

Northwestern University
Department of Anthropology
Official Guide to Graduate Study

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Northwestern University reserves the right to change without notice any statement in this publication concerning, but not limited to, rules, policies, tuition, fees, curricula, and courses.

It is the student's responsibility to comply with these regulations and deadlines, and those of The Graduate School. Refer to both regularly and, when in doubt, ask the Director of Graduate Studies or the Graduate Program Administrator.

It is also the student's responsibility to see that their department record is up to date in the Graduate Student Tracking System (GSTS). Both the Department and The Graduate School should have a current address, whether one is in or away from Evanston.

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The Graduate School (TGS) Requirements for M.A. and Ph.D. Degrees

M.A. Degree

The M.A. The Master of Arts in Anthropology is an intermediate degree granted upon application to students who satisfactorily complete one year of coursework (TGS minimum 9 quality letter graded units), fulfill Department course requirements for the first two years, and successfully complete the subfield-specific field statements.

All second-year graduate students wishing to get certification for a [Master's degree](#) should, with DGS approval, complete *Masters in Primary PhD* form, *Application for Degree* form and *Master's Degree Completion* form. The forms are available in the Graduate Student Tracking System (GSTS) for electronic submission. The earliest an Anthropology graduate student may apply to receive the MA degree is summer quarter of their 2nd year. GSTS [Login](#)

TGS Master's Degree requirements & Policies found [here](#).

Ph.D. Degree

The Ph.D. The Doctor of Philosophy in Anthropology requires satisfying all The Graduate School's Ph.D. requirements, Department course requirements and teaching, passing the qualifying exam field statements, fulfilling the language requirement, successfully writing and defending a dissertation prospectus, submitting an acceptable doctoral dissertation, and passing the final oral examination. Typically, students are admitted to candidacy at the end of three years and must reach this milestone by the end of four years. All requirements for the doctoral degree must be met within nine years of initial registration in the doctoral program.

TGS Ph.D. Degree requirements & Policies found [here](#).

All Northwestern University Ph.D. students must fulfill a set of requirements regarding:

- [Coursework & registration](#)
- [Ph.D. candidacy](#) (TGS qualifying Exam)
- [Ph.D. prospectus](#) (Proposal)
- [Ph.D. dissertation and defense](#)
- [Ph.D. completion and filing for graduation](#)
- [Ph.D. time to degree](#)

Coursework: The Graduate School (TGS) will award no credit for work completed in a graduate program outside of TGS. Students must complete nine quality letter graded courses (ABC, not P/NP or S/U) in TGS. A 300-level course cannot be taken for credit if there is an equivalent 400-level course; e.g., 399 vs. 499.

Grades: An overall B average (3.0) must be maintained.

Incomplete Grades: A grade of “Y” may be given when a student does not submit all assigned work in a course; a grade of “X” may be given when a student fails to take the final examination. It is up to the course instructor to determine whether an incomplete grade is appropriate. Typically, a grade of “X” or “Y” is reserved for students who experience extraordinary, catastrophic events beyond their control and is assigned only in extreme and unusual cases. Students make up incomplete work within one calendar year for a class in which an “X” or “Y” grade has been assigned. Student records must be free of all incomplete grades before the Proposal Defense may be scheduled. Outstanding incomplete grades may lead to [probation](#) and/or may prevent graduation.

TGS information about [course registration](#) and [grades](#) can be found on The Graduate School [Policy](#).

Department of Anthropology Requirements for M.A. and Ph.D. Degrees

Coursework

The Department does not waive required coursework. Students must keep their record free of incomplete grades and may not receive more than three B's in order to avoid being at risk for dismissal.

The Department of Anthropology's core requirements for all Ph.D. students include:

- (1) the four-quarter sequence of Anthro 401 “The Logic of Inquiry in Anthropology” taken during the first two years
- (2) the 3 quarter Anthro 496 “Colloquium Bridging Seminar” taken during the first year (register in all 3 quarters of the first year)
- (3) a sub-field specific methods course taken during the first year
- (4) Anthro 519 “Responsible Conduct of Research” ([RCR](#)) (first year requirement for University compliance)

Cultural Anthropology students:

- Four ANTHRO 401 “The Logic of Inquiry in Anthropology” Seminars
- ANTHRO 496 “Bridging Seminar”
- ANTHRO 460 (number pending) “Ethnographic Methods”
- ANTHRO 361 “Talk as Social Action/Linguistic Methods”
- ANTHRO 462 “Ethnographic Writing”
- ANTHRO 470 “History of Anthropological Theory”
- ANTHRO 471 “History of Anthropological Theory II”
- ANTHRO 475 “Seminar in Contemporary Theory”
- ANTHRO 483 “Seminar in Contemporary Linguistic Theory”
- ANTHRO 484 “Seminar in Linguistic Anthropology”

Linguistic Anthropology students:

