Department of Anthropology, University of California, Berkeley

HANDBOOK FOR THE
ARCHAEOLOGY GRADUATE PROGRAM

updated June 2014

This handbook will answer your questions about the processes through which the archaeology 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**.

You should also be familiar with the anthropology department and graduate division websites.

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

__*Courses to complete before oral exam for admission to candidacy*

    __Anthropology 229A, 229B sequence, culminating in end of second semester written and oral exams (resulting in the MA if you do not already have one)

    __A course in analysis of archaeological materials

    __A course in the archaeology of a second area tradition distinct from your proposed dissertation focus

__*Identify and engage an outside committee member* for oral exam and dissertation; take a course with them if at all possible; talk to potential committee members early and keep them updated on your plans and progress

__*File the Green sheet as soon as the committee members have been identified and in all cases by the end of the second year*

__*Satisfy the language requirement as soon as possible and in all cases before the oral 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

__*Participate in Outreach programs (Anth 290-2)*; options for fulfilling this requirement will be explained by the graduate advisor.

__*Take Anth 300: Seminar in Pedagogy in Anthropology* either before or concurrent with your first GSI appointment (University requirement)

__*File the Yellow sheet when all requirements to schedule orals are met, at least 60 days before your proposed qualifying exam for admission to candidacy*

Not required but strongly encouraged:

Attendance at weekly brown bag lunches held at noon on Wednesday

Formal instruction in statistical, quantitative, and/or computer methods

Year by year schedule: overview and checklist
See next page for details on these steps

YEAR ONE

__take Anth 229A/B

__consider taking the language exam

__take seminars to satisfy area and methods requirement

__participate in MA written and oral exams at end of year

YEAR TWO

__work on completing field statements

__identify possible outside committee member; try to take a course with them

__satisfy the language requirement if not already completed

__file the **Green sheet** as soon as committee members are identified

__at beginning of fourth semester, participate in progress meeting

YEAR THREE

__complete remaining field statements and distribute copies to committee

__file the **Yellow sheet at least 60 days before the proposed oral exam date**

__prepare and distribute the dissertation prospectus before the oral exam

__take the oral exam for admission to candidacy

__file paperwork for candidacy and for Dissertation Completion Fellowship

AFTER ADVANCEMENT TO CANDIDACY

__submit dissertation funding proposals if not already accomplished

__conduct research; update your committee annually (University requirement)

__complete research and writing within Normative Time (six years+1 year grace)

__consider developing a teaching portfolio

FINAL YEAR

__present a Brown Bag lunch about your dissertation

__submit dissertation draft with sufficient time for committee to review

__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 229A: History and Theory of Archaeology and 229B: Archaeological Research Strategies, each team-taught by two of the archaeology faculty. The required course load is 12 units per semester. Courses offered by visitors will often not be offered again, so consider taking such seminars. Topical courses (offered under the graduate course number 230) may be infrequently taught as well. Upper-division undergraduate courses are acceptable options, especially for area or method requirements.

Language requirement: exams are offered every semester in French, German, or Spanish based on student responses to Ned Garrett's email indicating intention to take a specific exam. Exams in other languages can be arranged. The standard departmental language exams are timed translation of a passage of approximately 300 words in 90 minutes, using a 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. Fulfilling the language requirement with coursework is possible but by graduate division regulations college coursework is accepted only for a limited time after completion of coursework, and with a minimum grade of B-.

Written end-of-year (MA) exam: The end of year exam is a three hour exam based on 229A and B, resulting in a set of essays synthesizing what has been learned. It is required of all students, even those who already have an MA, although Berkeley rules prevent receiving a second MA in the same discipine (Anthropology).

End of year oral: The end of year oral, scheduled after the written exam, is a conversation with the faculty that includes review of plans and progress. It is helpful to bring copies of a sheet listing completed course requirements, at least one field statement topic to be written in your second year (first semester), and plans for summer to this meeting.

