

***McGILL UNIVERSITY***

***DEPARTMENT OF ANTHROPOLOGY***

***GRADUATE PROGRAM GUIDELINES***

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## **GRADUATE STUDIES**

The Department places a high priority on research and on maintaining an excellent graduate program. Each year, we admit a small number of highly qualified applicants for studies leading to the M.A. and Ph.D. degrees in Anthropology. Our students benefit from close supervision and from an engaged and dynamic graduate student community. In maintaining a high staff/student ratio, we are able to offer our graduate students flexibility and personalized attention in designing their programs according to their special interests. The program is particularly congenial to students who are self-directed.

### ***M.A. and Ph.D. Advisory Committees***

The ongoing framework of the M.A. and Ph.D. is provided by the relationship between students and their advisory committee. The committee consists of a supervisor and two or more additional members. The supervisor and one other committee member must be tenured or tenure-track members of the Department. Other committee members may be from outside the Department. Although outside members may provide additional expertise in particular areas, it is advisable to have three regular members of the Department on the committee to ensure continuity in the event of unanticipated circumstances.

The role of the supervisor is to support and encourage the intellectual development of the student's work and to advise on program organization and administrative arrangements. The contributions of other committee members are more specifically academic. Through regular consultation with committee members, the student receives informed guidance and constructive criticism from at least three points of view, thus guaranteeing a reasonably broad base of advice. Students are urged to keep in close touch with their committees and to seek guidance actively at each stage of their work (program planning, preparation of research proposals, grant applications, fieldwork, and writing research papers, theses, and dissertations).

Students select the members of their own advisory committees according to their research interests. The Graduate Director may help students identify potential committee members, as can the initial supervisor listed the letter of acceptance. However, students are free to make their own decisions regarding academic supervision throughout the course of their program. Students may change the composition of the committee at any time but must keep the Graduate Director, the Graduate Secretary, and their supervisor informed of any changes.

For both the M.A. and Ph.D. program, it is in the students' interest to finalise the composition of their committee early as early as possible; the Department expects students to select their supervisors and to form their committees early in the first term.

## ***Research Objectives and Student Progress***

Doctoral students are required to hold a meeting with their supervisor and other committee members by the end of their first month in the program. The purpose of this meeting is to identify the three subfields that will structure the individual student's research program in relation to their research topic. These subfields will be the subject of the three bibliographic essays that form the core of the pre-field research component of the program (see p. 15ff.). Following this meeting, the Research Objectives Report Form (Form 1, Appendix A) is completed and placed in the student's file. An updated Form 1 is to be completed at the beginning of each subsequent academic year.

M.A. students should hold a similar meeting with their supervisor in order to discuss their program options and to determine which courses they should take given their research interests. M.A. students are also required to complete Form 1 and submit it to the department at the start of each academic year.

By the end of the second term, all students are required to submit a Research Progress Report Form (Form 2, Appendix A) in which their committee evaluates their progress according to the initial goals outlined in the Research Objectives Report Form. The Progress Report is discussed at an annual departmental meeting held in May, during which each student's performance in the program is evaluated. Students then receive letters of evaluation from the Director of Graduate studies; these letters comment on their progress and state whether students are in satisfactory or unsatisfactory standing. In the event that research progress is unsatisfactory, a new set of objectives should be developed for the student at the meeting and recorded on Form 1.

N.B.: Students with two unsatisfactory evaluations may be required to withdraw from their program of study. These two unsatisfactory evaluations need not be consecutive.

Students may complete an M.A. before applying to the Ph.D. (see p. 15), in which case they are admitted to Ph.D. 2. Alternatively, students may start at the Ph.D. 1 (see p. 16) and go on to Ph.D. 2.

## ***M.A. DEGREE***

The Master's degree is usually a step toward Ph.D. studies; students are encouraged to progress rapidly in the program. **Faculty of Graduate and Postdoctoral Studies regulations require the M.A. program to be completed within three years of initial registration. The Faculty of Graduate and Postdoctoral Studies strictly enforce these time limits.**

The ideal time for completion of the M.A. with thesis program is approximately 20 months, but it could be as short as 12 months. Course requirements and the research proposal are completed in the first year. The research itself is normally carried out during the summer. The second academic year is devoted to writing the thesis, which should ideally be submitted in time for the spring convocation of the second year of graduate study.

Admission to the M.A. program in Anthropology is open competitively to students holding an Honours or Major B.A. in Anthropology. Outstanding candidates with B.A. degrees in other disciplines but with substantial background related to Anthropology are sometimes admitted on the condition that they complete a specified number of additional Anthropology courses. It is expected that those applying for a Master's degree intend to pursue doctoral studies. M.A. applicants should have at least a tentative commitment to a particular sub-discipline, approach, or research issue.

### **CREDITS**

The Master's degree is a 48-credit program: four courses (4 x 3 = 12 credits) and the M.A. tutorials & thesis (12 + 24 = 36 credits).

### **RESIDENCE REQUIREMENTS**

Residence requirements are the number of terms students must be registered on a full-time basis to complete their programs. The M.A. program has a minimum residence requirement of three full-time terms.<sup>1</sup>

The student's program of work, which is based on his/her research interests and proposed M.A. research, is developed in consultation with the supervisor and the other members of his/her advisory committee. It consists of: four courses (seminars or tutorials), a research proposal and the thesis.

Students are required to call a meeting of their committee before the end of first term to discuss the study program. The form to be signed by the student and all committee members present at the meeting specifies the program and outline the research plans and objectives. A copy must be deposited in the student's file (see Appendix A, Form 1).

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<sup>1</sup> In the M.A. program, students pay *full-time* fees for three semesters or "residency terms". Information regarding this policy can be found in the Graduate and Postdoctoral Studies Calendar (Current graduate student fees are listed at: <http://www.mcgill.ca/student-accounts/fees/grad/>)

### *COURSES*

Students take four courses in the form of seminars and/or tutorials. **Students must complete three of the four courses during the first year of study to be allowed to register for the second year.**

Each year, the Department offers graduate seminars that reflect the interests of both staff and graduate students. Students are encouraged to organize their study programs around these course offerings. Students are urged to attend and discuss their research interests with professors. The Department encourages students to participate in the Pro-seminar, which discusses professional issues in the practice of anthropology.

These courses should be directed toward and converge in the thesis research. One of the four courses should be an area study to provide historical, geographical, and ethnographic or archaeological background in the student's area of interest. For subjects not covered by our Department, seminars or tutorials in other Departments may be arranged, **but no more than two will be credited towards the degree.** The student's committee authorizes these courses.

Courses usually require written work in the form of a term paper or a series of shorter papers. Course papers are limited to 25 pages; students are NOT rewarded for long papers. In grading, emphasis is placed on the structure and organization of the paper. Students have to demonstrate that they can pose a question, collect and analyze data, and present the argument cogently.

### *RESEARCH PROPOSAL*

The M.A. research proposal is normally presented before the end of the first academic year and, in any event, before the M.A. research is undertaken. The proposal sets out the research problem, the theoretical approach, and the methodology. It must specify the measures taken to ensure that ethical considerations are satisfied. All members of the student's committee must approve the proposal, which should not exceed 10-12 pages of text. Students who have not finalized the research proposal by the end of the first year of residence must call a meeting of their committee to discuss their progress.