- Four ANTHRO 401 “The Logic of Inquiry in Anthropology” Seminars
- ANTHRO 496 “Bridging Seminar”
- ANTHRO 460 (number pending) “Ethnographic Methods”
- ANTHRO 361 “Talk as Social Action/Linguistic Methods”
- ANTHRO 462 “Ethnographic Writing”
- ANTHRO 470 “History of Anthropological Theory”
- ANTHRO 471 “History of Anthropological Theory II”
- ANTHRO 475 “Seminar in Contemporary Theory”
- ANTHRO 483 “Seminar in Contemporary Linguistic Theory”
- ANTHRO 484 “Seminar in Linguistic Anthropology”

Archaeology students:

- Four ANTHRO 401 “The Logic of Inquiry in Anthropology” Seminars
- ANTHRO 496 “Bridging Seminar”
- ANTHRO 322 “Introduction to Archaeological Research Design and Methods”
- At least three graduate-level Topics courses (Anthro 490). Archaeology graduate students are strongly encouraged to take all of the graduate level 490 courses in archaeology offered during their first two to three years in the program.
- ANTH 431 “Writing for impact in the social sciences” spring quarter of 2nd year
- ANTH 432 “Research design and proposal writing” fall quarter of 3rd year

Biological Anthropology students:

- Four ANTHRO 401 “The Logic of Inquiry in Anthropology” Seminars
- ANTHRO 496 “Bridging Seminar”
- ANTHRO 386 “Methods in Human Biology Research”
- ANTHRO 425 “Human Population Biology”
- ANTHRO 486 “Evolution and Biological Anthropology”
- ANTHRO 426 “Primate Diversity”
- At least one quarter of statistics (course at the discretion of students and advisor)
- ANTH 431 “Writing for impact in the social sciences” spring quarter of 2nd year
- ANTH 432 “Research design and proposal writing” fall quarter of 3rd year

Training in Responsible Conduct of Research (RCR)

The university requires training in the Responsible Conduct of Research ([RCR](#)).

*Students are **required** by Northwestern to complete RCR training by the end of the first year.* In Spring students register for Anthro 519, a zero credit registration that records RCR compliance on the transcript.

There are 2 components to complete this requirement:

1. Instructor-Led Training (ILT). The face-to-face component of the training is taught in each sub-field specific methods course. Passing Grade in one of these courses fulfills the ILT component.
 - a. Archaeology: Anthro 322 “Intro to Archaeology Research Design & Methods”
 - b. Biological: Anthro 386 “Methods in Human Biology Research”
 - c. Cultural: Anthro 490-0-26 “Ethnographic Methods”
 - d. Linguistic: Anthro 361 “Talk as Social Action/Linguistic Methods”
2. Online CITI course (passing grade is at least 80% on the accompanying quizzes). Detailed instructions on how to enroll in CITI RCR training is found on the Office of Research Integrity website [here](#). Certificates earned or training completed at other institutions does not fulfill this requirement.

Language Requirement

At Northwestern, language training in one or more languages is an integral part of doctoral training for many students across the subfields. All students are expected to undertake language training unless the advisor and DGS approve an exemption. Training may focus on a field language, a scholarly language for archival work or reading secondary literature, a statistical or coding language, or a combination. For some students, English may be the most relevant research language. Upon entering the Ph.D. program, all students should consult with their advisors to assess what, if any, language training is appropriate for their proposed research and wider academic training, by considering these questions:

1. Which languages are spoken at the student’s research site?
2. Which languages are required for archival, historical, or academic work in the student’s field?
3. What types of software, programming, or other tools will be necessary to analyze the student’s data?

If the response to one or more of these questions is a language other than English or a specific coding language, please consider:

1. What level of competence would be useful to the research project?
2. What coursework at Northwestern or elsewhere, or extra-curricular instruction, is available for training in this language?
3. What external [funding](#) (if any) is required to complete language training?
4. How will the student demonstrate competence in their field or scholarly language to the satisfaction of committee members?

By the end of the Fall quarter of each student’s first year, students should meet with their advisors to develop a Language Plan, based on the responses to the above questions. This plan should include either a request for an exemption, or the following elements: 1) what language(s) are needed for the research; 2) how the student will achieve competency in that language; 3) how the student will demonstrate proficiency. Upload the language plan into [GSTS](#). Modifications to this plan should be approved by the advisor and documented in GSTS.

Language training should be built into the coursework or summers of the early years of graduate study. The committee of each student will determine and administer the evaluation of student's language competence— through an exam, completed coursework, or some other method – before the student embarks on field research. The language requirement must be completed at the time of the proposal defense.

Traveling Scholar Program

The [Big Ten Academic Alliance \(BTAA\) Traveling Scholar Program](#) is open to doctoral level students enrolled in any of the “Big Ten” Universities or the University of Chicago. This program, and the [Chicago Metropolitan Exchange Program \(CMEP\)](#), enables students to enroll for a short-term period of study or research at a participating university in order to take advantage of opportunities not available at the home institution, e.g., specialized course offerings, research opportunities, laboratory facilities, library collections, etc. An interested student should first consult their advisor, who will then determine the advisability of the off-campus work. The student remains registered at the home university and pays all fees of the home institution only. Credit earned for BTAA study is accepted and entered on the student's record at the home university. Courses at other Universities should be taken under the BTAA or CME program when such courses are important to an individual's program and are not available at Northwestern.