YEAR TWO

Field statements: Field statement topics are set in consultation with supervising faculty, one supervising faculty member per statement, normally from within the department. In exceptional circumstances a field statement may be written with a faculty member from another department but the archaeology program requires it to be co-signed by a department faculty member. Titles should be approved by the field statement supervisors, and reviewed with your advisor, who will anticipate possible problems with overly narrow titles or topics. *The archaeology faculty has agreed that normally the text of the field statement should be no longer than 24 double spaced pages (6000 words), not including references cited.* Completion of at least two field statements in year two would be ideal.

Outside committee member: Every oral exam committee (composed of four members) and thesis 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.

The Green sheet: The "Preliminary Announcements of Field and Language Requirements", a paper document that can be obtained from Ned Garrett, indicates the proposed committee for your oral exam. It should be checked with your advisor(s) before being turned in; *it will be reviewed by the entire department faculty*. It lists the three field statement topics and the department faculty member supervising each, who will sign the field statement. It lists how the language requirement was or will be fulfilled. The green sheet also lists the proposed orals committee, which should be the same three faculty plus one faculty member from another Berkeley department. You need to indicate the department of the outside member. You *must* designate an orals chair who *must not* be your intended dissertation chair. *Listing these people implies they have agreed to serve*. This announcement is *preliminary* because the proposals on the green sheet may (and often do) change before the orals, when the Yellow sheet confirms the final field statement titles and committee.

Progress meeting: The archaeology faculty conduct progress meetings with students at the beginning of the fourth semester. It is helpful to bring a copy of the completed or proposed green sheet to this meeting.

YEAR THREE

Filing the field statements: Completed field statements are signed by the supervising faculty member and the signed copy is filed with Ned Garrett.

The Yellow sheet: The "Final Announcement of Field and Language Requirements" (a paper form which can be obtained from Ned Garrett) must be filed at least **60 days** before the proposed date of the oral exam. It lists the final titles of field statements that have been completed and 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. The Yellow sheet also lists the proposed thesis title, date and location of research, and dissertation committee, including the chair, the outside member, and typically 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. The Yellow sheet also lists the proposed date of the oral exam, which should have been confirmed with committee members, but must still be formally scheduled. Changes sometimes have to be made to the dissertation committee that was proposed on the Yellow sheet ("reconstituting a committee"). Ned Garrett can provide a form for this purpose.

Scheduling the oral exam: You should consult with all committee members well in advance about their availability. You must inform Ned Garrett of the proposed date and time, and it is not official until he schedules it by confirming with your committee. 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. At least three weeks before the oral exam, you should provide copies of field statements and the dissertation prospectus to all your committee members. Be sure the committee, and especially the outside member, knows where the exam is scheduled, normally the small meeting room in 2251 College.

Dissertation prospectus: This should be a concise statement of your proposed research. The main narrative of a grant proposal can be used. The archaeology faculty requires the prospectus text to be brief, ideally no more than eight to ten pages (the length of the Wenner Gren and NSF dissertation fellowship proposals you are likely to be preparing).

AFTER ADVANCEMENT TO CANDIDACY

Progress on the dissertation and Normative Time: The major focus after admission to candidacy should be carrying out dissertation research and writing the dissertation. Ideally, this should be done within three years of advancement to candidacy, 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. The Dissertation Completion Fellowship awarded for advancing to candidacy within the first three years must be used no later than one year past Normative Time. The Graduate Division monitors the time elapsed after admission to candidacy. The dissertation committee is required to review student progress annually. If enough time passes without progress to the degree (as represented by submission of drafts to the chair), the Graduate Division may require a new oral exam be administered. It is thus critical that students keep their dissertation chair, and ideally other committee members, updated on their activities. Informing the graduate advisor for archaeology of any changes in plans is also helpful.

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 archaeology graduate advisor and the staff graduate officer.

