



The MA/MS Program
in Applied Anthropology

GRADUATE STUDENT HANDBOOK



Revised August 30, 2004

The MA/MS Program in Applied Anthropology

GRADUATE STUDENT HANDBOOK

Table of Contents

Department of Anthropology

Specializations3-4

Degree Options4

Degree Plan4-6

 Degree Plan submission5

Suggested Timeline6-8

Committee8

Advising8

Graduation Requirements9

Dismissal Policy9

Practicum9-15

 Planning the Practicum9-10

 IRB Requirements10

 Completing the Practicum10

 Practicum Guidelines12

 Practicum Proposal Format13

 Practicum Report Guidelines14

 MA/MS Completion Signature Form15

Foreign Language Requirement for MA15-16

Travel Grants16

Funding17

Transfer Credit and Extension Credit17

Plagiarism18

Students Rights and Responsibilities18-20

Course Descriptions and Prerequisites20-23

UNT Facilities and Services

Central Computing Services23-24

Libraries24-25

Counseling and Testing Services25

Division of Equity and Diversity25-26

 Multicultural Center26

International Studies and Programs26-28

Office of Disability Accommodation28-30

Student Legal Advisor30-31

University Police31

Appendices

Degree Plan

Degree Plan Change Form

M.A./M.S. Committee Form

Practicum Agreement

In-Progress Practicum Evaluation

Final Practicum Evaluation

THE MA/MS PROGRAM IN APPLIED ANTHROPOLOGY

The Department of Anthropology offers a master's degree in Applied Anthropology. While students will be trained for employment outside academia, they will also be prepared for transfer to a doctoral program.

The central goal of UNT's Master in Applied Anthropology program is to provide graduates with the knowledge they will need to undertake informed and thoughtful action, whether as street-level practitioners, administrators, agency-based researchers, or program evaluators.

SPECIALIZATIONS:

Within our department, faculty members offer several specialties:

Business Anthropology

Ann Jordan and Christina Wasson specialize in this area. Topics include organizational culture and organizational change, teams, communication in the workplace, user-centered design, human-computer interaction, consumer behavior, and globalization.

Migration and Border Studies

Alicia Re Cruz and Doug Henry represent this area. Topics covered include the situations of migrants and refugees, cultures of Latin America, and Mexican-American experiences. Dr. Re Cruz also offers a summer field school in Mexico where students observe local community development processes.

Medical Anthropology

Tyson Gibbs, Lisa Henry, and Doug Henry specialize in this area, which addresses public health, healthcare delivery, indigenous medicine, and the health issues of ethnic minorities, migrants, and/or refugees. We are affiliated with UNT Health Science Center at Fort Worth.

Anthropology of Education

Mariela Nunez-Janes and Alicia Re Cruz represent this area, which focuses on schools and the educational process. Connections between culture and education are explored in a variety of contexts, with attention to teaching and learning issues. Both faculty members focus on the challenges of bilingual education.

Community Development

Tyson Gibbs and Alicia ReCruz specialize in this area, which focuses on the empowerment of local groups in their interactions with political and economic institutions at the local and international levels.

In addition, we encourage students to develop expertise in a second field outside of the anthropology department. This means that students are able to pursue their interests, no matter what they may be, by taking courses and developing mentoring relationships with faculty in other departments. Indeed, when students put together their committees, one of the three committee members must come from outside of anthropology. The reason we emphasize a second discipline is that the various institutions in which applied anthropologists work all have their own forms of knowledge. Students will be better prepared for jobs if they have prior exposure to those traditions.

Examples of possible second fields include:

- Health sciences
- Information sciences
- Business administration
- Environmental sciences
- Education

DEGREE OPTIONS:

Master of Arts in Applied Anthropology

For the Master of Arts degree, students fulfill the 36 hours of degree requirements and demonstrate knowledge of a foreign language.

Master of Science in Applied Anthropology

For the Master of Science degree, students fulfill the 36 hours of degree requirements including a course in an additional skill appropriate to their specialty.

DEGREE PLAN:

The Master in Applied Anthropology program requires satisfactory completion of a minimum of 36 hours of study and research beyond the bachelor's degree.

- Core Courses: 15 sem. credit hours*
- Elective Courses: 15 sem. credit hours*
- Practicum: 6 sem. credit hours

- Total: 36 sem credit hours

* Candidates who do not have at least 12 hours of undergraduate anthropology must take an additional Core course (ANTH 5200 Seminar in Sociocultural Anthropology). As a result, these candidates need 18 hours of core courses and 12 hours of elective courses to fulfill the requirements.

Core Courses:

ANTH 5010 Anthropological Thought & Praxis I
ANTH 5015 Anthropological Thought & Praxis II
ANTH 5020 Quantitative Methods in Anthropology
ANTH 5040 Ethnographic & Qualitative Methods
ANTH 5060 Pre-Practicum: Problems & Cases in Applied Anthropology

Elective Courses:

A minimum of six of which must be from outside anthropology. If pursuing an MS degree, the skills class requirement counts as one of your 5 electives. The student's graduate committee must approve the coursework. Electives course in anthropology are:

ANTH 5030 Medical Anthropology
ANTH 5070 Urban Ethnic Cultures
ANTH 5200 Seminar in Sociocultural Anthropology
ANTH 5610 Topics in Sociocultural Anthropology
 .001 Symbolic Anthropology
 .002 Anthropology of Business Organization
 .003 Contemporary Ethnographic Issues
 .004 Migrants and Refugees
 .005 Design Anthropology
 .008 Folklore
 .019 Anthropology of Education
ANTH 5900 Special Problems
ANTH 5910 Special Problems

**Note: During some semesters, undergraduate courses are cross-listed as graduate courses, which provide graduate students with a greater selection of elective courses.

Practicum:

All candidates must take 6 hours of supervised practicum and seminar in lieu of thesis (see practicum section for more information):

ANTH 5800 Applying Anthropology: Practicum I
ANTH 5810 Applying Anthropology: Practicum II

Degree Plan submission:

Each student must fill out a **Degree Plan** during their 2nd semester in the program (after completion of 9 hours if part-time) (see appendix for **Degree Plan**). The **Degree Plan** must be signed by student's committee chair and given to the anthropology graduate advisor, who will submit it to the Graduate School. It must include all courses the student intends to take in fulfillment of the degree requirements. It should also include an explanation of how an MA student is fulfilling the language requirement or how an MS student is fulfilling the extra skill requirement. The student's committee chair must approve all coursework. Undergraduate courses may **not** be used. In the "completed" section, fill in only those classes that have already

been completed or will be completed during the semester the degree plan is filed. If a student has not decided on specific electives, leave the space blank and submit the degree plan as complete as possible. At the time a decision has been made on specific electives, the student will need to submit a **Degree Plan Change Form** (see appendix) to add the electives.

It is critical to the Graduate School that degree plans are filed as soon as possible.

SUGGESTED TIMELINE:

If full-time student with at least 12 hours of anthropology, entering in Fall:

Fall, Year 1

5010 Anthropological Thought and Praxis I

5020 Quantitative Methods
elective

Spring, Year 1

5015 Anthropological Thought and Praxis II (Prerequisite: 5010)

5040 Ethnographic and Qualitative Methods

5060 Pre Practicum: Problems and Cases in the Application of Anthropological Knowledge

Fall, Year 2

5800 Practicum I (Prerequisites: 5010, 5020, 5015, 5040, 5060)
elective
elective

Spring, Year 2

5810 Practicum II (Prerequisite: 5800)
elective
elective

If full-time student with at least 12 hours of anthropology, entering in Spring:

Spring, Year 1

5040 Ethnographic and Qualitative Methods

5060 Pre Practicum: Problems and Cases in the Application of Anthropology Knowledge
elective

Fall, Year 1

5010 Anthropological Thought and Praxis I

5020 Quantitative Methods
elective

Spring, Year 2

5015 Anthropological Thought and Praxis II (Prerequisite: 5010)
elective
elective

Fall, Year 2 (not full course load)

5800 Practicum I (Prerequisites: 5010, 5020, 5015, 5040, 5060)
elective

Spring, Year 3 (not full course load)

5810 Practicum II (Prerequisite: 5800)

** NOTE: It is also possible to take 5800 Practicum I during the summer after Spring, Year 2. Then, 5810 Practicum II could be taken with one elective during Fall, Year 2, which would allow completion of the program within 2 years.

