deadlines a year. Funding received over the entire UC career is currently capped at \$3000. In any given award cycle, applicants cannot receive more than \$1000. A faculty advisor must endorse your application.

Brandes Fellowship: The "Brandes Fellowship for Ethnographic Research," was established by the late George Foster, a longtime faculty member in the department, in honor of Prof. Stanley Brandes. Students can apply for up to \$3,000 towards ethnographic fieldwork expenses. This competition takes place each year in the spring semester. For deadlines see the timeline on the departmental website.

Other University Funding Sources: The Graduate Division offers competitive support for summer dissertation research and for travel to meetings for students in the final stages of their dissertation work, who will be presenting their work at the meeting. The department will announce applications for summer grant funding in the Spring semester each year.

Many other Berkeley research units have sources of funding, especially for research travel, for graduate students. Especially common sources of funding are the area studies centers (<http://ias.berkeley.edu/>) as well as the Institute of International Studies (IIS). Opportunities may change from year to year or even semester to semester.

Two University-wide resources that may be applicable to certain students are UC-MEXUS for students doing research in Mexico (<http://www.ucmexus.ucr.edu/>) and the Pacific Rim Research Program (<http://www.ucop.edu/research/pacrim/>).

Funding Continuing Participation in the Program

There are **four principal ways** that students fund their ongoing enrollment in the program (in addition to local employment and loans); for more details, consult the Graduate Division web pages at <http://www.grad.berkeley.edu/current/> and be sure to watch for relevant announcements on the gradanth listserve.

You are responsible for monitoring and meeting deadlines, many of which are legal requirements to which exceptions cannot be made.

I. Internal Berkeley Fellowships: There are a number of opportunities that arise for continuing students. To see examples of some of these, visit the Graduate Division website <http://grad.berkeley.edu/financial/fellowships/>. Let your advisor know if you think you might qualify for one of these, as often the department is asked to nominate students, and the advisor may need to write a recommendation.

FLAS (Foreign Language Area Studies) fellowships are a major potential funding source. Many anthropology students have received academic year and/or summer FLAS fellowships. Generally, applications are due early in the second semester; precise deadlines will be communicated by the GSAO via the gradanth email list.

The Graduate Division administers a series of awards intended to encourage progress toward the degree in Normative Time; for Anthropology, this means passing the Qualifying Exam for admission to candidacy by the end of the third year.

Students who were admitted to the department before Fall 2010 and advance to candidacy within six semesters are awarded a full year of fees and stipend, the *Dean's Normative Time Fellowship*. Those who pass their Qualifying Exam within seven semesters are eligible for one semester of fellowship.

Mentored Research Awards provide one year of fellowship support for a student whose "background and life experiences enhance the diversity within the department or discipline" to undertake pre-dissertation research under close faculty supervision. The department nominates students for these awards.

Many students in Anthropology have taken advantage of the diversity fellowship *University of California Dissertation-Year Fellowship*, which provides one year of support for completion of the dissertation. The department forwards nominations for students for these awards selected from those students who submit application materials by the deadlines communicated on anthro grad email list.

Doctoral Completion Fellowship: This is an “opt-in” program that replaces the *Dean’s Normative Time Fellowship*, and for which the following requirements must be met:

*** Be advanced to candidacy by the end of the sixth year of the student’s program**

* Be in good academic standing with a minimum GPA of 3.0

* Have a current, satisfactory annual Doctoral Candidacy Review on file with Graduate Division. This can be accomplished on GLOW (<https://gradlink.berkeley.edu/GLOW/>) the Graduate Division’s interactive website for graduate students, faculty and staff.

* Have participated in PhD completion activities or in other requirements, as directed by their program.

* Submit an application for Advancement to Doctoral Candidacy to Graduate Degrees by the deadline date specified for DCF in Dates for Completion of Requirements for Higher Degrees for that semester.