Departmental Participation

In addition to completing coursework and independent research, students attend department and subfield events such as colloquia and community-building events as well as graduate-student tailored events such as “professionalization workshops.” *All students in residence are required to attend the colloquia.* Students that are not in residence should notify the DGS, and absences by students that are in residence must be communicated directly to the DGS.

Service from both faculty and students is also vital to the life of the department. Students should anticipate contributing some of their time and talents to tasks such as colloquium set up/clean up, hosting colloquium speakers, recruiting and hosting prospective students, and providing input on departmental practices and policies. These community activities will provide students with important networking and professional development opportunities that will benefit them in a range of contexts.

Field Statements

Students in all subfields will write 3 field statements which will be used as a qualifying exam to evaluate students for continuation in the program. The format and timeline associated with these field statements differs slightly by subfield (see below).

In anticipation of evaluation of these field statements, students should assemble a preliminary committee during their second year that consists of their advisor and at least two other Northwestern faculty members, one of which must be affiliated with the Department of Anthropology.

For all students, next-to-final drafts of field statements are due to students' committee members by midnight on Tuesday of the [7th week](#) of Spring Quarter in the relevant year of study. Final copies, incorporating committee members' comments are due by midnight on Tuesday of the 9th week of the Spring Quarter. The final paper should be submitted electronically to all members of the committee and Graduate Program Administrator by the due date. The faculty meeting to evaluate these papers will be held the 10th (reading) week of spring quarter. Students will be informed of the results of this meeting in writing and on the "Academic Progress" tab of the [GSTS](#) system.

Field statements submitted from all subfields during the second year of study will play an important role in the second year evaluation, which determines whether students are eligible to continue in the program.

Field statements will be given one of the following assessments: pass, no pass, pass after acceptable rewrite, acceptable for terminal M.A.

"Pass": This evaluation permits a student to continue in the Ph.D. program.

"Pass after acceptable rewrite": This evaluation permits a student to continue course work in the Ph.D. program, but the student will not be eligible for advancement to candidacy until the statement(s) is(are) rewritten and accepted by the student's committee.

"Acceptable for terminal M.A.": This evaluation means that the quality of the student's work meets the Department's standards for the Master's Degree, but is not sufficiently high quality to permit the student to continue in the Ph.D. program. The student may be eligible for a Master's Degree if all other requirements are met.

"No pass": This evaluation means that the quality of the student's work meets neither the standards required of students continuing in the Ph.D. program, nor the standards required for the Master's Degree. The student will not be permitted to continue in the Department, nor will they receive a Master's Degree, regardless of the student's grade-point average.

In situations when field statements need revision, the Department may allow a student to submit a revision to the student's committee three weeks prior to the first day of classes in the Fall Quarter. By one week prior to classes, the student's advisor and committee will evaluate the paper and provide the Department Chair with the Committee's recommendation for continued participation in the program.

Linguistic and Cultural Anthropology:

Students will complete three field statements by the end of the second year of study. These statements should be 3000 words in length and should be a substantive review of the literature on a field of study, theoretical topic, or geographic area of study relevant to the student's dissertation research and professional career goals. Each statement is

expected to synthesize the candidate's understanding of key issues and debates on the chosen area or topic. Taken together, the statements should provide a compelling rationale for the chosen theoretical framework, methodological approach, and location of the candidate's emerging research project. The statements are also expected to demonstrate that the candidate's program of study is aligned with the candidate's professional goals (e.g., the candidate's committee will evaluate these statements in terms of the candidate's competence to develop undergraduate courses and/or to make meaningful contributions to non-academic professional fields). In accordance with current departmental requirements, second-year students are expected to enroll in ANTHRO 590 "Research" with their faculty members who serve as advisors for the preparation of the field statements.

Archaeology and Biological Anthropology:

Students will complete one field statement by the end of the second year of study and two field statements by the end of the third year of study. The first field statement will take the form of a scientific article, in the format of a peer-reviewed journal submission with an anticipated length of 5,000 words. This article can be based on original fieldwork or lab work, analysis of existing data, or library-based research. In accordance with current departmental requirements, second-year students are expected to enroll in ANTH 431 "Writing for impact in the social sciences" to facilitate completion of this field statement.

The second and third field statements will comprise a critical review of the literature in a circumscribed area of scholarship, to be defined by the student in conversation with their committee. Each statement will focus on a different topic with the aim of synthesizing the student's understanding of key issues and debates on the chosen area or topic. Each statement will be approximately 3,000 words in length. In accordance with current departmental requirements, second-year students are expected to enroll in ANTH 432 "Research design and proposal writing" to facilitate completion of these field statements.