Students must then present the proposal to a formal meeting of their committee. The student and committee members present at the meeting must sign a form outlining the research objectives, the methodological approach, and the length of stay in the field (if required). A copy is deposited in the student's file; copies are given to each committee member (see Appendix B, Form 3).

### *ETHICS REVIEW*

Students must submit the proposal for ethical approval to the University Research Ethics Board before leaving for the field.

<http://www.mcgill.ca/research/researchers/compliance/human>

### **FIELDMETHOD/LIBRARY RESEARCH**

M.A. thesis research may take the form of fieldwork but **a library or laboratory thesis is strongly advised** so that students can proceed more rapidly to the Ph.D. Fieldwork should not exceed four months. For a longer stay in the field, special permission must be obtained ahead of time. Both student and supervisor must submit a request for such an exception in writing to the Department Graduate Committee.

### **THESIS**

The M.A. thesis is a demonstration of the student's ability to carry out anthropological research project in all its aspects: defining a problem, placing it in theoretical and factual contexts, data collection and analysis, drawing of conclusions, and writing up the report. Consult <http://www.mcgill.ca/gps/thesis>.

### **LENGTH**

The thesis must not exceed 60 pages, including bibliography and appendices. Both student and supervisor must prepare a written request to the Graduate Committee for permission to submit a longer document.

### **PREPARATION**

The thesis must meet the requirements of the Faculty of Graduate Studies regarding the format and the number of copies (three copies). Thesis preparation and submission guidelines as well as thesis submission forms are available on the Faculty of Graduate Studies web page <http://www.mcgill.ca/gps/>; <http://www.mcgill.ca/gps/thesis>

The final submission of theses is mandatory through e-thesis  
<http://www.mcgill.ca/gps/thesis/e-thesis>

All theses involving human participants must include an approved copy of the ethics certificate as an appendix to the thesis.

The title of the thesis must be submitted on a Nomination of Examiners Form <http://www.mcgill.ca/gps/thesis/guidelines/initial-submission#forms> which is completed by the student and supervisor, and then approved by the Chair of the Department. It is then submitted to the Thesis Office **at the same time as the thesis**.

The supervisor examines the thesis prior to submission to Graduate and Postdoctoral Studies Thesis Office.

An internal examiner (usually a member of the Department who is not the supervisor but is a member of the advisory committee) and an external examiner (a specialist in the student's field of study, possibly within the university but outside the Department).

The external examiner must be outside the University and must be at arm's length and have no conflict of interest.



**SUBMISSION DEADLINE**

While theses can be submitted at any time, submission deadlines can be found at <http://www.mcgill.ca/gps/thesis/deadlines>

### **SPECIAL STUDENTS**

Some students who wish to enter the M.A. program may need to take a number of undergraduate courses as a Special Students in Anthropology for one year to fill gaps in their background preparation. Special Students in this category are under the supervision of the Chair of the Undergraduate Committee. There is a special application procedure for such students, administered

Candidates in this category are considered for graduate admission competitively and on a par with other applicants only after their performance as Special Students has been ascertained. Acceptance as a Special Student does not guarantee acceptance as a graduate student in the Anthropology Department. The decision to accept or refuse an application for Special Student status at the undergraduate level is made by the Undergraduate Committee in consultation with the Graduate Director.

For qualified individuals who wish to take graduate level courses (not more than term per term), but not towards a graduate degree in our Department, graduate Special Student status can be arranged. The decision on an application for Special Student status at the graduate level is taken by the Graduate Committee in consultation with faculty members in the Department. Acceptance of an individual into graduate Special Student status places the Department under no obligation, if that individual subsequently decides to apply for acceptance into a regular graduate degree program.

### **CRITERIA FOR ACCEPTANCE INTO M.A. PROGRAM FROM SPECIAL STUDENT STATUS**

Special students are admitted to the M.A. program only if they perform at the level of a First class Honours student, i.e., a G.P.A. of 3.5 in the special student year. Admission to the M.A. normally requires 18 undergraduate Anthropology courses. Students with no Anthropology background are normally required to take ten Anthropology courses at the undergraduate level. Two of these courses must be at the 200 level. Students who have eight or fewer courses in Anthropology must take a **minimum** of six courses, which include relevant core courses, a minimum of two or three 400-level seminars. The remaining courses are to be negotiated with the Undergraduate Committee Chair.

## M.A. Program Options

### SOCIO-CULTURAL ANTHROPOLOGY, ARCHAEOLOGY

<u>12 credits</u>		<u>Credits</u>
ANTH-5/6xx	Optional Course	(3)
ANTH-5/6xx	Optional Course	(3)
ANTH-694	M.A. Thesis Tutorial I	(6)
<u>12 credits</u>		
ANTH-5/6xx	Optional Course	(3)
ANTH-5/6xx	Optional Course	(3)
ANTH-695	M.A. Thesis Tutorial II	(6)
<u>24 credits</u>		
ANTH-699 D1&D2	M.A. Thesis	(24)
<b>Total Credits</b>		<b>48</b>

### Development Studies Option

The DSO is a cross-disciplinary M.A. program. It is open to Master's students specializing in development studies.

<u>12 credits</u>		<u>Credits</u>
ANTH-5/6xx	Optional Course	(3)
ANTH-5/6xx	Optional Course	(3)
ANTH-694	M.A. Thesis Tutorial	(6)
<u>12 credits</u>		
ANTH-5/6xx	Optional Course	(3)
INTD 657	Development Studies Seminar	(3)
ANTH-695	M.A. Thesis Tutorial 2	(6)
<u>24 credits</u>		
ANTH-699 D1&D2	M.A. Thesis	(24)
<b>Total Credits</b>		<b>48</b>

### **Environment Studies Option**

The Environment Option is aimed at students who wish to use interdisciplinary approaches in their graduate research on environmental issues and wish to benefit from interactions with students from a wide range of different disciplines.

<b>6 credits</b>		<b>Credits</b>
ENVR 610	Foundations of Environmental Policy	(3)
ENVR 650	Environmental Seminar 1	(1)
ENVR 651	Environmental Seminar 2	(1)
ENVR 652	Environmental Seminar 3	(1)
<b>12 credits</b>		
ANTH-5/6xx	Optional Course	(3)
ANTH-5/6xx	Optional Course	(3)
ANTH-5/6xx	Optional Course	(3)
XXX-5/6xx*	Choose from the list below	(3)
<b>30 credits</b>		
ANTH-694	M.A. Thesis Tutorial 1	(6)
ANTH-699	D1&D2 M.A. Thesis	(24)
<b>Total Credits</b>		<b>48</b>

### **MSE Environment Optional Courses**

ENVR 519 Global Environmental Politics  
ENVR 544 Env. Measurement & Modelling  
ENVR 580 Topics in Environment 3  
ENVR 611 The Economy of Nature  
ENVR 620 Environ and Health of Species  
ENVR 622 Sustainable Landscapes  
ENVR 630 Civilization and Environment 1  
ENVR 680 Topics in Environment 4  
*or other graduate course recommended by the advisory committee and pre-approved by MSE.*

### **Gender and Women's Studies Option**

The Graduate Option in Gender and Women's Studies is an interdisciplinary program for students who meet degree requirements in Anthropology (and other participating departments and faculties) who wish to earn 6 credits of approved coursework focusing on gender and women's studies, and issues in feminist research and methods. The thesis must be on a topic centrally related to gender and/or women's studies.