If full-time student without 12 hours of anthropology, entering in Fall:

Fall, Year 1

5020 Quantitative Methods
elective
elective

Spring, Year 1

5200 Seminar in Sociocultural Anthropology
5040 Ethnographic and Qualitative Methods
5060 Pre Practicum: Problems and Cases in the Application of Anthropological Knowledge

Fall, Year 2

5010 Anthropological Thought and Praxis I (Prerequisite: 5200)
elective
elective

Spring, Year 2 (not full course load)

5015 Anthropological Thought and Praxis II (Prerequisite: 5010)
elective

Fall, Year 3 (not full course load)

5800 Practicum I (Prerequisites: 5010, 5020, 5015, 5040, 5060)

Spring, Year 3 (not full course load)

5810 Practicum II (Prerequisite: 5800)

** NOTE: It is also possible to take 5800 Practicum I during the summer after Spring, Year 2. Then, 5810 Practicum II could be taken Fall, Year 3, which would allow completion of the program within 2 ½ years.

If full-time student without 12 hours of anthropology degree, entering in Spring

Spring, Year 1

5200 Seminar in Sociocultural Anthropology

5040 Ethnographic and Qualitative Methods

5060 Pre Practicum: Problems and Cases in the Application of Anthropology Knowledge

Fall, Year 1

5010 Anthropological Thought and Praxis I (Prerequisite: 5200)

5020 Quantitative Methods
elective

Spring, Year 2

5015 Anthropological Thought and Praxis II (Prerequisite: 5010)

elective
elective

Fall, Year 2

5800 Practicum I (Prerequisites: 5010, 5020, 5015, 5040, 5060)

elective
elective

Spring, Year 3 (not full course load)

5810 Practicum II (Prerequisite: 5800)

** NOTE: It is also possible to take 5800 Practicum I during the summer after Spring, Year 2. Then, 5810 Practicum II could be taken with two electives during Fall, Year 2, which would allow completion of the program within 2 years.

COMMITTEE:

By the end of their first semester students must establish an advisory committee. The candidate's committee is composed of three faculty members. Two are members of the anthropology department, and the third should be selected from a different department. The head of the committee should be a member of the anthropology department. The advisory committee is appointed before the student prepares the degree plan, and must be approved by the Dean of the Toulouse School of Graduate Studies upon recommendation of the student, department chair, and graduate adviser. Students must fill out a **M.A./M.S. Committee Form** (see appendix).

ADVISING:

Each student must be advised every semester to decide on courses for the following semester. This advising should be with the student's committee chair or the Graduate Advisor.

GRADUATION REQUIREMENTS:

At the beginning of the student's final semester, s/he should check with the Graduate School to learn about the filing deadlines for that semester. The student must pick up a graduation packet in the Graduate School and return it by the filing deadline. The student should be aware of all graduation deadline dates.

Graduation Requirements for Department

Although the student files for graduation with the Graduate School, it does not mean s/he will graduate. When the student is finished writing and presenting the Practicum Report, the committee decides if the student has satisfactorily completed the Practicum. If the report is satisfactory, the committee signs the **MA/MS Completion Signature Form**, which signals the student is ready to graduate.

DISMISSAL POLICY:

The anthropology department has the right to dismiss any current graduate student whose GPA drops below a 3.0.

PRACTICUM:

The practicum is the major independent project that students undertake in order to complete the masters in applied anthropology. It involves doing work that will be of practical benefit to some organization or agency. Students must design and carry out a project that utilizes the skills in applied anthropology that they gained through their master's program coursework. The project has two kinds of outcomes:

- A practical application that benefits the organization or agency that is their client
- A report to the department of anthropology, submitted both as a written document and a verbal presentation.

The practicum is similar to a traditional master's thesis in that it represents a substantial effort on the student's part. It is different in that the student's project will always be directed toward the needs of a client.

Planning the Practicum

The practicum is structured around three courses:

ANTH 5060 Pre-Practicum: Problems and Cases in Applied Anthropology

This is an overview of applied anthropology and a practical skills course. Students will learn how to identify potential agencies as practicum sites, how to approach them, and how to develop a practicum proposal. It is offered every spring, and should be taken in the student's first year.

ANTH 5800 Applying Anthropology: Practicum I

Students design and implement an applied anthropology project under the supervision of a faculty member. This 96-hour (minimum) placement is planned in cooperation with the student to meet specialized career goals. They should accomplish as many hours as possible during Practicum I; they can finish the hours under Practicum II. (Prerequisites: ANTH 5010, 5015, 5020, 5040, 5060)

ANTH 5810 Applying Anthropology: Practicum II

This course is a continuation of Practicum I. Students finish up any remaining research. They deliver their findings to the client. They also prepare a written report and a verbal presentation for the department of anthropology. A student may not take Practicum I and II at the same time. (Prerequisites: ANTH 5010, 5015, 5020, 5040, 5060, 5080)

Some requirements for the project:

- There will be no exceptions regarding prerequisites for Practicum I and II.
- Students must have a structured practicum where in they are working for an established entity. This entity may not be affiliated with UNT.
- Volunteer work with a community or ethnic group will not count unless the student is working for an established entity and reports to a designated individual in that entity.
- The practicum must be structured so that it has an outcome. What constitutes an appropriate practicum is ultimately the decision of the student's committee.
- A **Practicum Agreement** (see appendix) must be completed before the practicum begins.

IRB Requirements:

IRB stands for Internal Review Board for the Protection of Human Subjects in Research. Every student needs to go through UNT's IRB before starting Practicum I. This is not optional.

What Constitutes Human Subjects Research?

Federal law defines *Human Subjects Research* and the conditions under which it may be conducted. Under federal regulations, UNT prohibits any research involving human subjects until the Institutional Review Board (IRB) has granted its approval.

For these purposes, the phrase, *research involving human subjects*, is defined to include not only research on living persons but also human tissue, blood samples, pathology or diagnostic specimens, human medical records, the observation of public behavior, existing archives of human data including medical, financial/tax, educational, professional, legal and criminal records, and all questionnaires. **Research is defined** as any systematic investigation designed to develop or contribute to generalized knowledge.

Survey research must also be approved, including *Internet Surveys*.

The IRB Guidelines can be found at: <http://www.unt.edu/ospa/docs/irb.guidelines.doc> Each student needs to read these guidelines thoroughly to understand the process of going through the IRB at UNT.

The IRB Online Application can be found at: <https://osprey.unt.edu/ors/irb/index.cfm>

Every new investigator must go through IRB training before submitting an IRB application. This training is online and is through the National Institute of Health. You can locate the link to the NIH Training at: <https://osprey.unt.edu/ors/irb/index.cfm>

Deadlines (posted by UNT's IRB)

- Application for Exemption from Further Review: none
- Application for Expedited Review: none
- Application for Full Review: Eleven days before the last Friday of the month
- Application for Renewals: Six weeks before the anniversary of Project Approval

Most students will go through Expedited Review (there is a process on the online application that will help you determine whether your project qualifies for Expedited Review or Full Review). The department recommends you begin the IRB process 4-6 weeks BEFORE you plan to start Practicum I.