Ph.D. Proposal

Third year students should prepare a formal Dissertation Proposal that will be presented before the student's dissertation research committee at a formal dissertation proposal defense, either in the third or fourth year, in consultation with the advisor. Each student should work closely with their advisor on the preparation of the dissertation proposal. Proposals are typically written in the format of an NSF DDIG application. Ideally, the proposal should be started during the end of the second year and completed early in the third year of graduate work because of the deadlines of funding agencies and The Graduate School [policies and deadlines](#). Most deadlines cluster in October to early January. Special care should be taken with this requirement since the funding of fieldwork depends almost entirely on the quality of the proposal. Students should be prepared to adapt the form of the proposal to the differing requirements of various funding agencies and should bear in mind that preparation of an acceptable proposal is time consuming for both students and faculty. If the proposal is not defended by the end of the fourth year, TGS will place the student on [academic probation](#).

Ph.D. Proposal Defense

The Proposal Defense committee must consist of 3 faculty members from the Northwestern Graduate Faculty, 2 of whom need to be from the department including the advisor/chair. Student records must be free of all incomplete grades before the Proposal Defense is scheduled. Students inform the Director of Graduate Studies and the Graduate Program Administrator of the date, time, and title of the proposal defense at least two weeks in advance. Proposal Defenses have both a public and private (committee only) portion. The Defense consists of a public talk, public question time, and a private question time. The advisor will make the determination regarding how much of the defense will be public. Proposal defenses will be announced to the department with all invited to the public portion. First, second, and third year students are expected to attend. Proposal Defenses are scheduled during the academic year. Defenses should only be scheduled over the Summer Quarter in exceptional circumstances and require full committee approval. All students must defend their dissertation proposal by the end of their fourth year, or TGS will place them on [academic probation](#). The Department will only pass the Proposal Defense if all incomplete grades have been cleared from the students record.

Ph.D. Dissertation

Dissertation committees are constituted by the student, in consultation with the advisor, and the dissertation must be approved by the dissertation committee. A committee is comprised of a minimum of three faculty. TGS requires that at least two members of this committee, including the chair, must be members of the Northwestern Graduate Faculty. The Anthropology Department requires that at least two Department members sit on the committee, with additional committee members chosen from the department, or from other departments in the university or at other universities. The chair of the committee must be a member of the Department, with exceptions granted only with permission from the DGS and Department Chair. Often, this committee will be the same as the Proposal Defense committee, but this is not a requirement. Students are required to meet with their committee during fall quarter of each academic year starting from the time of the successful Proposal Defense and ending with the Dissertation Defense.

Ph.D. Dissertation Defense Scheduling

Students must adhere to the following steps when scheduling their defense:

- 1) Get verbal approval for a defense at the fall quarter committee meeting in the year when the defense is expected. Outline a timeline for the year up to the defense.
- 2) Request written permission to defend from the full committee:
 - a. Spring Defense: 2 weeks before the spring Application for Degree (AFD) deadline according to the University [Academic Calendar](#)
 - b. Fall/Winter Defense: 2 months in advance of fall or winter Application for Degree (AFD) deadlines
- 3) Email Tracy Tohtz to set up a Dissertation Defense date with the advisor, full committee, and DGS copied. This email must be sent at least two months in advance of the proposed defense date.

- 4) Receive written approval from the DGS (or Department Chair if the DGS is the advisor) to proceed with the defense date (once the DGS has received confirmation from the full committee that a defense is appropriate).

All Application for Degree (AFD) deadline dates are found on the university [academic calendar](#).

Students must ask their full committee when they need to see a draft of the dissertation to be able to meet the above deadlines for receiving permission to defend. The members of the Dissertation Committee may read the first draft of the dissertation, and/or individual chapters if so agreed by the advisor. Directions for the final form of the dissertation are on The Graduate School's web site and should be consulted early and regularly thereafter. TGS website lists all [Dissertation formatting](#) information.

Summer defenses are generally forbidden. Exceptions need express permission from the DGS at the beginning of spring quarter, and dissertation drafts must be provided to the committee before the end of spring quarter.

Ph.D. Dissertation Defense

In accordance with The Graduate School requirements, the candidate must defend the dissertation before a committee, and submit the completed dissertation with The Graduate School according the TGS [deadline dates](#) in advance of Commencement. The Department also requires that all students present a summary of their dissertation research at a public portion of the defense. Dissertation Defenses have both a public and private (committee only) portion. The defense consists of a public talk, public question time, and a private question time. The advisor will make the determination regarding how much of the defense will be public. Dissertation defenses are announced to the department with all invited to the public portion. All graduate students in residence are expected to attend. Dissertation Defenses are scheduled during the academic year. Defenses should only be scheduled over the Summer Quarter in exceptional circumstances and require full committee approval.

For all the details on the precise steps for [completing the Ph.D.](#) and filing, consult with The Graduate School regularly. Questions should be directed to [TGS Student Services](#). The Graduate School confers the Ph.D. degree at the end of each quarter. However, if all the requirements for the degree have been satisfied and only the formality of presentation at Commencement is lacking, The Graduate School will provide a [Certificate of Completion](#) of all work for the degree. No draft of any thesis will be read by any member of the Department between the close of the Spring Quarter and the beginning of the Fall Quarter. Faculty members are otherwise employed during the summer in field schools, research, writing, and/or course preparation.