<b>12 credits</b>	<b>Credits</b>
WMST 601 Feminist Theories and Methods	(3)
ANTH 5/6xx Complementary Course	(3)
ANTH 694 M.A. Thesis Tutorial 1	(6)
<b>12 credits</b>	<b>Credits</b>
ANTH 5/6xx Complementary Course	(3)
ANTH 5/6xx Complementary Course	(3)
ANTH 695 M.A. Thesis Tutorial 1	(6)
<b>24credits</b>	<b>Credits</b>
ANTH 699 M.A. Thesis Tutorial 1	(24)
<b>TOTAL CREDITS</b>	<b>48</b>

### **Complementary Courses**

6 credits of coursework in Anthropology at the 500 or 600 levels; 3 credits of coursework at the M.A. level relating to gender/women's studies, which may be taken outside the department, or ANTH 615.

### **M.A. in Medical Anthropology**

The Department of Anthropology offers a two-year M.A. program in Medical Anthropology. The M.A. degree is awarded by the Department of Anthropology. Following the award of the M.A., students may specialize in Medical Anthropology within the regular Ph.D. program of the Department of Anthropology.

The program conforms to the general framework of Master's studies in our Department, but involves some special requirements and options because of its transdisciplinary nature.

Students are required to take four courses, including two seminars in Medical Anthropology (ANTH 615 and HSSM 605).

<b><u>12 credits</u></b>	<b><u>Credits</u></b>
HSSM-605 Medical Anthropology	(3)
ANTH-5/6xx Optional Course	(3)
ANTH-694 M.A. Thesis Tutorial 1	(6)
<b><u>12 credits</u></b>	
ANTH-5/6xx Optional Course	(3)
ANTH-615 Medical Anthropology	(3)
ANTH-695 M.A. Thesis Tutorial 2	(6)
<b><u>24 credits</u></b>	
ANTH-699 D1&D2 M.A. Thesis	(24)
<b>Total Credits</b>	<b>48</b>

## **Timetable for completing M.A. requirements**

The Graduate and Post-doctoral Studies Office (GPSO) requires that the M.A. program be completed within 24 months of initial registration

### **M.A. 1**

#### **Fall Term**

- Work with supervisor to select committee members and courses for the year.
- Work with supervisor on Thesis Tutorial I (i.e., the research project).
- Take two courses.
- Attend the Proseminar and Speaker Series if applicable
- In October, submit fellowship applications.

#### **Winter Term**

- Work with supervisor on Thesis Tutorial II (i.e., continuation of Tutorial I).
- Take two courses.
- Attend the Proseminar and Speaker Series if applicable
- Submit project to Ethics Review Board.
- If necessary, plan for travel/fieldwork to be conducted during summer months (visas, research permits etc.).

### **M.A. 2**

- Complete any outstanding coursework.
- Write thesis.

### **Rules for promotion from M.A. to Ph.D. for continuing students**

Students currently registered in the M.A. program in this Department who wish to continue to the Ph.D. should submit to the Department by January 1 of their M.A.2 year

- a completed application form,
- application fee,
- two letters or recommendation,
- statement of purpose,
- a sample of written work.

In order to proceed to the Ph.D. level, M.A. applicants must ensure that their M.A. thesis is deposited at the Thesis Office by the June deadline. Decisions on admission will be made when all required work for the M.A. has been completed and graded. Grades of "Very Good" or better must be received from all examiners of the thesis in the first four of the five categories, in order to be admitted to the Ph.D. program. Students whose grades fall short of this standard can petition to the Department through the Director of Graduate Studies in order to have their application considered.

## Ph.D.1

**The Ph.D.1 is an alternative to the M.A.**

### **Term 1**

ANTH 5xx/6xx

ANTH 5xx/6xx

ANTH 685 Research tutorial

### **Term 2**

ANTH 5xx/6xx

ANTH 5xx/6xx

ANTH 686 Research tutorial

## Ph.D. Degree

The Ph.D. is a research degree based on a significant original contribution to the discipline. It is entirely oriented to carrying out a single major research project and the presentation and defense of the research findings in the form of a Ph.D. dissertation.

The ideal time for completion of the Ph.D. program is four to five years (the entire program **must** be completed in six years).<sup>2</sup> The first academic year is devoted to the completion of the first two bibliographic essays. During the second year, the third essay is completed, along with the language exam and the research proposal. Fieldwork starts soon after; the dissertation is submitted one year after the research is completed.

According to GPSO regulations, all doctoral candidates may maintain their connection with the University for three years after completing their residence requirements. The time limits are strictly enforced.

### ADMISSION CRITERIA

Admission to the Ph.D. program is open competitively to students with a Master's degree in Anthropology, although we may in very special circumstances admit candidates with Master's degrees in related disciplines.

All applications must reach the Department by **January 1**. Applications are not considered at other times. Applications are reviewed by the Graduate Committee and final decisions are made by the Department in early Spring for admission in September. We look for students who can benefit from the opportunity to design and carry out their own programs. We put great weight on a high level of intellectual capacity and achievement. University grades as well as the results of the Graduate Record Examination (GRE) are taken as a good index of these factors. The students we admit usually have undergraduate grade point averages of 3.5/4 and above. Copies of research papers are essential for our assessment. For Ph.D. applicants in thesis M.A. programs, a copy of the M.A. thesis, in draft or final form, is mandatory. A TOEFL examination is

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<sup>2</sup> Not counting Ph.D.1.



required for international students, unless they have a degree from an English-language institution.

The stage of development of the student's intellectual and research interests is another important factor. Our program caters to students who are self-directed; therefore, applicants must have a clear focus and well-defined objectives. Ph.D. applicants should have a fairly well-delineated research problem. We give serious attention to the statement of research and interest plans, evaluating its degree of focus, intellectual sophistication, and creativity.

The decision to admit depends on a match of the student's interests with interests and resources available in the Department. Some applicants with excellent records, worthwhile interests, and promising futures are not admitted to our Department because we are not able to serve their particular needs. Graduate applicants are not admitted unless a faculty member agrees to be the supervisor and at least one additional committee member agrees to be on the student's committee. The person who agrees to be supervisor automatically becomes the student's interim advisor.

#### **RESIDENCE REQUIREMENTS**

Residence requirements are the number of terms students must be registered on a full-time basis. The Doctoral program has a minimum residence requirement of six full-time terms (three years). Master's degrees in Anthropology satisfy the first year residence requirements for the doctoral degree.

#### **STUDY PROGRAM**

By the end of the first month in the program, doctoral students must meet with their committee members to identify their three subfields and, provisionally, the research topic. Following this meeting, the *Research Objectives Report* (Form 1, Appendix A) is completed and placed in the student's file.

The student's program of work, which is based on his/her research interests and proposed field site, is developed in consultation with the supervisor and the other committee members. It consists of bibliographic essays in three subfields of the discipline, a language examination, and preparation and defense of a research proposal.

#### **TUTORIALS**

Students must register for three Ph.D. tutorials (a.k.a. "subfields" or "bibliographic essays", namely ANTH 790 D1&D2; ANTH 791 D1&D2; ANTH 792 D1&D2) and the Ph.D. Preliminary Examination ANTH 700 D1 & D2.