Completing the Practicum:

- **Deliverables**

Each student will complete deliverables as specified in the practicum proposal. Each student will have a different set of deliverables depending on their agreement with the client. The committee will determine how the deliverables are documented for the department.

- **Written report for the Department**

Separate item from deliverables submitted to the agency or organization as part of the agreement. This is the 15-page report outlined below. Expect several rounds of revisions with your committee chair and committee members. Students should build these revisions into their time schedule when thinking about graduation. It is the student's responsibility to communicate with all members of the committee.

- **Verbal presentation to department faculty**

Verbal presentation of the written report for the department. Students will discuss their practicum project, the agency or organization, what work was done, what data gathering techniques were used (if any), description of the deliverables, and personal reflection on the practicum. It is the student's responsibility to coordinate the scheduling of the verbal presentation with all members of the committee.

PRACTICUM GUIDELINES:

Three-Way Communication between Student, Site Sponsor, and Faculty Advisor

- All three people have a face-to-face meeting before the **Practicum Agreement** (see appendix) is finalized, to discuss the project and work out issues (in cases of geographic distance, a teleconference is acceptable)
- The student prepares a practicum proposal and gives it to the faculty advisor and the site sponsor. They offer feedback to the student in a timely manner. If necessary, the student revises the proposal until both the faculty advisor and site sponsor are satisfied with it. The practicum proposal should follow the format of the **Practicum Proposal Outline**.
- All three people sign a **Practicum Agreement** that states their acceptance of the proposal. The Practicum Agreement and practicum proposal are placed in the student's file in the department.
- Site sponsor completes a written **In-Progress Practicum Evaluation** (see appendix) of student halfway through practicum and gives it to faculty advisor and student
- Site sponsor completes a written **Final Practicum Evaluation** (see appendix) of student after completion of practicum and gives it to faculty advisor and student

Communication between Faculty Advisor and Site Sponsor

- Faculty advisor and site sponsor communicate regularly during the practicum, about once a month

Communication between Student and Faculty Advisor

- Student regularly communicates with faculty advisor, providing information about the progress of the project and talking over issues as they arise
- Faculty advisor provides guidance for student in areas such as
 - How to design a project that is feasible and attentive to the client's needs
 - How to manage the client relationship
 - How to prepare the deliverables for the site sponsor

Communication between Student and Site Sponsor

- Student regularly communicates with site sponsor, providing information about the progress of the project and talking over issues as they arise
- Site sponsor helps student in areas such as
 - Arranging access to relevant parts of the organization, personnel, or records
 - Advice on how to operate effectively within the culture of the organization
 - Feedback on student's progress in project

PRACTICUM PROPOSAL FORMAT:

Title Page

The page should include the following information:

- Title of practicum project
- Student's name
- Advisor
- Other committee members
- Organization where practicum will be conducted
- Name of site sponsor
- Date proposal is submitted to advisor and site sponsor

Summary of Project Issues

One paragraph that identifies the issues the client would like the practicum project to address.

Deliverables

A summary of what the student will deliver to the client at the end of the practicum project. The description of the deliverables should cover both *forms* and *contents*. *Forms* might include one or more of the following: a written report; a verbal presentations; a video; a series of interactive meetings with members of the client organization; a website; a training program; or a manual. The *contents* of the deliverables are the student's findings regarding the issues that the client organization wants help with.

Project Design

A description of the stages or major activities of the practicum project. These stages will commonly include data collection, analysis, and preparation of deliverables. However, each practicum is different, so types of stages may vary considerably.

Each stage of the project should be described in detail. For instance, a data collection stage should identify what methods are being used (participant observation, in-depth interviews, etc.), and what population is being examined. The student should be as specific as possible, for instance specifying how many interviews are planned; how many hours will be spent doing participant observation; and what the demographic breakdown of the subjects will be. The student should also explain how each stage of the project contributes to the outcome of the practicum, so that the client understands its importance.

Timeline

A chart that displays the entire duration of the project from start to finish, and indicates when each stage will be begun, and when completed. Stages may overlap.

Costs (if applicable)

This section should be included if the student is seeking a paid internship or consultancy.

Student's background

A one-paragraph summary that demonstrates the student's preparation to engage in the practicum project. The student should describe relevant experiences in any of the following: previous jobs, other ethnographic fieldwork projects, and educational background.

PRACTICUM AGREEMENT:

See Appendix

IN-PROGRESS PRACTICUM EVALUATION:

See Appendix

FINAL PRACTICUM EVALUATION:

See Appendix

PRACTICUM REPORT GUIDELINES:

Description of Practicum Project

The section should discuss the details of the practicum project.

Context of Work

In this section, the student will situate the project within the larger context of work in this subject area. The student's committee will help decide the relevant context.

Project Design

A description of the stages or major activities of the practicum project. These stages will commonly include data collection, analysis, and preparation of deliverables. However, each practicum is different, so types of stages may vary considerably.

Each stage of the project should be described in detail. For instance, a data collection stage should identify what methods were used (participant observation, in-depth interviews, etc.), and what population was examined. The student should be as specific as possible, for instance specifying how many interviews were conducted; how many hours were spent doing participant observation; and describe the demographic breakdown of the subjects. The student should also explain how each stage of the project contributed to the outcome of the practicum.

Description of Deliverables

A summary of what the student delivered to the client at the end of the practicum project. The description of the deliverables should cover both *forms* and *contents*. *Forms* might include one or more of the following: a written report; a verbal presentations; a video; a series of interactive meetings with members of the client organization; a website; a training program; or a manual. The *contents* of the deliverables are the student's findings regarding the issues that the client organization wants help with.

Discussion and Personal Reflection on Practicum

A description of what the student learned from the experience. This should include how the student's training in anthropology shaped the project design and execution of the practicum. What did anthropology add to the outcome? What made this an applied anthropology practicum?

References

Include only those references used in Practicum Report.

Format of Report

Academic formatting: double-spaced, AAA style references

Length: approximately 15 pages

MA/MS COMPLETION SIGNATURE FORM:

The **MA/MS Completion Signature Form** is for the faculty. This form will be signed by the student's committee when the student successfully completes the practicum requirements – usually at the end of the verbal presentation when all committee members are present. This form will be kept in the department. (faculty - see appendix)

FOREIGN LANGUAGE REQUIREMENT FOR MA:

There are two ways to complete the foreign language requirement for the MA in Applied Anthropology.

Option 1: Foreign Language Credit Hours

Students may fulfill the foreign language requirement by completing 2 years in one foreign language. Previous undergraduate credit hours will be accepted.

Option 2: Foreign Language Reading Examination

The Reading Examination is given by the Department of Foreign Languages and Literatures. Students applying to take the foreign language examination (in French, German, or Spanish) given by the UNT Foreign Language and Literatures Department are required to take a screening test in the chosen language prior to being given permission to attempt the translation examination. These screening tests are administered by the Foreign Language Department, at no charge. (Contact the Department about times for this test.) Students whose scores on the screening test are unsatisfactory will not be permitted to attempt the translations examination.

Students who wish to apply for the examination must follow the following procedures:

1. The student goes to the Foreign Language Department and takes the appropriate screening test at the scheduled time.
2. When the screening test has been graded and the score is satisfactory, the Department will give the student a card to take to the Graduate Office for approval indicating the student should be allowed to take the translation examination.
3. The student will pay a \$15.00 fee at the Bursar's Office; then return the card to the Department of Foreign Languages. Students must sign up at least one month in advance of the translation exam.