Additional Training Resources

The Graduate [Writing](#) Place
[Searle Center](#) for Advancing Learning and Teaching
TGS Career and [Professional Development](#)

Dismissal

Any student failing to meet the above TGS and/or department requirements will be dismissed from the program. Students that earn a B in three courses, that have more than two incompletes (Y/X), that fail to revise their qualifying papers/field statements to meet committee expectations, or that do not successfully complete a proposal or dissertation defense on time will be at risk of dismissal. Once any of the above circumstances are met students will be notified of the risk of dismissal in writing with detailed goals for remediation and will be re-evaluated at the end of the following quarter to determine if performance has improved and/or milestones have been met. If the student cannot achieve these goals, they will be dismissed after discussion between the student's advisor, committee, the DGS, the Department Chair, and TGS Student Services.

TGS policies on dismissal and the appeal process can be found [here](#).

Offboarding Checklist

Students leaving the program for any reason (degree completion, withdrawal, dismissal) should communicate with Department of Anthropology staff to complete an offboarding checklist. This includes returning keys and university-purchased computers and/or equipment as well as providing a mail forwarding address, new contact information, and new job information for our records.

Fieldwork

The Department encourages graduate students to find opportunities for fieldwork experience; as a matter of general policy, however, fieldwork carried out prior to a successful proposal defense and admission to candidacy is not acceptable as the basis for a doctoral dissertation.

The Department will provide students with advice and references when seeking financial support for fieldwork. The primary responsibility, however, falls on the student to prepare a research proposal suitable for funding. All applications for field awards, and all correspondence concerning plans for field projects by graduate students, must be cleared with a faculty member, with copies provided for the student's file.

Before leaving for fieldwork, register with the [Office of Global Safety and Security](#) for a travel checklist and [International Travel Insurance](#). It is important to complete that list before international travel and the start of fieldwork.

Students should be in regular touch with their advisor throughout fieldwork (at least bimonthly).

Teaching Requirement

Teaching is an integral part of every graduate student's training for a professional career and is required by [TGS](#) for the Ph.D. degree. One year (3 quarters) of serving as a Teaching Assistant (TA) is required for academic completion of the Ph.D. and is never

waived, even in the case of students who have previous teaching experience or external sources of funding. The TA role affords an opportunity for faculty- graduate contact in a different context, and direct mentorship in teaching. Faculty mentoring TAs will provide a short evaluation of student teaching that will go into the student's GSTS file. Upon request, any faculty member may sit in on one or two of your classes to observe teaching for the purposes of providing feedback and/or generating content for letters of recommendation.

Each student can receive one unit of credit for teaching and may register in the Spring Quarter of the 2nd year for Anthro 570 "Anthropology Seminar" with the Director of Graduate Studies. Attending the TA Orientation (see below) is a requirement to registering for this course. The course will be graded by the Director of Graduate Studies in consultation with the student's TA supervisor/s. If the student serves as a TA with several professors, they jointly determine the grade.

Students are not expected to teach during year 1 of graduate study. They will TA a *minimum* of 3 quarters typically in years 2 and 3 of the program, usually scheduled while the students are in residence and taking coursework.

Teaching Assistant schedules are prepared at least one month prior to the beginning of each quarter, taking into account students' special interests to the extent possible. In assigning Teaching Assistantships, the TA committee attempts to give students a range of teaching experiences, spanning variation in both class size and sub-discipline. Additionally, when possible, they are flexible with teaching assignments to address students specific needs. Teaching Assistants will receive an official TA appointment letter one month prior to the start of the quarter in which they will teach. Those letters will outline all TA duties and expectations.

Anthropology Department Teaching Assistant Orientation

First time TAs will attend a Department Teaching Assistant Orientation at the start of the Fall quarter (even if they are not TAing until winter or spring). This meeting will broadly discuss the duties and opportunities that come along with the TA role. The discussion will include expectations for interacting with the faculty mentor, best practices in the classroom, and ways to ensure the TAing experience contributes to the student's professional portfolio. The goal is to make the faculty/grad student collaboration the most effective it can be. Faculty members will meet with their TAs prior to the start of the course to establish and maintain expectations.

Graduate Funding Overview

A comprehensive overview of graduate funding is located on The Graduate School's [webpage](#). The Department of Anthropology offers graduate students support for the first five years of study, contingent upon satisfactory progress toward the Ph.D. degree according to The Graduate School's and the Department's procedures of evaluation. This financial support is in the form of a University Fellowship (UF) during year 1 and a combination of assistantships, and internal or external fellowships in years 2–5. Many of

our Ph.D. candidates win external awards to fund their thesis research. At the discretion of [Weinberg](#) (our home school) major external stipend replacing awards (e.g., NSF-GRF or other comparable awards) may pause university funding at a 1:1 quarter match with a 4 quarter maximum for use in year 6. TGS approved Interdisciplinary Assistantships, if awarded in years 2 through 5, may also be eligible, at the discretion of Weinberg, for use in the 6th year. Information on [Interdisciplinary Assistantships](#) and all [TGS funding policies](#) at these links.