Students select three broad subfields of concentration that do not overlap thematically (e.g., for a research project on the cultural politics of reggae in Jamaica, the papers could be 'Social Inequality in the Caribbean'; 'The Anthropology of Popular Music'; and 'Power and Cultural Aesthetics'). As this example illustrates, one subfield is usually the geographical region relevant to the thesis topic. The two other subfields address topical, theoretical and methodological matters. Whenever possible, students benefit from

participating in relevant seminars (in the Department or in other disciplines). Additionally, one or more committee members tutor the student in each selected subfield. All papers should be supervised by different faculty members. In exceptional circumstances one of these may be from a different department or university. Students should speak to their supervisors to make these arrangements.

These essays serve to ground students theoretically or methodologically in important facets of their research project before they begin fieldwork. Typically, the student will develop a reading list with the faculty member who will be supervising the essay. The student and professor make arrangements together regarding meetings to discuss readings and organization of the paper.

**All doctoral students have the option of taking Anthropological Theory I & II (ANTH 602 and 603) in lieu of one of the bibliographic essays. Students who pursue this option must attend the seminars and complete the essays for BOTH courses in order to fulfill the requirements for replacing one of the bibliographic essays. The cumulative grade from the two courses becomes the grade for one of the bibliographic essays (students do not register for ANTH 602 and 603 on Minerva and audit the course). To make the necessary arrangements for this option, students should contact the professors who are teaching the ANTH 602 and 603 courses, as well as the Department Graduate Coordinator.<sup>3</sup>**

Each essay should be between 9000 words (25 pages) and 18,000 words (50 pages) plus references. The maximum limit is set by the instructor for the tutorial. The student is responsible for submitting the final version of all tutorial papers both a hard copy and in electronic format to the Graduate Program Coordinator, who saves the electronic format in a protected access folder on the department's website. When students are ready for the proposal defense, they must include the essays from ANTH 602 & 602 plus their 2 Bibliographic Essays and their research proposal.

**Students must complete all essays and the research proposal by the end of August of their second year.**

#### **LANGUAGE REQUIREMENT**

The purpose of the language requirement is to ensure that students have access to anthropological literature in at least two languages.

The default language is French. Francophone students can satisfy the language requirement by demonstrating competency in English. With the approval of the Graduate Committee, a language other than French or English may be substituted, provided that there is significant anthropological literature in that language on the student's research topic.

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<sup>3</sup> If students have taken the theory courses at the M.A. level, these cannot be counted again as the equivalent of a doctoral topic.

Typically, the language exam consists in the translation of an academic text. The candidate may use a dictionary in the language being tested, but not a translation dictionary. The Language Requirement Coordinator (a member of the Graduate Committee) selects a text that is presented to the student on the day of the exam. When it is evident that a student is completely fluent in the language in question, the language requirement can be satisfied if a faculty member who is not on the student's committee certifies in writing that the candidate is fluent in that language.

Students are responsible for making arrangements for their language exam by contacting the Member at Large. Instead of taking a language exam administered by the Department, students can demonstrate competence by successfully completing two McGill undergraduate language courses at a level approved by GPSO. This usually means 12 credits from the beginner level or at least 6 credits at the intermediate or advanced levels.

The language requirement must be satisfied before the oral examination of the research proposal may be scheduled. The Graduate Committee can authorize an exception to this requirement when the student plans to satisfy the language requirement by taking courses in the country where fieldwork takes place. In such a case, the Graduate Committee, in consultation with the student's advisor, should specify before the defense a timetable according to which proficiency in the relevant language has been demonstrated. If the language requirement is satisfied through an examination in another institution (including the above), the Graduate Committee ascertains that the standards of the evaluation correspond to McGill requirements.

Students are also expected to develop, ideally prior to entry into the field, the linguistic skills necessary for effective research.

### **RESEARCH PROPOSAL**

Dissertations in socio-cultural anthropology are without exception based upon ethnographic field research together with appropriate archival and library work. Archaeology students can base their theses on fieldwork or collections or existing data banks. Copies of past student research proposals are available for consultation in the departmental office.

The research proposal sets out the research problem, theoretical approach, forms of data collection and analysis, and expected research outcome. It must include a statement of measures to be taken to ensure that ethical considerations are satisfied. The proposal, which should not exceed 20 pages, must be approved by all members of the student's committee before it is submitted for oral examination.

Students must submit their essays and proposal **at least two weeks** before the scheduled proposal defense (see Appendix C, Form 5 for the Scheduling Checklist). The submission must include four copies of the research proposal and all bibliographic essays (including ANTH 602 & 603 essays) (one copy for each committee member and one for department files that will be available for faculty and students to consult prior to the

proposal hearing). Students may schedule their defense only when their essays and proposal have been submitted; the essay grades must be submitted at least **two weeks** before the defense. It is the student's responsibility to confirm the availability of their committee members when scheduling their defense.

**Students may be required to do revisions of the Proposal that could require rescheduling the departure date. This should be taken into account before making departure plans, such as purchasing fixed-date departure tickets. (Pay attention to airline rescheduling penalties.)**

### **DEFENSE OF RESEARCH PROPOSAL**

Students are required to defend their research proposal before the Department. **This oral defense meeting may only be held after the language requirements have been met.** Ideally, students defend their proposal by the end of Fall term of the second year. Students must register for the Ph.D. Preliminary Exam (ANTH 700D1 & D2) at the beginning of the term in which they expect to defend the proposal.

The defense is a public meeting open to all staff and students. The student's thesis committee evaluates the student's understanding of the literature in the three subfields as well as the research proposal. This is carried out in an integrated manner rather than separate discussions of the subfields and the proposal. The examiners then sign a form outlining the strengths and weaknesses of the candidate in those two specific areas. The candidate may be passed or passed subject to revision (see Appendix C, Form 6).

**Proposal defenses are normally not held from June to the beginning of September. Therefore, it is recommended that students submit the third bibliographic essay by March 15 if they plan to defend the proposal before the summer.**

### **RESEARCH ETHICS - ETHICS REVIEW**

Students must submit the proposal for ethical approval to the University Research Ethics Board before leaving for the field. <http://www.mcgill.ca/gps/thesis/guidelines/general-requirements>

### **FIELDWORK**

Residence at the field site usually lasts between one and two years. Students must obtain the necessary research permits. On return from fieldwork, students must meet with their committee members and complete the "Progress on return from fieldwork" form (see Appendix B, Form 6), which is deposited in the student's file in the department. A draft of this form should be prepared for the committee and distributed before the meeting.

### **DISSERTATION**

The Ph.D. dissertation reports the findings of the research project, placing them in the context of anthropological and other relevant literature. The dissertation must be substantial and an original contribution to knowledge. Thesis preparation and submission guidelines as well as thesis submission forms are available at <http://www.mcgill.ca/gps/students/thesis>.

The dissertation, which is to be submitted before the expiration of the University deadline for completion of a Ph.D. program, should not exceed 100,000 words including bibliography and appendices. Requests for permission to submit a longer document must be addressed in writing by both the student and his/her thesis supervisor to the Graduate Committee. It must also meet the requirements of GPSO regarding the format and the number of copies (seven copies).

The title of the thesis must be submitted on a **Nomination of Examiners Form** which is completed by the student, supervisor and signed by the Department Chair.