The student takes the translation examination at the times scheduled (see dates in the Graduate Catalogue). The results are reported by the Department to the Graduate School, which will then notify the student.

Graduate Reading Examination: Nature of the Examination

The candidate will be asked to translate in writing 500 to 700 words of text chosen by the examiner from materials selected by the candidate's major department. To be eligible to pass, the student must complete a minimum of 500 words of the passage selected for translation. Passages should, if possible, be taken from works of at least two different authors and will be comparable to writings that a researcher in the candidate's field of advanced study might reasonably have occasion to use.

Dictionaries are allowed and are to be furnished by the candidate:

1. Write clearly (words that cannot be read cannot be evaluated.)
2. Double space the translation (writing on every-other line provides for easier readings).
3. Write the translation on white-lined 8 ½ x 11-inch paper with a number 2 pencil or erasable black or dark blue ink (writing materials are to be furnished by the candidate).
4. Be true to the texts. An accurate translation for research purposes must demonstrate a line by line understanding of the material being interpreted. The candidate must be able to understand the material written in the target language and translate that material into Standard English. Thus, the candidate will be expected to demonstrate a level of competence consistent with the ability to use the target language as a practical research tool.

Three hours will be allowed for the examination. In no case will the examiner be required to review the examination with an unsuccessful candidate for the purpose of analyzing mistakes.

A record of success or failure (Pass/Fail), with the date of the examination, will be kept on file in the Main Office of the Department of Foreign Languages and Literatures. The Chair of the Department will be responsible for notifying the Graduate Dean of the examiner's determination. The Graduate Dean will then contact the examinee with the result of the examination.

TRAVEL GRANTS:

The Graduate School offers small travel grants, usually of \$200 if department matches it with \$100. Check with Graduate School for amounts, due dates and procedures.

FUNDING:

Teaching Assistant/Grader Positions:

Each semester the department is able to provide a limited number of teaching assistant/grader positions for graduate students. If interested, the student should fill out an application and turn it in to Melissa (940-565-4985) before the beginning of the new semester. The application can be found online at <http://www.unt.edu/anthropology/grad.htm>

Department:

The Anthropology Department has a limited number of scholarships of \$1,000 each. The Scholarship Application is located on the anthropology website at: http://www.unt.edu/anthropology/MA_scholarships.htm The Graduate Committee will decide on scholarship nominees based on first year status and academic achievement; the faculty will then vote. This scholarship will qualify the student for in-state tuition. Student must take a minimum of 9 hours.

School of Community Service:

The School of Community Service has a limited number of scholarships of \$500 each. Announcements for these scholarships are made early in the Fall semester by SCS.

Graduate School:

The following is a list of scholarships through the Graduate School:

- Tuition Scholarships - must be first-year student and nominated by the department.
- Multiple \$1,000 scholarships awarded by the Graduate Student Council.
- Ten Graduate Fellowships for McNair Scholars. (McNair Scholarships are awarded to first generation/low income undergraduate students who have participated in a McNair Scholars program at their undergraduate institution.)

The Office for Nationally Competitive Scholarships

The **UNT Office for Nationally Competitive Scholarship** (formerly the Office of Postgraduate Fellowships) assists undergraduate and graduate students in identifying and pursuing externally funded research and study opportunities. Dr. James Duban, director of the office, invites students to inquire about the preparation and credentials necessary to compete successfully for such postgraduate awards. Dr. Duban's email address is: JDUBAN@po7.cas.unt.edu

The website address is: <http://www.opgf.unt.edu/>

TRANSFER CREDIT AND EXTENSION CREDIT:

Subject to the approval of the graduate dean and the department, a student who holds a bachelor's degree and who has been admitted to the Toulouse School of Graduate Studies at UNT may apply toward a master's degree the following amount of graduate work completed elsewhere (within the last 6 years):

Up to 9 semester hours in a 36- to 41-hour program.

Subject to approval of graduate dean and the department, UNT extension credit may be applied toward the master's degree in the same ratio as transfer credit stated above, or in combination with transfer credit, so long as the total number of semester hours of combined transfer and extension credit does not exceed the limits stated above. Extension and correspondence credit earned at other institutions will not be counted toward a graduate degree at UNT.

The graduate coordinator or committee chair approves transfer credit hours and records transfer coursework on student's degree plan. The degree plan is submitted to the Graduate School (Karen Goss). It is the student's responsibility to make sure the Graduate School has official transcripts of courses completed elsewhere. Once courses are verified, the Graduate School will post credit hours to UNT transcript.

Transfer hours must show a B average to be accepted by the Anthropology department.

PLAGIARISM:

Plagiarism is the unacknowledged use, in writing, of another's intellectual work. It can take two forms. The first is the direct copying of another's work, in whole or in part, published or unpublished, without acknowledging that the work belongs to someone else. The second is the paraphrasing of another's work, with minor changes in structure or vocabulary, without acknowledging indebtedness for the underlying ideas. This definition will be applied in all cases where plagiarism is suspected. In every instance, plagiarism is dishonest. It constitutes academic and intellectual theft. It will be treated severely wherever and whenever it is found.

STUDENT RIGHTS AND RESPONSIBILITIES:

The Office of Student Development and the Office of Academic Affairs have developed the list below.

- 1. Protection of Constitutional Freedoms** - Students and all other members of the university community are guaranteed the constitutional freedoms of speech, peaceful assembly, petition and association. **Responsibility:** Students and others must exercise their rights by lawful means subject to university rules and regulations regarding time, location, method and duration. Students may not disrupt the operations of the university or interfere with the rights of others to exercise their constitutional freedoms.
- 2. Academic Freedom** - Students and all other members of the university community are guaranteed the rights freely to study, discuss, investigate, teach, conduct research and publish as appropriate to their respective roles and responsibilities. In the classroom and in conference students have the right within the scope of the course of study to state divergent opinions, challenge ideas and take reasoned exception to the data or the views offered. **Responsibility:** Students and faculty share the responsibility to protect and to preserve conditions which are conducive to the learning process, including withholding judgment on

matters of opinion, ensuring a fair hearing for divergent viewpoints and observing rules of courtesy in the classroom.

3. Academic Standards - Students have the right to know the standards of academic performance established for each course in which they are enrolled. **Responsibility:** Students are responsible for seeking clarification of any standard in question at the beginning of the term, for preparing assignments in advance of each class session and for learning the content of any course of study for which they are enrolled. Rules applying to academic dishonesty must be followed, including those related to plagiarism and cheating.

4. Academic Evaluation - Students have the right to be evaluated solely on an academic basis, without regard to issues of diversity, opinions or conduct in matters unrelated to academic standards. Students have the right to review tests and other written work after the instructor has evaluated them and are accorded protection through the Grade Appeals Procedure against prejudiced or capricious academic evaluation. **Responsibility:** Students are responsible for bringing academic grievances first to the attention of the instructor who performed the evaluation in an effort to resolve the issue. If the matter cannot be settled at this level, it may be appealed in writing as outlined in the Grade Appeal Policy.

5. Improper Disclosure - Except when disclosure may be required by state or federal law, students have the right to confidentiality of information about views, beliefs and political associations which they may share privately with instructors, advisors or academic counselors. Judgment of ability and character may be provided under appropriate circumstances, normally with the knowledge and consent of the student. **Responsibility:** Students have the responsibility to state clearly what is and what is not confidential disclosure.

6. Personal Safety - Students have the right to a classroom environment that is free of obvious hazards to safety and security. **Responsibility:** Students are responsible for compliance with university rules and regulations prohibiting firearms, explosives, incendiaries and weapons of any kind on the campus. Students are also responsible to abide by all health/safety rules and procedures in all academic courses and laboratories.