Additional Remunerative Work – TGS Permission to Work Policy

Graduate students are expected to be full-time students conducting their studies and their research. On occasion, another funding opportunity may arise. When that situation occurs, permission to receive additional remuneration must be requested and approved before the work begins. Ph.D. students may work no more than 20 hours per week from all sources, including assistantships. [Read full policy.](#)

TGS approval is required ONLY if any one of these thresholds are exceeded:

- Student will work more than 10 hours/week
- Time period of service is more than one month
- Compensation is \$600 or more
- [Permission to Work \(PTW\) form](#)

Graduate Student Workers Union

Many of the regulations around TAs, RAs, GAs, and other remunerative work are now governed by the Graduate Student Workers Union in collaboration with TGS and the university administration. Students are encouraged to reach out to the DGS with questions about these matters, but they may be directed to TGS and the union for more complete answers.

The first collective bargaining agreement (CBA) between Northwestern and the Graduate Student Union (NUGW-UE Local 1122) was ratified on March 15, 2024. The CBA applies to graduate students currently enrolled in degree programs when they are providing instructional or research services for the university. Students should refer to the University's graduate student union website for contract details. To the extent that terms in this handbook conflict with the terms set forth in the CBA between the University and NUGW-UE Local 1122, the terms of the CBA will govern. For more information and answers to frequently asked questions regarding the graduate student union, please refer to the graduate student [unionization](#).

[Regulations Governing Recipients of University Assistance](#)

Full information on The Graduate School funding policy is found on their website. All recipients of University funding must meet the following conditions. If any of the conditions specified in this document are violated, financial assistance may be withdrawn by The Graduate School.

1. Submit to The Graduate School official transcripts listing all prior undergraduate and graduate coursework undertaken and degrees awarded.
2. Continuously register as a full-time graduate student.
3. Maintain at least a "B" average each quarter.
4. Keep records free of incomplete grades.

5. Refrain from remunerative work, unless a request for Permission to Work ([PTW](#)) is approved by The Graduate School.
6. Notify the Graduate Student Funding office and home department (via email) of other sources of support, such as an external award, traineeship, teaching assistantship, research assistantship, School of Professional Studies teaching, or other fellowship. In cases where alternative funding is available, The Graduate School's financial award may be adjusted.
7. Be aware that funding beyond five academic years is not guaranteed by TGS, but the program to which you are being admitted may have other policies.
8. Adhere to all regulations as stipulated on The Graduate School website, in the [University Student Handbook](#), and their graduate program's handbook.

Additional information about Financial Aid is available via the TGS [website](#).

Travel Funding

Fieldwork and Language Learning

The mentored experience of writing grant applications as a graduate student is critical, and the receipt of external awards constitutes a significant advantage on the job market. Thus, doctoral students are required to apply for external grants no later than the fourth year of their Ph.D. program, and ideally in the third year. Most students apply to the National Science Foundation (NSF) and the Wenner-Gren Foundation to support dissertation research, and other funders (e.g., SSRC, Leakey) may be good options depending on the nature of the project. Eligible first year students should apply for NSF fellowships. Northwestern's [Office of Fellowships](#) is also an excellent resource for finding and applying for external grants and fellowships.

The Department runs a professionalization workshop series on grant-writing to assist with the application process. Students should be in contact with their advisors throughout the process of grant writing. **It is also very important to be in close contact with our Weinberg Research Administrator, [Gina Berardesco](#) at the start of and throughout the entire grant writing process.** This will ensure that students meet appropriate university policies & deadlines and grant organization submission deadlines.

Students are also encouraged to apply for [internal sources](#) of funding for summer [fieldwork](#) and/or [language](#) learning during the first and second years. The Graduate School and The [Buffett Institute for Global Affairs](#) regularly fund graduate students, as do various other units within Weinberg. Department sources include the FAN (Friends of Anthropology) Foster Summer Research Grant as well as the Earle Dissertation Research Grant. Students may learn about other sources of support from the Director of Graduate Studies, their advisor, the Anthropology Graduate Student Association (AGSA), the [Office of Fellowships](#), and the American Anthropological Association [website](#).

Funds for Conference Travel

During a student's career at Northwestern, funds may be made available to them to offset travel costs to participate in conferences. TGS will fund up to two trips for conference paper presentations per student.

Note: before a student submits an application for participation in a conference, they must obtain advance permission from their advisor.

The Graduate School Conference Travel Grant ([CTG](#)) provides funds to assist Ph.D. students attending academic/professional conferences on behalf of Northwestern University.

The Anthropology Department allocates an annual travel budget per graduate student for conference travel. This amount is determined by the department chair at the beginning of each academic year. These funds are for use at conferences where students are presenting papers or poster sessions. The annual allotment is for use within each academic year and does not roll over. Contact [Will Voltz](#) the department Financial Assistant for more information on reimbursement & documentation.

All travelers must adhere to the [University's travel guidelines](#).

Health and Wellbeing Resources

Health Insurance

Northwestern University requires all full-time students to maintain health insurance coverage that meets the University's standards. Full time students may either enroll in the [NU Health Insurance Plan](#), or use private health insurance that meets those standards; see [Student Health Insurance](#) for those requirements. TGS provides all enrolled full-time Ph.D. students a full subsidy to cover the cost of health insurance (students enrolling in [TGS 512](#) "Continuous Registration" are not eligible).