The supervisor contacts the external examiner drawn up with the student in line with conflict of interest policies:<sup>4</sup> Securing an external examiner takes time. Supervisors should plan to start contacting potential external examiners two months prior to the students submitting their dissertations.

The dissertation is submitted to GPSO for examination by two examiners: an internal examiner (usually a member of the Department who is not the supervisor) and an external examiner (an acknowledged authority in the field outside the University).

The two examiners must approve the thesis before the oral defense is arranged. The student will receive, after the oral defense, a copy of the examiners' reports (See Appendix C, Form 8 for sample evaluation form).

### **SUBMISSION DEADLINES**

While theses can be submitted at any time, there are submission deadlines for each graduation. Please consult the Faculty of Graduate and Postdoctoral Studies website for official submission dates, registration and fees at:

<http://www.mcgill.ca/gps/guidelinesold/thesis-submission>.

### **ORAL DEFENSE**

The Department must inform the Thesis Office of the membership of the Oral Defence Committee at least two weeks prior to the Defence date. Full instructions and guidelines regarding Doctoral oral examinations are available at:

<http://www.mcgill.ca/gps/thesis/guidelines>

An oral examination of the dissertation is held before an Oral Defense Committee appointed by GPSO. In addition to the Pro-Dean, **Doctoral Oral Defence Committees must have an odd number of committee members**. The committee must have at least five and no more than seven members, consisting of: the head of the department, or delegate; the supervisor(s) and the internal examiner; one additional Department faculty member (not a committee member); and an external member (a person whose primary appointment at the University is outside our Department, who has not been involved in supervision of the candidate or prior review of the thesis research, is not a co-author on

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<sup>4</sup> The external examiner is no longer anonymous. Click on the following links for more information: [Procedure for contacting examiner](#) and [Email template to contact external examiner](#).

any component of the thesis, has not published with the candidate or supervisor(s) in the past five years, and who is not otherwise in conflict of interest).

### **Timetable for Completing Ph.D. Requirements**

Students with Masters Degrees register in Ph.D. 2, which is Year 1 of the doctoral program. The doctoral program is ideally a 4-year degree, which may extend into a 5<sup>th</sup> year; after the 6<sup>th</sup> year, the right to maintain registered status is suspended (i.e., the whole Ph.D. program must be completed in 6 years).<sup>5</sup> The first two years constitute the residency period; the following years are additional sessions with lower fees.

#### **Ph.D. 2. [Start quickly; plan ahead]**

##### **Fall Term**

- Theory I Course (if taken as part of Tutorial Paper 1)
- Begin Tutorial Paper 2
- Work with interim supervisor to identify Tutorial topics, graduate seminars, potential committee members
- Possible additional Graduate Seminar (ideally related to the subject of Tutorial Paper 2)
- In Fall, submit fellowship applications
- Determine language requirement: take exam or language classes if required
- 

##### **Winter Term**

- Theory II Course (if taken as part of Tutorial Paper 1)
- Continue Tutorial Paper 2
- Possible additional Graduate Seminar (ideally related to the subject of Tutorial Paper 2)
- Finalize Supervisor, committee members, tutorial topics

##### **By May of the first year you should have:**

- Completed Theory I and II (= Tutorial Paper 1)
- Completed Tutorial Paper 2
- Established members of your Advisory Committee

#### **Ph.D 3. [To register for Ph.D 3, you must have completed two Tutorial papers]**

##### **Fall Term**

- Possible additional Graduate Seminar (ideally related to the subject of Tutorial Paper 3)
- Research and write Tutorial Paper 3
- In October, if needed, submit further fellowships applications
- In November, submit research grant applications
- Begin drafting the departmental Ph.D. proposal

##### **Winter term**

- Complete the Ph.D. proposal
- Fulfill the language requirement
- If you are behind schedule, complete all tutorial papers now

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<sup>5</sup> Not counting Ph.D. 1.

- Schedule and hold your oral hearing (to do so, you must have completed three tutorial papers & passed the language requirement)
- Apply for an internal SSHRC research grant

**By May of the second year you should have:**

- Completed all three tutorial essays
- Completed the language exam and defended the research proposal
- Begun preparing to start field research
- If necessary, submit more research grant applications

**Ph.D 4. [To register for Ph.D 4, you must have completed all three Tutorial papers]**

- Pursue field research
- End field research

**Ph.D 5. [Ideally, complete your degree by the end of Ph.D 5]**

- If not yet done, end field research
- Analyze field data, dissertation outline, dissertation writing

**Ph.D 6. [If you are not finished yet.... finish now]**

- Complete dissertation
- Submit dissertation
- Defend dissertation

**Ph.D 7. [Avoid entering Ph.D 7]**

- Last year before Time Limitation.
- No further registration after August 31<sup>st</sup> of the Ph.D. 7 year;
- Funding levels fall dramatically in Ph.D. 7.



## **Evaluation of Progress**

The courses at the M.A. level and the three tutorials at the Ph.D. level are graded by individual staff members. According to Faculty regulations, grades are submitted in letter grades (A, A-, B+, B, B-, F).

**A general assessment of students' progress is conducted each year by the whole Department at a special meeting** held no later than the first Wednesday in May. Students are required to submit to the Graduate Coordinator the Research Progress Report (Appendix A, Form 2), which should include relevant information on the number of courses/tutorials completed, the research proposal, fieldwork, and progress on the thesis. Students are also asked to inform the Department about publications, fellowships and research grants. Thesis supervisors must submit, after consultation with their students, a written report on the latter's progress. The Graduate Director and the Graduate Coordinator compile those reports and prepares the meeting.

The **minimal rate of progress** required to maintain good standing is as follows:

**M.A. Program:** Students must have completed three of the four courses during their first year in order to register for the second year. The whole program must be completed within three years.

**Ph.D. Program:** Students must have completed two of the three tutorials during their first year in order to register for the second year; the minimum requirement for registration for the third year is completion of all the tutorials, the language requirement, and the research proposal; the whole program must be completed within six years. (Extenuating circumstances may prevent some students from meeting ideal completion times. However, fully funded students [i.e., those on fellowships] should expect to complete their first bibliographic essay by December and their second by the end of April. Students (including archaeology students planning their first field season after the first year) should have both essays completed by the end of August. Regardless of their funding situation, all students should have completed all three essays and the research proposal by the end of August of their second year.)

The Graduate Director conducts the meeting evaluating student progress and prospects. The Graduate Director then writes a letter to each student summarizing the comments and giving, if necessary, advice and guidance. When students fail to meet minimal standards, conditions may have to be fulfilled before they can register in the Fall.

### **RESEARCH TRACKING PROGRESS**

Annually, students must meet with, at minimum, their supervisor(s) and a departmental representative (in our department, this representative is another member of the student's committee). This meeting can occur in the context of an annual thesis or advisory committee. At the first meeting, which is held before the end of Fall term, written objectives/expectations for the year must be recorded on the *Research Objectives Report Form* (Form 1, Appendix A). All participants must sign this form. A student who does not agree to sign the form must write a statement detailing his/her objections to the expectation recorded on the form.