7. Illegal Drugs and Alcohol - Students have the right to a learning environment free from illegal drugs and alcohol. **Responsibility:** Students are responsible for compliance with university rules and regulations prohibiting possession, use or distribution of illegal drugs or alcohol in classroom buildings.

8. Disruptions - Students have the right to pursue an education without disruption or interference and to expect enforcement of norms for acceptable classroom behavior that prevents disruption of the teaching/learning process. **Responsibility:** Students may not disrupt class or any other university process by any means whatsoever (including sideline conversations, comments, arguments, noise of any kind or other activity which would hinder access to or utilization of academic information).

9. Non-discrimination - Students have the right to learn in a classroom environment where diversity is respected. **Responsibility:** Students are responsible for respecting diversity and for behaving courteously to both faculty members and other students in the classroom regardless of difference in race, creed, color, religion, age, nationality, sex, sexual orientation or disability status.

10. Intellectual Property - Students have the right to expect that presentation of material in a class will be in compliance with copyright law and that their own creative work will not be disseminated or published without their permission. **Responsibility:** Students who receive written notification from a faculty member that the information provided in his or her course is the faculty member's intellectual property shall not distribute, use for commercial purposes, or create derivative works of the intellectual property without obtaining the express permission of the faculty member. Students shall not assume permission in the absence of written notification from a faculty member. Students shall also respect and treat in similar manner, the intellectual property of other students.

COURSE DESCRIPTIONS

ANTH 5010 Anthropological Thought and Praxis I

Course Description Considers the history of anthropological concepts, the major historical debates in anthropological theory, and historical tensions between applied and theoretical knowledge. Special emphasis is given to critical examination of concept and theory formation, and the application of anthropological ideas to the problems of everyday life. (Prerequisites: ANTH 5200, if no anthropology degree)

ANTH 5015 Anthropological Thought and Praxis II

Course Description Considers contemporary anthropological concepts and theories and the major debates that have been produced by them. Special emphasis is given to the most recent tensions and debates on the relationships between theoretical and applied knowledge. Specific attention is paid to the relationships between social theory and social policy formation. (Prerequisites: ANTH 5010)

ANTH 5020 Quantitative Methods (formerly Seminar on Research Methods and Design)

Course Description This course will cover basic principles and techniques of research design, sampling, and elicitation for collecting and comprehending quantitative behavioral data. Procedures for data analysis and evaluation will be reviewed, and students will get hands-on experience with SPSS in order to practice organizing, summarizing, and presenting data. The goal is to develop a base of quantitative and statistical literacy for practical application across the social sciences, in the academy and the world beyond.

ANTH 5030 Medical Anthropology

Course Description This course presents information central to understanding the area of medical anthropology, the focus of practitioners of this area, and the major concepts which guide the activities of cultural anthropologists working in different societies. The linkage between culture and health is central toward understanding human adaptations to a variety of

environments around the world. The preparations which humans make in response to illness, sickness, and disease are examined in the context of the climates, geographies, flora and fauna in which populations live. Presented are the research methodology, terminology and outcomes of health/medical projects attempted by anthropologists in other western and non-western cultures.

ANTH 5040 Ethnographic and Qualitative Methods

Course Description Focuses on ethnographic and qualitative methods and the development of the skills necessary for the practice of anthropology. Special emphasis is given to qualitative techniques of data collection and analysis, grant writing, the use of computers to analyze qualitative data, and ethical problems in conducting qualitative research.

ANTH 5060 PrePracticum: Problems and Cases in Applied Anthropology

Course Description Examines case studies and specific problems in applied anthropology, and guides students in preparing for the practicum. Students are exposed to the practice of anthropology in a variety of settings, such as health, business, development, education, environment, crime, ethnic and race relations, and social policy. The class will include case study readings and guest speakers to help students discover the range of what applied anthropologists do, and help focus their own interests. In addition, students will learn how to identify potential agencies as practicum sites, how to approach them, and how to develop a practicum proposal.

ANTH 5070 Urban Ethnic Cultures

Course Description This course examines how ethnic identity is experienced and articulated in the urban context, historically, and contemporarily. Comprehension of the fundamental dynamics that influence the development and maintenance of ethnic cultures in cities, drawing on key concepts from anthropology and urban studies. General overview of how ethnic and racial relations are socially structured in the United States, followed by an examination of some of the symbolic materials and mediums through which people express a sense of ethnic identity and belonging – music, dress, dance, and stories. Consideration of how these expressive cultures unfold in the urban settings, both shaped by and reconstituting city life in this country.

ANTH 5200 / ANTH 4610.026 Seminar in Sociocultural Anthropology

Course Description A survey of anthropological attempts to understand and explain the similarities and differences in culture and humans. This course serves as a high level introduction (review) to the discipline of anthropology with a primary emphasis on sociocultural anthropology, that also allows individuals to pursue their own particular or specific interests. The course is designed for graduate students combining anthropology with other fields as part of their graduate programs but whose exposure and background in the discipline is limited, and undergraduate seniors bringing their undergraduate program to a conclusion and planning on pursuing further additional training and careers in anthropology.

ANTH 5610 Topics in Sociocultural Anthropology

Course Description Cross-cultural and ethnographic investigation, analysis and discussion of a significant, contemporary topic of interest to students in various graduate programs. May be repeated for credit as topics vary.

ANTH 5610-001 Symbolic/Cognitive Anthropology

Course Description The discipline of Anthropology provides many theoretical perspectives that can be used in describing and understanding the peoples and cultures of the world. Among these, the anthropological consideration of symbolism provides a unique view of cultural beliefs. All cultures utilize symbols and symbolic constructions to give meaning to their reality. This course is an introduction to Symbolic Anthropology and the forms and uses of symbolism in a variety of world cultures including modern America. Attention is given to how symbols are used to give meaning to social life, how they define and create belief systems including traditional anthropological concerns with religion, kinship, politics, economics, and business and advertising. This course draws on examples from several different cultures to illustrate and explain the prominent theories in Symbolic Anthropology.

ANTH 5610-002 Anthropology of Business Organization

Course Description Anthropologists have developed numerous tools for analyzing culture and culture change. Many of these can be put to use in studying business organizations. This course is a look at business organizations from an anthropological point of view. Often an organization's productivity or lack thereof is directly related to the degree to which its strategy and culture mesh. Methods used in anthropology can aid in defining the specific culture of an organization and in providing strategies for change within it. Thus this course will explore those anthropological tools that can be useful in increasing productivity in business organizations.

ANTH 5610-003 Contemporary Ethnographic Issues

Course Description In development.

ANTH 5610-004 Migrants and Refugees

Course Description This course focuses on the social groups of migrants and refugees who have significantly contributed to the development of human cultures from Paleolithic times to the current world situation of dramatic refugee movements that number close to twenty million people worldwide. It examines the migratory effects on enculturation, socialization, adaptation and assimilation. The course offers an anthropological perspective of migration by utilizing longitudinal frameworks, rather than acute episodes.

ANTH 5610-005 Design Anthropology

Course Description Design Anthropology is a rapidly growing field of employment for those who wish to work in business contexts. In this course, students learn the fundamentals of this field. By collaborating on an applied project, they gain practice in the research methods of participant observation, interviewing, and videotaping. They learn to engage in collaborative analysis using qualitative software. And they work with designers and customers to translate their research into practical applications.