Doctoral students are covered from September 1 through August 31 annually. For more information visit TGS [Service & Support](#) and the [Northwestern Student Health](#).

The Office of International Student and Scholar Services (OISS) has information pertaining to [Health Insurance for International Graduate Students](#).

The University maintains a health service for students on the Evanston campus at Searle Hall, 633 Emerson Street and for students on the Chicago campus at the Northwestern Medical Faculty Foundation, 675 N. St. Clair St., Suite 18-200.

Other Health Resources

Health and Wellness [Services](#); [Urgent Care](#); [AccessibleNU](#); [Counseling](#); Alcohol, Drugs, & [Wellness](#); [Leaves](#) of Absence; Office of the [Ombudsperson](#); Religious & [Spiritual Life](#); Fitness & [Recreation](#)

Departmental Advisory System

The general philosophy of Northwestern's Department of Anthropology calls for a fundamental education in all major branches of anthropology during the first two years, with individually designed programs of specialization built into these years in consultation with an advisor and becoming a focus thereafter. The advisory system is thus intended to support each student's development as an individual scholar and as a member of the discipline.

Students should determine an initial advisor during the fall of their first year, if not before. The advisor is expected to guide the incoming student and help them to choose an appropriate program of courses. The advisor should be consulted before registration each quarter. Students should work closely with their advisor during their second year to develop a plan for the Field Statements and complete them per subfield requirements. They should also put together an initial committee during this time in collaboration with their advisor. This committee must include two members of the Department, but typically includes more. It can also include faculty in other departments at Northwestern, and sometimes includes a faculty member from another university. At least three members of the committee must be from the Northwestern Graduate Faculty. A full list of Anthropology [graduate faculty](#) on the website.

In the advisory relationship, students are expected to:

- Maintain regular (at least monthly) contact with their advisor while in coursework, via email and/or office hours
- Maintain regular (at least bimonthly) contact with their advisor while conducting fieldwork and while writing their dissertations
- Prepare grant proposals with ample time for several rounds of advisor feedback (typically beginning 3-6 months prior to the grant due date, check with your advisor)
- Provide at least 3-4 weeks notice for letters of recommendation (may depend upon advisor, check with them)
- Communicate clearly with their advisor about their academic goals and mentoring needs
- Communicate with their advisor about any academic problems that may arise
- Communicate with their advisor about any problems that may affect their academic performance

Students may expect advisors to:

- Establish clear expectations for advisee progress
- Guide them in selecting courses
- Provide timely oral or written feedback on writing, usually within a month or less

- Respond promptly to emails (within one week if the advisor is not on leave, within three weeks if they are on leave)
- Be available to meet in person or speak on the phone if the advisor is not on leave. If the advisor is on leave and unavailable, alternative arrangements for a temporary advisor can be made by consulting with the original advisor or the DGS
- Provide support when applying for grants (e.g., feedback on proposals, recommendation letters)
- Provide support when entering the job market (e.g., feedback on job letters and job talks, recommendation letters)

At any time, a student may wish to change the advisor and/or the committee composition. Changes of committee members should be discussed with advisors. If a student wishes to change advisors for any reason, they should follow these procedures:

- (1) The student consults with the Director of Graduate Study, and, if possible, the advisor. (If the advisor is the DGS, the student may instead speak with the Department Chair). This consultation will include consideration of the timing of the request vis-à-vis the student's course of study.
- (2) The student, in consultation with the DGS/Chair, secures a new advisor.
- (3) The Department Chair writes a letter to the former and new committees announcing the shift to a new advisor, cc'ing the Director of Graduate Studies and the Graduate Program Assistant.

If an advisor seeks to be removed from a student's committee, or to be removed as their main advisor, they should follow these procedures:

- (1) The advisor consults with the Director of Graduate Study and the Department Chair. This consultation will include consideration of the timing of the request vis-à-vis the student's course of study.
- (2) The advisor, DGS, and Chair meet with the other committee members to work out a new committee structure.
- (3) The DGS, and possibly the Chair and other committee members, meet with the student to inform them of the former advisor's decision and to finalize the committee structure in consultation with the student.
- (4) The Chair and DGS inform, in writing, the student, the members of the student's committee, and the Graduate Program Assistant of the change.

Student/Faculty Communications

The Department has three main means of communication between faculty and graduate students as a whole.

1. Graduate Student Liaison Committee. The graduate student/faculty liaison committee consists of 6 graduate students of varying seniority. The committee is constituted through election by members of the Anthropology Graduate Student Association (AGSA). It is responsible for bringing graduate student feedback, proposals, and concerns (both individual and collective) to the Chair & DGS. The committee meets with the Chair & DGS twice per year, or more frequently, as issues arise.
2. Chair & DGS Meetings with the Graduate Students. By invitation of AGSA, the Chair and DGS typically meet with the graduate students, as a group, once a year to discuss curricular/programmatic issues or other matters. Additional meetings with the students may also be requested, as needed, by the liaison committee.
3. Director of Graduate Studies. The Director of Graduate Studies is always available to discuss, confidentially or otherwise, any issues related to a student's progress. Students are also always welcome to meet with the Department Chair, should that be more appropriate.