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, and must take a department pedagogy seminar. All graduate students have the option of taking advantage of GSI Center programs throughout the academic year. The GSI Center can help students develop a "teaching portfolio" that goes beyond the required course evaluations to include statements of teaching philosophy, sample syllabi, and other evidence of teaching effectiveness. Anthropology also participates in a new teaching certificate program offered by the GSI Center. Anthropology students have also participated in an intensive summer program, *Preparing Future Faculty* (http://gsi.berkeley.edu)

FINAL YEAR

Oral presentation of research results: There is no oral defense of the doctoral thesis in anthropology. However, the archaeology faculty requires students completing the thesis to

present a seminar on the thesis, normally during the Wednesday Brown Bag lunch series, to inform the community about your research results.

Filing the thesis: It is critical that you consult with your committee to ensure they will have time to review your dissertation. Be sure to leave time to make the changes they request. You should consult the extensive documentation of thesis requirements and deadlines on the Graduate Division website. You must get special permission to include the text of a published paper, and if your dissertation includes co-authored published passages, the approval of co-authors. Online filing of the dissertation does not mean that the process is simple, so do not leave it until the last minute.

BEYOND THE FINAL YEAR

Postdoctoral fellowships You may want to begin thinking about possible postdoctoral fellowships long before you file your thesis. Both Berkeley (Chancellor's Postdoctoral Fellowship) and the University of California (UC President's Postdoctoral Fellowship) administer Postdoctoral Fellowship programs that may be of interest in your longer-term planning if you fulfill the requirements, either by contributing to diversity in scholarship or by researching questions centered on diversity.

Another source of postdoctoral funding that Berkeley PhDs have obtained is the Wenner-Gren Foundation for Anthropological Research's Richard Carley Hunt Postdoctoral Fellowship. 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, with faculty sponsorship.

Most other postdoctoral fellowships require you to be in residence at a specific site. In recent years archaeology specific postdoctoral fellowships have been offered by UCLA, Stanford, Cornell, Brown, and a number of other institutions. The School of American Research has a very competitive residential scholars program that could be an option for some students. UC's Humanities Research Institute at UC Irvine also has a postdoctoral resident fellowship, based on a theme, and is worth checking. These fellowships normally require a specific research project that matches the program interests.

Humanities or liberal arts teaching fellowships at universities (in the recent past including Stanford, Chicago, Columbia, Princeton, and the University of Pennsylvania), are another option. Such teaching postdocs require strong evidence of ability to teach well, and often are interdisciplinary or introductory. Obtaining broader teaching experience during your time at Berkeley is helpful, and you should ask faculty you teach with to nominate you for teaching awards.

The Department of Anthropology hires summer, fall, and spring visiting lecturers from a pool ad circulated annually. Application for this allows you to be considered for positions here that arise regularly.

Dissertation research timing and funding

Timing Students with no previous fieldwork experience should plan on getting experience as soon as possible, through participation in a field school or a project of a faculty member or other graduate student. Participation in projects outside the intended area of specialization is encouraged *with the support of the faculty advisors*.

It is normal to conduct preliminary dissertation research by the summer before your third year (if not earlier). Dissertation research may be fieldwork-based or involve study of existing curated collections, as determined in consultation with faculty advisors. Funding may be obtained from the anthropology department, Archaeological Research Facility, or other university sources, especially for pilot projects. The culmination of the second semester 229B course is a draft of an NSF grant proposal, preparing students to apply to this major external funding source.

Thus many, if not most, students will already have written proposals for and obtained dissertation-related funding before advancing to candidacy. Decisions by NSF take a minimum of three months, and other external sources, such as the Wenner-Gren Foundation, require six months or more to reach decisions. Early planning for dissertation research funding is critical to maintaining progress toward the degree.

Internal research funding

Lowie/Olsen 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 Ned Garrett. There are normally two deadlines a year. Funding received over the entire UC career is currently capped at $3000. Generally awards are made for no more than $1500 at one time. A faculty advisor must endorse your application.