ANTH 5800 Applying Anthropology: Practicum I

Course Description Provides experiential learning in applied anthropology through placement in business, government, community, and social service organizations and agencies. Students design and implement an applied anthropology project under the supervision of a faculty member. This 96-hour (minimum) placement is planned in cooperation with the student to meet specialized career goals. They should accomplish as many hours as possible during Practicum I;

they can finish the hours under Practicum II. (Prerequisites: ANTH 5010, 5015, 5020, 5040, 5060)

ANTH 5810 Applying Anthropology: Practicum II

Course Description Provides experiential learning in applied anthropology through placement in business, government, community, and social service organizations and agencies. This course is a continuation of Practicum I. Students finish up any remaining research. They deliver their findings to the client. They also prepare a written report and a verbal presentation for the department of anthropology. (Prerequisites: ANTH 5010, 5015, 5020, 5040, 5060, 5080)

ANTH 5900 Special Problems

Course Description Individuals study on specific research topics or subject matter not contained within the normal Anthropology inventory at UNT. The course allows individuals to pursue research on topics of interests through readings or directed activity under the guidance and supervision of a faculty member on a one-to-one basis.

ANTH 5910 Special Problems

Course Description Individuals study on specific research topics or subject matter not contained within the normal Anthropology inventory at UNT. The course allows individuals to pursue research on topics of interests through readings or directed activity under the guidance and supervision of a faculty member on a one-to-one basis.

UNT FACILITIES AND SERVICES

CENTRAL COMPUTING SERVICES:

Central computing services in support of instruction and research are provided through Academic Computer Services. The Computer Center is located in ISB 119. Telephone: 565-2324.

General Access Labs

General access computer labs, located throughout the Denton campus and at the Dallas Campus, provide access to hundreds of microcomputers for use by UNT students. The general access labs contain both Windows and Macintosh personal computers with laser printing capabilities. A special adaptive computing lab is available for persons with disabilities.

Internet Services

Academic Computing Services provides a suite of Internet Services available to all students. EagleMail is the official student E-mail system of the University of North Texas and University policy requires that students activate and read their EagleMail. A Bulkmail service allows faculty to send EagleMail to their students simply by entering their course and section number. In addition to E-mail services, personal web publishing and dialup Internet access are available as part of UNT Internet Services. For more information see:

<http://www.unt.edu/internet/internet.htm>

<http://eaglemail.unt.edu/>
<http://bulkmail.unt.edu/>

Help Desk

The Computing Center Support Services Information Desk provides a centralized referral service to advise students on a wide variety of computing subjects and assist them in trouble-shooting problems. The helpdesk can be contacted by phone at (940) 565-2324 or via e-mail at helpdesk@unt.edu. For more information see: <http://www.unt.edu/helpdesk/>

LIBRARIES:

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

The Libraries of the University of North Texas contain over 1,800,000 cataloged materials including printed books, periodicals, documents, microforms, microcomputer software and audio-visual media. These materials are located in three separate facilities: the A.M. Willis, Jr. Library, the Science and Technology Library, and the Media Library. Each facility houses a unique collection and offers professional service to assist students in meeting their information needs. The Libraries web site provides access to one of the most comprehensive collections of electronic journals, books, and databases in the state. These e-resources are available 24/7 to UNT students, faculty and staff. For information on off campus access see "How to Access Electronic Resources" - <http://irservices.library.unt.edu/access.htm>.

Reference consultation is available in person, via online chat or via electronic reference forms - http://www.library.unt.edu/genref/ref_help.htm

In addition to these individualized services, research assistance is provided through numerous "Resources for Research" guides published on the Libraries web site. The Libraries' Graduate Student Handbook lists services of special interest to TFs and TAs.

Willis Library

Willis Library houses one of the country's largest music collections, with over 147,000 books, periodicals, scores, sheet music, extensive disc and tape collections, and an audio center. Additional collections and offices include the humanities and social sciences collections, the University Archives, the Rare Book and Texana Collections, and the Libraries' Administrative Offices.

Willis Library is both a federal and state depository for government documents with specialized reference services offered through the Government Information Connection web site – <http://www.library.unt.edu/govinfo>.

Science and Technology Library

The Information Sciences Building houses the Science and Technology Library, which contains books, periodicals, and reference materials in the library and information sciences, natural and physical sciences, engineering, mathematics, behavior analysis, and psychology.

Media Library

The Media Library's collection includes non-book materials such as audio-and video- recordings, films, slides, and transparencies. For detailed information on the Media Library visit <http://www.library.unt.edu/media/>.

Librarians welcome the opportunity to work with classes at the beginning of assignments involving library use. To request an instruction session, contact the appropriate library department (General Reference, Documents, Music, Rare Books, User Education, Science and Technology, or the Media Library) two weeks before the desired session.

COUNSELING AND TESTING SERVICES:

The Counseling and Testing Service (CTS) provides a wide range of psychological services to assist students with social/family/relationship difficulties; psychological problems such as loneliness or depression; crisis counseling and referral, and career counseling and testing. Consultation and outreach programming are also available for faculty/staff and students. CTS administers computer based testing for GRE, GMAT, TOEFL, and CLEP. CTS also administers most national tests including THEA, MCAT, SAT, and ACT. Information and application forms are available at the center.

The Counseling and Testing Service is located in Union Building 321. Telephone: 565- 2741
Computer Based Testing is located in the Gateway Center in room 140. Telephone: 369- 7617

DIVISION OF EQUITY AND DIVERSITY :

The Division of Equity and Diversity is committed to executing the mission of the University as it relates to the recruitment and retention of faculty, staff and students. The primary goal of the DED is to develop a supportive environment for a culturally diverse faculty, staff and student body. The Division of Equity and Diversity provides a safe zone for all. Please refer to the University policy on diversity, UNT Policies Manual, vol. 2, Human Resources Department (policy 10.15) – http://www.unt.edu/planning/UNT_Policy/volume2/10_15.html.

The phrase "**equity and diversity**" implies that a society of individuals exists in an environment where fairness, justice, civility and diversity are its primary goals. "**Diversity**" in this context, means "variety," and it goes beyond race and ethnicity, to include class, gender, age, sexual orientation, religion, political affiliation, socio-economic background, educational level, profession and other qualities. "**Equity**" means "*equality of opportunity*" for all individuals, regardless of race, color, religion, gender, age, national origin, disability, or sexual orientation. The University of North Texas advocates a campus that promotes inclusiveness and is committed to maintaining an unpretentious and accepting atmosphere, welcoming individuals who strive for excellence.

The Division of Equity and Diversity is under the direction of the Associate Vice President for Equity and Diversity. It includes three primary areas: Community Development and Outreach, Diversity Education and the Multicultural Center.

Multicultural Center

The Multicultural Center, a student services department, was established to address the needs of the diverse campus population with the goal that it would be a place where the entire community and region could experience the cultural wealth of the University. Its central purpose is to "teach the culture" by increasing the involvement and knowledge base of all members through communication across cultures. Programs and activities sponsored by the Multicultural Center are developed with the intention of increasing the level of awareness, understanding, and consciousness regarding the underrepresented culture and history of people of African, Hispanic/Latino, Asian, and Native American/American Indian descent.

The Multicultural Center is responsible for planning university-wide activities during Hispanic Heritage Month, Native American Month, Black History Month, Asian History Month, and assist in the planning of Women's History Month, and International Week as well as other cultural programs.

In addition to working with a number of organizations geared towards students of color in advisory roles, the Multicultural Center also has established the Alton and Renay Scales Ethnic Studies Library, which maintains a basic collection of works relevant to the experiences of African, Hispanic/Latino, Asian, and Native American people. These resources are available to all university students, faculty, and staff for research or general information purposes.