Every April, the student, supervisor and departmental representative must meet again to review the progress that has been achieved toward the recorded objectives. Prior to the meeting, the student should record his/her accomplishments and progress for the year by completing the annual *Student Statement of Progress Report Form*, e-mailed to each student by the Graduate Coordinator. The student's supervisor and the departmental representative evaluate the completed form, which all parties sign. A student who does not agree to sign the form must write a statement detailing his/her objections.

If research progress is unsatisfactory, a new set of objectives should be developed at the meeting and recorded on Appendix A, Form 1. These interim objectives apply only to the next semester. Evaluation of progress should take place after that semester has concluded, following the steps described in point 3. A student with **two** unsatisfactory evaluations may be required to withdraw from his/her program of study. These two unsatisfactory evaluations need not be successive. All forms are to be kept in departmental files.

This policy is **mandatory**. Students may grieve against a department that fails to adhere to the policy and procedures outlined above.

## **RESEARCH ETHICS AND COMPLIANCE**

Most anthropological research involves interaction with human subjects. Therefore, both **M.A. and Ph.D. students must obtain proper ethics certification before field research.**

Researchers apply to a Research Ethics Board according to their departmental affiliation, in our case, REB-I for the review of research involving competent adults and REB-III for research involving minors or adults not competent to consent, including research that falls under Article 21 of the Quebec Civil Code. (Research involving medically invasive procedures or interventions must be submitted to the Faculty of Medicine REB for review. Research that involves recruitment from, or is conducted within one of the following McGill affiliated institutions must be reviewed by the REB of that institution (MUHC, Douglas, CRIR, St. Mary's Hospital Centre, Jewish General Hospital). Always call the REB Office if in doubt about the appropriate REB. All necessary forms, guidelines, submission procedures and deadlines can be found at: <http://www.mcgill.ca/gps/students/skillsets-old/integrity/humanethics>.

Students are encouraged to begin their ethics application as early as possible in order to avoid delays. Depending on the nature of the student research project, student ethics applications may or may not require a full Research Ethics Board review. New applications and amendments expected to involve no more than minimal risk can be submitted at any time. Minimal risk research may be evaluated by a delegated review rather than by a full board review. Allow a minimum of 2-3 weeks for review. Minimal risk research is defined as follows: *“if potential participants can reasonably be expected to regard the probability and magnitude of possible harms implied by participation in the research to be no greater than those encountered by the participant in those aspects of his/her everyday life that relate to the research, then the research can be regarded as within the range of minimal risk”*.

Proposals involving greater than minimal risk and most proposals involving minors, require a full board meeting review. Meetings are held approximately 3 weeks after the submission deadline dates listed at the following website.

Students are encouraged to contact the Research Ethics Board Office should they have any questions. For information on education offerings, University policies and procedures, REB-III submissions, contact **Lynda McNeil**, Research Ethics Officer, at (514) 398-6831. For information on REB-I submissions, contact **Deanna Collin**, Ethics Review Administrator, at (514) 398-6193

The REB Office also holds regular drop-in sessions for students to ask questions or have draft applications reviewed.

### ***Departmental Graduate Committee***

The Graduate Committee is composed of six faculty members. It is responsible for the administration of the graduate program. The Graduate Director, who usually serves in

that capacity for two years, chairs it. The other staff members are in charge respectively of admissions, fellowships, funding, the administration of language requirements, two are in charge of the Proseminar, and one is a career advisor (some positions are combined). The Graduate Committee receives the assistance of the Graduate Secretary (admission to the graduate program, fellowships) and the Administrative Officer (administration, teaching assistantships).

The Graduate Committee is an advisory and administrative committee. It makes recommendations to the Department on all matters pertaining to graduate business and advises on policy changes. It serves as a direct link between the graduate student body and the Department and permits a continuous dialogue between graduate students and staff members. The Graduate Committee also coordinates the Proseminar.

The Committee meets on a regular basis during the year. Student representatives, as well as staff members, can bring to the attention of the Committee any issue they would like to have discussed. The Committee also responds to requests from the Department.

### **GRADUATE DIRECTOR**

The Graduate Director (a.k.a. Director of graduate studies) is in charge of the administration of the graduate program. He/she is responsible for:

- coordinating the activities of the Department Graduate Committee;
- being alert to pedagogical and other issues raised by graduate students, staff, and graduate committee members that warrant attention at Graduate Committee meetings and/or Department meetings;
- ensuring that the graduate seminars offered each year meet the needs and interests of M.A. and Ph.D. students;
- ensuring that registration is done on time;
- organizing an orientation meeting for new graduate students at the beginning of each academic year;
- advising students on all aspects of the graduate program;
- ensuring that students select promptly their thesis supervisor and committee members;
- following students' progress; signing the appropriate forms for course completion and course change; signing statements of progress for fellowship renewals;
- signing fellowships and research grant applications;
- receiving applications for TAs and coordinating with the Chair of the Department and the Chair of the Undergraduate Committee for allocation of TAs;
- seeing that the Proseminar is organized by a member or members of the department, representing both archaeology and social anthropology.
- The Graduate Director organizes the annual review of graduate student progress at the end of each academic year. This entails asking students for a progress report, while supervisors provide statements about their students' progress and the performance of Teaching Assistants. The Graduate Director consolidates the reports for the meeting, conducting the discussion on each student, and communicating the assessments in a letter to each student.

### **FELLOWSHIPS OFFICER**

The Fellowships Officer

- advises students in the Fall as they apply for funds;
- coordinating with the Associate Dean (Research & Graduate Studies) on all fellowship matters;
- circulating and publicizing information on available fellowships;
- organizing an annual "grantsmanship" Proseminar, normally in mid-September, to discuss fellowships, the application process, and procedures;
- coordinating the compilation of fellowship applications that are submitted through the Department;
- organizing the meetings of the Department for the ranking of those applications which require it.

### **FUNDING OFFICER**

The Funding Officer manages the Departmental budget for funding graduate students on the basis of information provided by the Administrative Officer and coordinates the award of recruitment funding.

### **ADMISSIONS OFFICER**

The Admissions Officer

- organizes the application process;
- coordinates the selection of applicants;
- coordinates, with the Fellowships Officer, the award of recruitment funding.

Graduate applications are processed by the entire committee, and final decisions are made by all anthropology tenure-track professors.

*For detailed admission procedures, see the Anthropology Administrative Handbook.*

### **COORDINATOR FOR LANGUAGE REQUIREMENTS**

The Language Requirements Coordinator administers language exams (see p. 18).

### **MEMBER AT LARGE**

This committee member ensures that faculty members and graduate students are kept up-to-date on the procedures and guidelines for ethics approval by the Research Ethics Board, and that these guidelines/procedures are followed.

### ***Departmental Disagreement Resolution Procedure***

These procedures are intended to resolve conflicts between graduate students and their supervisors (or supervisory committees) as outlined in 8.1.3 (v) of the Graduate Student Calendar. Students should always attempt to resolve such conflicts within their department before seeking outside assistance. The confidentiality of the issues raised at each step will be ensured to the greatest extent possible.

If you find yourself in a conflict with your supervisor or supervisory committee, you should follow these steps, in this order:

1. Informal discussions with your supervisor. Discuss the matter tactfully with the supervisor, who may be unaware of the problem and will usually be happy to help find a satisfactory solution.
2. Discussion with the Graduate Program Director.
3. Discussion with the Department Chair. The Chair should attempt to resolve the conflict, either by providing mediation or making alternative arrangements for the continued supervision of the student if the student is otherwise performing satisfactorily in the program.