Stahl Fund: The Archaeological Research Facility offers funding for dissertation related research (not for attendance at meetings, coursework, or other activities). Applications are distributed, and deadlines communicated, through the archaeology email list. There is only one deadline a year. Funding received over the entire UC career is currently capped at $3000. Your faculty advisor must endorse your application.

Other university funding sources: The Graduate Division offers competitive support for travel to meetings for students in the final stages of their dissertation work, who will be presenting their work at the meeting. See the graduate division website for application details and to check whether programs have changed.

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://www.ias.berkeley.edu/research_directory). Opportunities may change from year to year or even semester to semester.

Two University-wide resources are UC-MEXUS for students doing research in Mexico (http://ucmexus.ucr.edu/funding/) and the Pacific Rim Research Program (http://pacrim.ucsc.edu/). Funding deadlines and purposes change so check these even if you think you know them.

Important information on advising, services and facilities

Advising

Head Graduate Advisor The university Graduate Council formally appoints the department's Graduate Advisors, one for archaeology. One of the co-advisors is formally designated the Head Graduate Advisor; for 2014-2015 the Graduate Advisor for archaeology is Professor Rosemary Joyce.

The Graduate Advisor is responsible for ensuring departmental compliance with university policies and implementing 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 signature of the Head Graduate Advisor, currently Professor Saba Mahmood. Ned Garrett, Graduate Student Affairs Officer (GSAO), can confirm which forms need an official signature and can obtain it.

Faculty Advisor for GSI Affairs The Graduate Division 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.

Anthropology Graduate Student Affairs Officer Ned Garrett 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 early in your first year***.

Faculty advisors All in-coming students are initially assigned two co-advisors from the archaeology faculty, based on the initial review of the application to the program. One of these faculty is normally a potential dissertation committee chair. Either can sign departmental paperwork, provide endorsements for departmental funding applications, or other advisory assistance. They are prepared to suggest courses, potential outside faculty members, and to address other professional concerns.

Students should consult with both advisors during the first two years in the program. One of the advisors may become a member of the orals committee and the projected thesis chair, but there is no requirement for either 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.

Services

Photocopying Personal copying cannot be done on the copier at 2251 College. A faculty member may authorize you to use that copier in support of courses or research but this use should be limited to these purposes.

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 Kroeber Hall #3710, Berkeley, CA 94720-3710. University policies state that you cannot receive personal mail at this address. You will also share a mail slot in 2251 College, where you should check regularly for in-house mail and announcements from the archaeology program, including Outreach, and ARF.

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 2251 College includes some shared office spaces. The faculty consider many factors in assigning students to available spaces. Many faculty members accommodate graduate students actively engaged in related research in their labs. 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. **All first year graduate students share space in 2251 College, Room 108**. In following years you must ask for space. Professor Sabrina Agarwal oversees this process.

Graduate organizations There are an active graduate organization in the Department of Anthropology, AGORA. recognized by the department faculty, invited to express concerns on behalf of the graduate students. Notices for meetings will come via the anthro grad email list and through posters.

Facilities

ARF: The Archaeological Research Facility http://www.arf.berkeley.edu/
As an archaeology graduate student you have a second community, provided by the interdisciplinary Organized Research Unit that shares 2251 College as a home location. ARF sponsors lectures throughout the year, often by prominent visiting archaeologists, which you should attend. ARF also may organize events bringing together faculty from across the Berkeley campus, and again, while not required, your attendance at these is expected.

All archaeologists in the Anthropology Department are also affiliates of ARF. The Director of ARF is Professor Laurie Wilkie. Three dozen faculty affiliates participate in ARF, from ten departments, including Near Eastern Studies, Classics, Geography, Soil Sciences, and History of Art. Numerous Visiting Scholars/Research Associates are affiliated with ARF. ARF staff are Laboratory Manager Nicholas (Nico) Tripcevich, and Programs Coordinator Tomeko Wyrick. These people and the resources they oversee are not intended to support the anthropology graduate program; the photocopier, fax machine, and computer lab in ARF are for the support of ARF faculty affiliates and graduate students involved in their projects.