The Multicultural Center is currently located on the fourth floor of the University Union, Room 422. For more information, visit or call (940) 565-3424, Fax: (940) 369-7262.

Division of Equity and Diversity Offices

Administration Building, Room 121

University Union, Room 422

Telephone: (940) 565-2456

FAX: (940) 369-7577

<http://www.unt.edu/edo>

Our office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday, or other times by appointment. We invite you to visit us and experience equity and diversity at work.

Cassandra Berry Burrell, Associate Vice President

Dan Emenheiser, Director, Diversity Education

Patrick Vasquez, Director, Community Development and Outreach

Cheyron Brown, Director, Multicultural Center

INTERNATIONAL STUDIES AND PROGRAMS:

International Studies and Programs at the University of North Texas assists all students, faculty, staff and all departments and colleges in administering, participating and developing programs

with an international emphasis. ISP is committed to fostering an international perspective that amplifies the university's mission to excellence in teaching and the discovery and application of knowledge through research and creative activities.

ISP's programs and services are administered out of five offices located in Kendall Hall. Thomas Hoemeke, director, telephone: 565-2197. Web site: <http://www.international.unt.edu>.

International Welcome Center

The IWC is a place for students to meet, to relax and feel at home; IWC formally coordinates year-round orientation programs and activities on campus and in the Denton community for international students.

Olga Grieco, UNT program coordinator
Olga@isp.admin.unt.edu
369-8625

Dale Hamilton, IELI program coordinator
dale@isp.admin.unt.edu

Intensive English Language Institute
Eva Bowman, EILI director
eva@isp.admin.unt.edu 565-2003

The IELI provides seven levels of English language academic preparatory classes for students from beginning to advanced levels. A "Gateway" to the university, the IELI provides conditional admission (NO TOEFL required) for international students who successfully complete the IELI. The IELI offers specialized courses, including the Graduate Preparation Course (GPC) which, upon successful completion, waives the GRE verbal requirement for many graduate degree programs. IELI also offers a GRE/GMAT preparatory course.

ITA Training Program - The IELI conducts the International Teaching Assistant (ITA) program, which provides training for teaching/research assistants and fellows at UNT. This program offers workshops for developing language and teaching skills, as well as an awareness of the roles and expectation of international teaching assistants and fellows in the classroom environment.

Michael Liroy, ITA Program coordinator
Michael@isp.admin.unt.edu

International Advising

The International Advising office assists international students and scholars at UNT, Dallas Systems Center, and the Health Sciences Center at Fort Worth in the process of obtaining visas, maintaining status, extending stays in the U.S., authorizing employment, and all other immigration matters.

Dotty Horton, director
dotty@isp.admin.unt.edu
565-2195

Sponsored Student Programs Center

The SSPC offers specialized services to students who are sponsored by their government or other sponsoring agency. SSPC offers tailor-made academic programs for special groups, orientation, academic advising, personal counseling, cultural excursions and other services. SSPC also provides third-party billing, and timely reporting to sponsors.

Aleka Myre, director
aleka@isp.admin.unt.edu
565-4128

Study Abroad Center

All students at UNT, including international students, who meet academic requirements, are eligible to study abroad in many countries. SAC advisors help plan appropriate semester or year exchange programs and short-term or summer programs led by UNT faculty. Scholarships and financial aid, if applicable, are available to all students who participate in SAC programs.

Mary Beth Butler
Marybeth@isp.admin.unt.edu
545-2207

OFFICE OF DISABILITY ACCOMMODATION:

Location: University Union, Suite 322
Telephone: (940) 565-4323/TTY (940) 369-8652
Web site: <http://www.unt.edu/oda/>

The Office of Disability Accommodation (ODA) is the central referral agency and resource clearinghouse for students who qualify for disability accommodations as defined by the Rehabilitation Act of 1973 and, since 1990, the Americans with Disabilities Act (ADA). The mission of ODA is to provide reasonable accommodations to students and to apply appropriate adjustments to the classroom environment. In order to facilitate this process, ODA maintains all student disability-related medical and psychological documentation and the corresponding accommodation request records. Students who qualify for accommodations are responsible for presenting to their instructor an Accommodation Request Form, which is generated in ODA letterhead and signed by a department official. This form verifies that the student has a disability and summarizes the recommended accommodations.

Examples of ODA Services

- Provide location and proctoring for classroom test accommodation.
- Arrange classroom "service providers" such as Sign Language Interpreters and CARTs

(Computer Assisted Real-time Transcriptionists).

- Screen and hire readers for in-class and textbook reading for students with visual and reading impairments.
- Facilitate provision of materials in alternative formats, such as in electronic format, in audio format, in Braille, etc.
- Assist in providing textbooks and other required reading materials in alternative formats (e.g., audio tape, electronic file)
- Assist in arranging adaptive furniture in classrooms as requested. ? Serve as referral source to campus services such as tutoring programs and other community support services.
- Provide ADA and Disability Accommodation training to faculty and staff groups
- Provide consultation to faculty and student when classroom accommodation agreement is not reached.

Functions outside scope of ODA

- ODA does not serve as an academic advisor; rather, we serve as an academic facilitator. ODA will provide assistance with student registration as it relates to disability.
- ODA does not determine degree plans or determine course substitutions. ODA only provides documentation and recommendations to the appropriate Academic Deans for a student request for course substitutions.
- ODA does not provide direct accommodation services to faculty and staff but does serve in a consulting role regarding faculty and staff accommodation issues. ODA does not perform psychological, medical, or other diagnostic evaluations; all disability documentation must come from a qualified source outside the department.

Testing Procedures

The ODA Testing Center is centrally located in the Union, Suite 322. All examinations are administered in the Union and are monitored by staff proctors. The main testing room is equipped with security cameras.

Students requesting to take their exams in the ODA must present the Professor, TA/TF with two items: 1) A Letter of Accommodation; 2) An Alternative Test Request Form. Both of these are provided by the ODA office.

The Professor/TA/TF should fill out the bottom portion of the Alternative Test Request Form indicating the date & time of exam, any aids that are permissible to use (examples: calculator, formula sheet, open textbook or notes), the time limit of the exam, and how the test will be delivered to the ODA.

The Alternative Test Request Form comes in Quadruplicate format. The Pink copy is to be detached by the Professor/TA/TF and retained for the student records. The rest of the form is

returned to the student, at which time the student returns the white and yellow copy of the form to the ODA Testing Coordinator.

The Professor/TA/TF should deliver the test to the ODA before the exam time by one of three ways: 1) Hand deliver the test to ODA at Union 322; 2) Fax the test to 940-339-7969; or 3) Email the exam to the ODA Testing Coordinator at Sneed@dsa.admin.unt.edu. Upon completion of the exam, tests will be delivered back to the main department by ODA personnel

Test Irregularities/Cheating: ODA staff proctors monitor all exams and report any irregularities to the Testing Coordinator. In addition, test security is supplemented with analog and digital surveillance cameras. If an irregularity is observed, a report will be written and sent to the professor. Copies of the report will be sent to the Director of ODA and the Dean of Students, and a copy will be placed in the student's ODA file. Actions taken for cheating or other misconduct are determined by the professor and/or appropriate academic department.

For more information regarding the University's policy on accommodating students with disabilities, please view the UNT Policy Manual at Volume III, Classification Numbers 18.1.10 and 18.1.14.