If your supervisor is also the Graduate Program Director or Department Chair and you cannot resolve the problem with him/her, you should proceed to Step # 4.

4. Informal meeting with the Associate Dean, Graduate and Postdoctoral Studies, or the Ombudsperson. Under these circumstances, an informal meeting outside the department is often all that is required for both sides to reach an agreement. If further steps are warranted, the Associate Dean or Ombudsperson will then advise you to that effect.

### ***Resource Centre: TA'ing & Teaching in Anthropology***

#### **GENERAL TEACHING TIPS AND GUIDELINES:**

- *Teaching to Transgress: Education as the Practice of Freedom*, by bell hooks (1994) (addresses teaching in a multicultural environment, and also talks about participatory education and Paulo Freire)
- *Teaching Tips: Strategies, Research and Theory for College and University Teachers*, by Wilbert McKeachie (2002) (good & straight-forward tips).
- *Strategies in Teaching Anthropology*, edited by Patricia Rice and David McCurdy (2000) (gives teaching ideas for archaeology and cultural anthropology separately).

#### **ON GRADING, ASSESSMENT, AND DESIGNING EVALUATION**

- *The Art of Evaluation: A Handbook for Educators and Trainers*, by Tara Fenwick and Jim Parsons (2000) (evaluating adult learning; a Canadian book).

- McGill course pack for EDPE-670 *Evaluation in Higher Education* (academic).

In addition, a **resource binder** is continually evolving; it includes article-length readings and tip lists. Graduate student suggestions for additional readings to include in this binder are welcome and encouraged; the resource binder is organized according to the following topics:

1. Diverse Learners (theories etc.)
2. Course & Syllabus Design
3. Teaching Strategies (lecturing, instructional technologies presentations, discussion, group work, etc.)
4. Grading (and assessment more generally)
5. Giving feedback
6. The first class
7. Especially for TAs
8. Difficult situations
9. Teaching Portfolios

Finally, there is documentation from the series of **teaching workshops** for anthropology graduate students held in the 2003-2004 academic year. There is a duo-tang for each workshop, with an overview of the workshop, learning outcomes, workshop handouts, and the results of the peer evaluation of the workshop. The library also includes a DVD of the workshop “Gender oppression: tools for TAs” from another workshop series by GRADE/GGFS.

## ***Residency and Graduate Faculty Fees***

Information on fees and charges can be found on the Students Account website at:

<http://www.mcgill.ca/student-accounts/fees/grad/>

### ***Financial Aid***

Sources of financial aid are limited and are restricted by citizenship, residence, and selective criteria of merit. Most students in our Department do, however, receive substantial financial support in the form of fellowships, grants, teaching assistantships, research assistantships, or other awards.

### ***FELLOWSHIPS***

There are both internal and external sources of funding. For details on the various types of fellowships and grants, please visit the following web site:

<http://www.mcgill.ca/gps/funding/students-postdocs/students>. Every year, GPSO provides the Department with fellowships that are distributed to incoming and ongoing students.

### ***TEACHING ASSISTANTSHIPS***

A collective agreement between McGill University and AGSEM (Association of Graduate Students Employed at McGill) covers rates of pay and working conditions. Please refer to the collective agreement for details regarding procedures for appointment of Teaching Assistants, etc., or contact the TA Union representative for the Department. <http://www.mcgill.ca/hr/labour-relations>.

Under the present contract, a full teaching assistantship consists of a maximum of 180 hours of work per term, spans 15 weeks and involves an average of 12 hours of work per week.

Application forms for TAs are available in the Main Office and on line. Completed forms should be deposited with the Administrative Officer. Students should also consult the TA Union bulletin board outside the Anthropology Main office for postings and other notices; TAs are also posted on CAPS.

### ***RESEARCH ASSISTANTSHIPS***

Research assistantships are available through individual staff members' research projects.

### ***OTHER AWARDS***

Students may apply to the Faculty of Arts for a maximum of \$3000 either for conference travel or fieldwork over the course of their entire graduate careers at McGill (students can receive \$3000 as an M.A. student or \$3000 as a Ph.D. student, but not both). Please refer to the following site for deadlines, details, and application form.

<http://www.mcgill.ca/arts/awardsgrants>

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In addition to the above, the Department awards the Bruce and Barbara Trigger Graduate Prize in Archaeology to one or more outstanding students at the M.A. or Ph.D. who are pursuing archaeological fieldwork. A student may receive up to two awards, which currently have a value of \$2,000 each.

### ***Leave of Absence***

The Faculty of Graduate and Postdoctoral Studies grants leaves of absence for maternity, parenting, and other health reasons. It is recommended to apply to the Faculty of Graduate and Postdoctoral Studies well in advance; in the case of maternity leave, students should apply six months before the expected birth. A leave must be requested on a term-by-term basis and may be granted for a period of up to 52 weeks. Students must make a request for leave in writing to the Department and, in the case of medical leave, must accompany the request with a medical certificate. The Department will advise the Associate Vice-Principal (Graduate Studies)

Students who have been granted such a leave have to register for the term(s) in question and their record indicates a leave of absence for that period.

<http://www.mcgill.ca/students/records/forms>

No tuition fees are charged during the authorized leave. During the leave, the student is not eligible to take courses but may request and expect guidance on thesis and research work and has normal access to the University's academic facilities. Library services continue to be available by registering at the Circulation Desk in the Humanities and Social Sciences Library (McLennan-Redpath).

In special circumstances, a leave of absence may be granted to a student when a close family member is ill.

### ***Non-resident status***

Students who wish to take a leave from the University for one year **before returning to complete their residence requirements** should obtain permission to do so both from their department and the Faculty of Graduate Studies,

<http://www.mcgill.ca/students/records/forms>.

Admission and Records Office The student **must register as a Non-Resident student**, and pay the non-resident fee. Student services fees are not levied and the ID card is not validated. Students can only be non-resident for a maximum of one year.

### ***Reinstatement and Admission of Former Students***

Students who have not been registered for a period of up to two years but who have not officially withdrawn from the University by submitting a Withdrawal Form to the Graduate and Postdoctoral Studies Office are eligible to be considered for reinstatement. The student's department must recommend in writing that the student be reinstated, stipulating conditions for reinstatement. The final decision rests with the GPSO. Normally, GPSO will approve the departmental recommendation. If the student's department chooses not to recommend reinstatement, the student may appeal to the

Associate Dean (Graduate and Postdoctoral Studies). The Associate Dean's decision can be appealed to the Graduate Committee on Student Standing.

Reinstatement fees are charged in addition to the usual session fees. The reinstatement fee is the tuition portion of fees for all unregistered terms, to a maximum of two years.

The files of students who have not registered for more than two years are closed. These individuals and those who have formally withdrawn may be considered for admission. Applicant's admission applications are be considered in competition with other people applying during that cycle and in accordance with current graduate admission procedures and policies.

### **Statement on Academic Integrity**

McGill University values academic integrity. Therefore all students must understand the meaning and consequences of cheating, plagiarism and other academic offences under the code of student conduct and disciplinary procedures <http://www.mcgill.ca/deanofstudents/plagiarism>.