The Laboratory Manager for ARF oversees research equipment housed at ARF, some of which may be available for use by graduate students conducting ARF-affiliated research. Consult with your advisors to determine what ARF laboratory facilities and equipment might be available to you.

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.

Archaeology laboratories There are anthropology department laboratories for teaching and research in 2251 College, Kroeber Hall, and Barrows Hall.

Teaching:

Lab courses in archaeology and biological anthropology meet in the Sherwood L. Washburn Laboratories and Undergraduate Teaching Laboratory in Barrows Hall.

Research:

Research laboratories in Kroeber Hall include the following:

Archaeobotany (Professor Christine Hastorf)

Bioarchaeology (Professor Sabrina Agarwal)

California Archaeology (Professor Kent Lightfoot)

East Asian Archaeology (Professor Junko Habu)

Historical Archaeology (Professor Laurie Wilkie)

Soil and Micromorphology (Professor Lisa Maher)

Zooarchaeology (Professor Jun Sunseri)

Other archaeology faculty research laboratories and their locations are:

Central American Archaeology (Professor Rosemary Joyce), 2251 College

Oceanic Archaeology (Professor Patrick Kirch), 2251 College

Funding continuing participation in the program

Incoming students are offered financial aid that will cover multiple years. There are four principal ways that students fund their ongoing enrollment in the program (in addition to local employment and loans). Be sure to watch for relevant announcements on the anthro grad and archgrads email lists.

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

Internal Berkeley fellowships
There are a number of forms of support that continuing students can receive. Visit the Graduate Division website to see a current list. Let your advisor know if you think you might qualify, 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 archaeology 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 Ned Garrett via the anthro grads email list.

The Graduate Division administers the *Dissertation Completion Fellowship* intended to encourage progress toward the degree within Normative Time; for anthropology, this means filing the dissertation by the end of the seventh year (Normative Time plus one year grace period). To use the fellowship, there must be a positive Academic Progress Report on the Graduate Division system (accessible through GLOW) for the previous year. *You are responsible for initiating the Academic Progress Report each year following advancement to candidacy.* The fellowship provides a full year of fees and stipend, which can be used through year seven. *Once the fellowship is used, the student cannot receive any further university funding (including employment).* You can continue as an enrolled student, but with non-university funding from outside employment or loans. This fellowship should be used when you are sure you will be able to complete the dissertation in no more than seven years.

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, based on an application you submit.

The *University of California Dissertation-Year Fellowship* provides one year of support for completion of the dissertation. The department forwards nominations for students for this award selected from those students who submit application materials by the deadlines communicated on anthro grad email list.

External fellowships
There are many sources of external fellowships listed on the Graduate Division website. Many archaeology 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.

Teaching appointments (GSIs and Readers)
A 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 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 300, *offered in the fall only*), attend the GSI Center's Orientation Program (the Friday before classes begin) and complete an online Ethics course.

Anthropology GSI applications will be available in the spring, and the deadline will be communicated via the anthro grad email list. Recommendations of GSIs for archaeology courses are made by a departmental faculty 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, subject to funding, and again, the instructor teaching the course cannot guarantee you a reader position. Do not begin working without a formal appointment from the department.

Research assistantships (GSR, GSAR)
Graduate Student Researcher and Graduate Student Assistant Researcher are specific employment categories, under policies administered by the Graduate Division. A GSR appointed is intended for students working on their own research; a GSAR is the appropriate title when you are working as an assistant to a faculty member. Depending on the circumstances, a GSR or GSAR position may include waiver of fees (when all appointments held on campus total at least 25% time). GSR positions are made available from specific funding sources to 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. If the faculty member controls the funding source, he or she *can* make you a binding commitment for a GSR without other approvals, although the Graduate Division will review your eligibility. As in the case of GSI and Reader appointments, you must complete hiring documents before you are eligible to be paid for work; work completed before the hiring documents are completed cannot be paid retroactively.