ODA Staff

Jimmy Renfro, Interim Director

jimmy@unt.edu

Jane Jones, Assistant Director

Jane@unt.edu

Vicki Graham, Student Services Coordinator/Deaf Services Specialist

Vgraham@unt.edu

Zach Sneed, Testing Coordinator

sneed@unt.edu

Eric Breland, Sign Language Interpreter

breland@unt.edu

Randi Johnson, Sign Language Interpreter

hand@unt.edu

Laverne Roberts, Administrative Assistant

Laverne@unt.edu

STUDENT LEGAL ADVISOR:

A wide range of legal advice is offered at no charge to students by the Office of the Student Legal Advisor. Students may receive assistance for legal problems such as auto accidents, landlord/tenant disputes, employment and consumer-related complaints. Legal representation may be provided at the discretion of the attorney. Pamphlets, brochures and other publications helpful to students are available through this office. Students who wish to consult with the attorney are invited to call ahead for appointments. On Friday mornings from 9 to 11, drop-ins

are seen on a first-come, first-served basis. Please call ahead to verify the drop-in schedule. The Student Legal Advisor is located in the University Union, Room 324. Telephone: 565-2614.

UNIVERSITY POLICE:

The mission of the UNT Police Department is to protect life, property, and individual rights and freedoms. The department's purpose is to provide an environment that will aid the learning process. University police officers are commissioned and licensed by the State of Texas. They have the same police powers as municipal law enforcement officers, and enforce state statutes. The UNT Police Department has jurisdiction and authority that extends throughout Denton County, and it works closely with local, state, and federal law enforcement agencies.

The department provides a full range of police services and programs on a routine or emergency basis for the university, including an emergency telephone system located throughout the campus; a security escort service; and various crime prevention programs.

Emergency number: 911.

Non-emergency number: (940) 565-3000.

Appendices

Degree Plan
Degree Plan Change Form
M.A./M.S. Committee Form
Practicum Agreement
In-Progress Practicum Evaluation
Final Practicum Evaluation

(all appendices can be found on the anthropology website)

UNIVERSITY OF NORTH TEXAS GRADUATE SCHOOL
Master's Degree Plan in Applied Anthropology

Please give this form, signed by your committee chair, to the Graduate Coordinator. The Graduate Coordinator will have the chair sign it, make 4 copies, and send it to the Graduate School for final approval. Any changes or additions to this form must be made by completing a Master's Degree Plan Change Form.

Name _____ Student ID No. _____

Home address _____

Master's degree to be earned _____ Specialization area _____

GRE scores _____ Major professor _____

Responsibility for reading catalog requirements and for knowing when program has been completed rest entirely upon the student. Application for graduation must be filed with the Graduate School office before the deadline date in force during your final semester. See Graduate School calendar for deadline date.

The number of UNT off-campus residence courses which may be applied to the master's degree is limited by state regulations. Consult the Office of the Graduate Dean for information concerning this restriction.

Identify transfer courses with school abbreviation and date completed. Official transcripts of transfer work must be filed before courses can be approved.

Courses to be completed for the master's degree

Course Prefix, No., and Title Date Completed Course Prefix, No., and Title Date Completed

Prerequisite (if required)		Electives (5 required)	
ANTH 5200 Seminar in Cultural Anthropology		1.	
Required Courses		2.	
ANTH 5010 Anthropological Thought & Praxis I		3.	
ANTH 5015 Anthropological Thought & Praxis II		4.	
ANTH 5020 Quantitative Methods in Anthropology		5.	
ANTH 5040 Ethnographic & Qualitative Methods			
Practicum		MS Skills Course Requirement (record which of the above electives fulfills this requirement) MA Language Requirement (record how this requirement was fulfilled)	
ANTH 5060 Pre-Practicum: Problems & Cases			
ANTH 5800 Applying Anthropology: Practicum I			
ANTH 5810 Applying Anthropology: Practicum II			

Admission to candidacy is recommended:

Total semester hours required: 36

Major professor

Department chair

Date

Date

Semester and year of first master's class

Semester and year degree must be finished (6 yrs from first class)

To Be Completed by Graduate Dean

This student is admitted to candidacy:

Date

Dean of the Graduate School

**UNIVERSITY OF NORTH TEXAS GRADUATE SCHOOL
Master's Degree Plan in Applied Anthropology**

DEGREE PLAN CHANGE FORM

This form must be submitted to the Graduate Advisor, who will then submit it to the Toulouse School of Graduate Studies

Name _____ Student ID No. _____

Items to be DELETED from original Degree Plan

Items to be ADDED to original Degree Plan

Approved by:

Major Professor/ date

Department Chair or Graduate Coordinator/ date

UNIVERSITY OF NORTH TEXAS

Department of Anthropology
M.A./M.S. Committee Form

Candidate's Name:

Committee Members:

1. chair, _____

2. _____

3. _____ department
(outside department member)

Practicum Agreement

Approximate Dates

Begin of student's Practicum: _____

End of student's Practicum: _____

Student's final report or presentation: _____

Site sponsor completes in-progress evaluation: _____

Site sponsor completes final evaluation: _____

Student

I agree to complete the project as I have specified it in the attached practicum proposal. I acknowledge my responsibility for communicating regularly with my site sponsor and faculty advisor, as described in the Practicum Guidelines. I agree to the dates listed above.

Signature

Date

Faculty Advisor

I am satisfied with the attached practicum proposal. I acknowledge my responsibility for communicating regularly with the student and the site sponsor, as described in the Practicum Guidelines. I acknowledge my role in providing guidance for the student, as described in the Practicum Guidelines. I agree to the dates listed above.

Signature

Date

Site Sponsor

I am satisfied with the attached practicum proposal. I acknowledge my responsibility for communicating regularly with the student and the faculty advisor, as described in the Practicum Guidelines. I will complete an in-progress evaluation and a final evaluation for the student. I acknowledge my role in helping the student, as described in the Practicum Guidelines. I agree to the dates listed above.

Signature

Date

In-Progress Practicum Evaluation
Department of Anthropology
University of North Texas

Student: *Please fill in Parts 1 and 3 and then give form to organizational sponsor.*

Organizational sponsor: *Please fill in Part 2 and then send form to student's faculty advisor, as identified in Part 3.*

Part 1

Student:

Client organization:

Organizational sponsor:

Part 2

1. Does the student indicate a good understanding of the issues relevant to the practicum topic?

2. Is there any correction that the student needs to make in how they are approaching their topic?

3. Please comment on the student's overall performance to date:

4. Any other comments:

Signature of organizational sponsor:
(If sending form by email, sponsor can type name)

Date:

Part 3

Please send the completed evaluation by either email, fax or the postal service to:

Student's faculty advisor:

Faculty advisor's email address:

Faculty advisor's fax number: 940 369 7833

Faculty advisor's postal address: Department of Anthropology
University of North Texas
P.O. Box 310409
Denton, TX 76203-0409

Final Practicum Evaluation

Department of Anthropology
University of North Texas

***Student:** Please fill in Parts 1 and 3 and then give form to organizational sponsor.*

***Organizational sponsor:** Please fill in Part 2 and then send form to student's faculty advisor, as identified in Part 3.*

Part 1

Student:

Client organization:

Organizational sponsor:

Deliverables provided to client as outcome of practicum:

Part 2

1. Are there any ways in which the deliverables either exceeded or fell short of your expectations?

2. How and to what extent will you and your organization make use of the deliverables?

3. Please assess the student in terms of their professionalism and how easy they were to work with.

4. Do you have any recommendations for how the department of anthropology might improve the practicum process?

Signature of organizational sponsor:

(If sending form by email, sponsor can type name)

Date:

Part 3

Please send the completed evaluation by either email, fax or the postal service to:

Student's faculty advisor:

Faculty advisor's email address:

Faculty advisor's fax number: 940 369 7833

Faculty advisor's postal address: Department of Anthropology
University of North Texas
P.O. Box 310409
Denton, TX 76203-0409