*L'université McGill attache une haute importance à l'honnêteté académique. Il incombe par conséquent à tous les étudiants de comprendre ce que l'on entend par tricherie, plagiat et autres infractions académiques, ainsi que les conséquences que peuvent avoir de telles actions, selon le Code de conduite de l'étudiant et des procédures disciplinaires (pour de plus amples renseignements, veuillez consulter le site ).*

According to Senate regulations, instructors are not permitted to make special arrangements for final exams. Please consult the Calendar, section 4.7.2.1, General University Information and Regulations at <http://www.mcgill.ca>

**Objectives and Progress, M.A. and Ph.D.**

**GRADUATE STUDENT RESEARCH OBJECTIVES REPORT FORM**

- This is an ANNUAL report.
- This is an INTERIM report (following an unsatisfactory progress report).

Name: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Degree & Year: \_\_\_\_\_

Dates of Applicable Time Period:

Department: \_\_\_\_\_

From: \_\_\_\_\_ To : \_\_\_\_\_

<b>Objectives and timelines for the applicable time period:</b>

By signing below, all parties acknowledge that the objectives and timelines described above are acceptable. **Please note that failure to meet objectives on any two progress reports may be cited as grounds for requiring that a student withdraw from the program of study.**

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Chair or Director of Graduate Studies (or delegate): \_\_\_\_\_ Date: \_\_\_\_\_ or advisory/thesis committee member(s)

- Student did not sign form and does not agree with the objectives (explanation attached)



**Approval of M.A. Thesis Proposal**

Name: \_\_\_\_\_ Department.: \_\_\_\_\_

A meeting of the student's advisory committee was held on \_\_\_\_\_ to approve his/her thesis research objectives and plans.

1. Research title:

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2. Research objectives:

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3. Research methodology:

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4. Fieldwork:

a. Location(s): \_\_\_\_\_

b. Length of stay at each location: \_\_\_\_\_

5. Ethical Considerations: \_\_\_\_\_

Student (signature): \_\_\_\_\_

Committee Members \_\_\_\_\_ (supervisor)

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Date: \_\_\_\_\_

FORM 4

**Master's Internal Report (Sample Form)**

Name of Student: \_\_\_\_\_ Degree: \_\_\_\_\_

Department: \_\_\_\_\_

Thesis Title: \_\_\_\_\_

Use the following scale:

**EXCELLENT, VERY GOOD, GOOD, SATISFACTORY, OR UNSATISFACTORY**  
**(Choose one grade for each category)**

Criteria	Excellent Top 10%	Very Good	Good	Satisfactory	Unsatisfactory
1. Grasp of subject, powers of criticism and awareness of previous work					
2. Resourcefulness, alertness to significance of findings					
3. Diligence, care, technical skill in the research					
4. Organization of findings					
5. Quality of presentation (coherence, lucidity, grammar, style, absence of typographical errors)					

6. **OVERALL JUDGEMENT: PASS / FAIL**

7. A student whose thesis is ranked excellent in all, or almost all, aspects may be recommended for the Dean's Honour List. This is expected to be the top 10% of students' theses you have read.

**DEAN'S HONOUR LIST: YES / NO**

8. Include the following on separate pages:

- a. Comments explaining your evaluation of the thesis, including reasons for recommendation for the Dean's Honour List.
- b. Suggestions for improvement.

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

N.B. Please return your report by: \_\_\_\_\_

To: Thesis Office, 400 James Administration Building, McGill University, 845 Sherbrooke St. W., Montreal, QC, H3A 2T5

## **Proposal Defense Scheduling Checklist**

**(\*Ph.D. students cannot schedule their Proposal Defense without completion of this list)**

\_\_\_\_\_ I have submitted four printed copies of my research proposal and bibliographic essays to the Graduate Program Coordinator in the Department of Anthropology (one copy for each thesis committee member [3] and one copy for the department files [1]).

\_\_\_\_\_ I have ensured that any ethical considerations related to my project are satisfied.

\_\_\_\_\_ I understand that once my proposal has been successfully defended, my bibliographic essays and proposal will remain on file in the department, and will be available for consultation/referral by faculty members and students.

**Student Signature & Date:** \_\_\_\_\_

**Graduate Program Coordinator Signature & Date:** \_\_\_\_\_

Once this checklist is completed, you may schedule your defense for any day at least two weeks subsequent to the above date. The date for your Proposal Defense must be determined in consultation with your Committee members to ensure their availability.

**Congratulations and Good Luck!**



**Record of Ph.D. Proposal Defense**

1. Student Name \_\_\_\_\_ was given a departmental hearing for the defense of his/her Ph.D. proposal entitled

\_\_\_\_\_  
\_\_\_\_\_

on \_\_\_\_\_ (date).

2. Present were \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_,  
\_\_\_\_\_, \_\_\_\_\_.

3. The staff made interdependent but distinct **evaluations** of:

(a) the adequacy of the bibliographies: \_\_\_\_\_

\_\_\_\_\_

(b) knowledge and understanding of the literature of the three fields: \_\_\_\_\_

\_\_\_\_\_

4. Our evaluation of the proposal was to the effect that: \_\_\_\_\_

\_\_\_\_\_

5. Our judgment, which was communicated to the student, was that

- he /she passed
- he/she passed subject to the following additions to be seen by the principal advisor
- he/she must do the following types of revisions or additions and be heard by the Department again (conditions, revisions or other notes): \_\_\_\_\_

Student (signature): \_\_\_\_\_ Date: \_\_\_\_\_

Committee Members (supervisor), \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_, \_\_\_\_\_

FORM 7

**Committee Report on Graduate Student Progress on return from fieldwork**

Name: \_\_\_\_\_ Department: \_\_\_\_\_

1. Title of Thesis:

\_\_\_\_\_  
\_\_\_\_\_

2. Short description of thesis and procedures: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

3. Research completed in the field (please provide short description): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

4. Data Analysis and write up.

a) Completed: \_\_\_\_\_

b) Underway: \_\_\_\_\_

c) Anticipated: \_\_\_\_\_

5. Expected date of Thesis submission: \_\_\_\_\_

Committee Members \_\_\_\_\_ (supervisor)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

FORM 8

**Doctoral Internal Report**

Student Name: \_\_\_\_\_ Degree: \_\_\_\_\_

Department: \_\_\_\_\_

Thesis Title: \_\_\_\_\_

Use the following scale:

**EXCELLENT, VERY GOOD, GOOD, SATISFACTORY, OR UNSATISFACTORY**  
(Choose one grade for each category)

Criteria	Excellent Top 10%	Very Good	Good	Satisfactory	Unsatisfactory
1. Grasp of subject, powers of criticism and awareness of previous work					
2. Resourcefulness, alertness to significance of findings					
3. Diligence, care, technical skill in the research					
4. Organization of findings					
5. Quality of presentation (coherence, lucidity, grammar, style, absence of typographical errors)					

6. **OVERALL JUDGEMENT:** **PASS / FAIL**

7. Include the following on separate pages:
- a. Comments explaining your evaluation of the thesis.
  - b. Suggestions for improvement.
  - c. Questions to be asked at the oral examination (external examiner or examiners who will not be present at the defense).

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

N.B. Please return your report by: \_\_\_\_\_

To: Thesis Office, 400 James Administration Building, McGill University, 845 Sherbrooke St. W., Montreal, QC, H3A 2T