Claiming the DCF Award: Students who qualify may accept the award at their discretion any time between their advancement to candidacy and filing their dissertation or the end of the year Normative Time to Degree (NTD). Departments may choose to establish more specific guidelines regarding the timing of the award for their students. Filing of the dissertation is expected to occur before the end of year NTD+1; consequently, no university funding is available after year NTD+1 (except for loans) for students who choose to accept the DCF.

The Filing Fee option is available to students who have used the DCF assuming they qualify to use filing fee.

Note to international students: Doctoral candidates may be eligible for a nonresident tuition waiver for three calendar years after advancement to doctoral candidacy. Beyond that period, non-resident tuition is again owed.

Approved DCF Normative Time Calculation Credits: A maximum of two semesters of withdrawal for medical leave only (documented by formal petition) will not count in calculating normative time.

* Credit for up to two semesters of parental leave can be granted if 1) the student formally withdraws for that purpose, or 2) the student intends to register to undertake a modified schedule and applies for parental leave status before or at the start of the proposed semester. This request must be endorsed by the student’s Head Graduate Adviser.

Normative Time Calculation: The DCF requires students to maintain progress based on Normative Time for their degree program. Every semester enrolled or withdrawn, formally or informally, counts in the calculation of elapsed semesters of Normative Time, with limited exceptions for approved medical withdrawal or parental accommodation under Graduate Council policy. Any withdrawal for research or other academic purposes will count in accrued time, as will semesters included in retroactive withdrawals (except approved retroactive medical withdrawals).

For eligibility questions, contact the Graduate Services Degrees staff (318 Sproul Hall, 510-642-7330). For details concerning activating and receiving the award, contact the Graduate Services Fellowships staff (318 Sproul Hall, 510-642-0672).

II. External Fellowships: There are many sources of external fellowships listed on the Graduate Division website. Many anthropology students have benefited from these. The National Science Foundation's Graduate Fellowship, which provides three years of funding, and which can be combined with other Berkeley multi-year awards, is particularly significant. The deadline for NSF application is in the fall. Early consultation with your advisors is suggested, as they can help you revise your statement for this program so that it has the highest chance of being successful. NSF Fellowships can be combined with other multi-year fellowships.

III. Teaching Appointments (GSIs and Readers): A Graduate Student Instructor (GSI) is a teaching assistant who has independent responsibility for teaching discussion sections or labs, and is paid as a percentage of full time employment based on the total numbers of hours of average work, which is calculated with respect to the number of sections or labs to be taught. A Reader is paid for a specific number of hours of grading assistance, which includes required attendance at the class and limited office hours to respond to student questions about grading. GSI appointments are made in advance of the semester; Reader appointments are enrollment-based, and are made early in the semester.

GSI appointments are made by departments, based on projected enrollments of selected classes, from among students who have applied by the posted deadlines. GSI appointments are covered by a union contract that determines such things as workload, requirements for employment, and requirements for notification of proposed appointments. The Graduate Division has the authority to approve all appointments, and requires that all new GSIs have taken, or concurrently enroll in, a departmental pedagogy seminar (in anthropology, Anth 375, offered in the fall only), attend the GSI Center's Orientation Program (the Friday before classes begin), and complete an online Ethics course. The Graduate Division also requires new GSIs whose first language is not English take a language test administered by the GSI Teaching and Resource Center.

Anthropology GSI applications will be available in the spring, and the deadline will be communicated via the “gradanth” email list. Recommendations of GSIs for anthropology courses are made by the sociocultural faculty as a whole, and the final decisions are made by a departmental committee. GSI appointments are not solely the decision of the faculty member teaching a course, who cannot make a binding commitment for teaching. Readers are selected by the individual faculty member teaching the course once a position has been authorized by the department.

IV. *Research Assistantships (GSRs):* Graduate Student Researcher is a specific employment category, under policies administered by the Graduate Division. Depending on the circumstances, a GSR position may include waiver of some fees, but this is not a requirement of such positions. GSR positions are made available when specific funding sources support research activities, and the decisions about such employment generally rest with the research supervisor, normally one of the faculty. Asking faculty about the possibility of such positions is the best way to find out about them.

Important information on advising, services and facilities

Advising:

Head Graduate Advisor: The university Graduate Council formally appoints the department's Graduate Advisors, one each for archaeology and sociocultural anthropology. One of these co-advisors is formally designated as the Head Graduate Advisor. These positions are served on a rotating basis by different faculty.

The Graduate Advisor is responsible for coordinating departmental compliance with university regulations and the admission and funding decisions of the faculty. It is appropriate to discuss any aspect of the graduate program with the advisor. Note that only the Head Graduate Advisor can sign certain university forms; if the signature line says "Graduate Advisor" assume it requires the authorized signature. The Graduate Student Affairs Officer (GSAO) can confirm which forms need an official signature and can obtain it.

Faculty Advisor for GSI Affairs: The Graduate Council formally appoints a faculty member to oversee implementation of policies affecting teaching, particularly those applying to Graduate Student Instructors. This individual will solicit nominations for GSI teaching awards, will ensure that the university's GSI mentoring policy is followed, and keeps track of departmental assignments of teaching. Various faculty serve in this position on a rotational basis.

The Anthropology Graduate Student Affairs Officer (GSAO) is in charge of monitoring all stages of progress toward the degree, including the completion of course and language requirements, the filing of proposed and final committee announcements, the filing of signed field statements, and administration of GSI appointments, departmental Block Grants, and other university fellowships as well as internally-administered research funding (the Lowie-Olson funds). ***Please make a point to introduce yourself to him/her early in your first year.***

Faculty Advisors: All in-coming students are initially assigned an advisor from the sociocultural or medical anthropological faculty, based on the initial review of the application to the program. This faculty member is normally a potential dissertation committee chair. S/he can sign departmental paperwork, provide endorsements for departmental funding applications, or other advisory assistance. S/he is prepared to suggest courses, potential outside faculty members, and to address other professional concerns.

Students should consult with their advisor during the first two years in the program. The advisor usually becomes a member of the orals committee and the projected thesis chair, but there is no requirement for the advisor to serve in these capacities. It is not unusual for students to change their direction and plans, in which case they may want to change advisors. Such changes should be discussed with all the affected faculty members beforehand. Annually, you will be asked to confirm your advisor and, once the field statement proposal is filed, proposed committee members.

Services:

Photocopying: Most students use local copy stores. Copy cards can be purchased for use in the library. A faculty member may authorize you to use the Kroeber Hall copier in support of courses or research, but this use should be limited to these purposes. Faculty members are issued individual Xeroxing codes, and are billed accordingly.

Mail: All active graduate students share departmental mailboxes outside the Anthropology Department office in Kroeber Hall, which is where official departmental and university mail will reach you. The official departmental mailing address is 232 Kroeber Hall #3710, Berkeley, CA 94720-3710. University policies state that you cannot receive personal mail at this address.

Space: There is no automatic guarantee of workspace for students in the program, but we attempt to support space needs as resources allow. The building at 2224 Piedmont Avenue includes some shared office spaces. The faculty considers many factors in assigning students to available spaces. Graduate students serving as Graduate

Student Instructors for the main undergraduate introductory courses share teaching support space where they can hold office hours. Dissertation writers may be given priority for space. You should discuss possibilities for space with your advisors and communicate any specific space needs to the GSAO.

Graduate organizations: There are two active graduate organizations in the Department of Anthropology. AGORA is a graduate student group recognized by the department faculty, invited to express concerns on behalf of the graduate students to the faculty at open faculty meetings. The Kroeber Anthropological Society (KAS) is a long-established group that exists to foster communication about anthropology. KAS oversees publication of a journal, and regularly organizes conferences and workshops. Notices for meetings of both groups will come via the anthropology grad email list and through posters.

Facilities:

Anthropology Library: The George and Mary Foster Anthropology Library, located in Kroeber Hall, supports teaching and research in anthropology. You should watch for announcements of library tours early in the semester.