Community-Building

All members of the department are expected to be active and respectful participants in the department community. Additionally, students are expected to demonstrate collegiality with faculty, staff, and peers. University policy regarding appropriate behavior can be found in the [Northwestern Student Handbook](#).

Northwestern University Nondiscrimination Statement

Northwestern University prohibits discrimination on the basis of actual or perceived race, color, religion, creed, national origin, ethnicity, caste, sex, pregnancy, sexual orientation, gender identity, gender expression, parental status, marital status, age, disability, citizenship status, veteran status, genetic information, reproductive health decision making, height, weight, or any other class of individuals protected from discrimination under federal, state, or local law, regulation, or ordinance or any other classification protected by law in the matters of admissions, employment, housing or services or in the educational programs or activities it operates, as required by Title IX of the Education Amendments of 1972; Title III of the Americans with Disabilities Act of 1990, as amended in 2008; Section 504 of the Rehabilitation Act of 1973; Title VI and VII of the Civil Rights Act of 1964; the Age Discrimination Act of 1975; the Age Discrimination in Employment Act of 1967; and any other federal, state, or local laws, regulations, or ordinances that prohibit discrimination, harassment, and/or retaliation.

The University has designated the Associate Vice President for Civil Rights and Title IX Compliance to coordinate the University's compliance with federal and state civil rights laws regarding protected characteristics, including Title IX and those other laws and regulations references above. Full statement & information found on the [Office of Civil Rights & Title IX Compliance](#) website and [TGS website](#).

Northwestern University Policies

In addition to TGS and program policies, graduate students are subject to and should be aware of [University policies pertaining to students](#). Failure to read this information does not excuse a student from knowing and complying with its content.

Student [Code of Conduct](#)

Policy on [Discrimination, Harassment, and Sexual Misconduct](#)

[Reporting](#) by University Employees of Disclosures Relating to Discrimination and Harassment

Reasonable [Accommodation Policy](#)

[Academic Integrity](#)

[Demonstration Policy](#)

[Display and Solicitation](#) Policy

Department and University Contacts

[Graduate Student Commons](#) is the department intranet located on the upper right of the Anthropology Department webpage. It is accessed using your NetID and password.

[Tracy Tohtz](#) -Anthropology Graduate Program Administrator
Contact Tracy first with all administrative questions about Graduate Study in Anthropology at Northwestern. Reach out anytime.

[Nancy Hickey](#) – Anthropology Department Business Administrator
All administrative questions about the department. Nancy can also liaise with Weinberg College and other University departments. Administers Department grants.

[Will Voltz](#) -Financial Assistant
Purchasing, reimbursements and all matters of departmental finance.

[Gina Berardesco](#) – Research Administrator, Manager
Gina is the Research Administrator for the Anthropology Department. It is important to contact Gina at the beginning of the grant writing process, and stay in close contact with her, as well as your advisor, in the process of grant writing and processing.

Department Administrators <https://anthropology.northwestern.edu/people/department-administrators/index.html>

TGS Student Services Representatives are available for questions and assistance with graduate matters: gradservices@northwestern.edu

Office of International Students and Scholar Services (OISS) is the first point of contact for international students. OISS website and <https://www.northwestern.edu/international/>

Global Safety and Security - <https://www.northwestern.edu/global-safety-security/travel-policies/graduate-students/>

Information on the International Travel Registry: <https://www.northwestern.edu/global-safety-security/travel-registry/international-travel-registry.html>

Full list of link addresses from this Guide

TGS Master's Degree Requirements <https://www.tgs.northwestern.edu/academic-policies-procedures/policies/masters-degree-requirements.html#masterscompletion>

Master's Degree paperwork <https://www.tgs.northwestern.edu/academic-policies-procedures/policies/masters-degree-requirements.html#masterscompletion>

GSTS Login Link <https://gsts.northwestern.edu/site/login>

Ph.D. Degree requirements <https://www.tgs.northwestern.edu/academic-policies-procedures/policies/phd-degree-requirements.html>

Ph.D. Coursework and Registration <https://www.tgs.northwestern.edu/academic-policies-procedures/policies/phd-degree-requirements.html#phdcoursework>

Ph.D. Candidacy <https://www.tgs.northwestern.edu/academic-policies-procedures/policies/phd-degree-requirements.html#phdcandidacy>

Ph.D. Prospectus (Proposal) <https://www.tgs.northwestern.edu/academic-policies-procedures/policies/phd-degree-requirements.html#phdprospectus>

Ph.D. Dissertation and Defense <https://www.tgs.northwestern.edu/academic-policies-procedures/policies/phd-degree-requirements.html#phddissertation>

Ph.D. Filing Requirements and Forms <https://www.tgs.northwestern.edu/academic-policies-procedures/policies/phd-degree-requirements.html#phdcompletion>

Ph.D. Timeline <https://www.tgs.northwestern.edu/academic-policies-procedures/policies/phd-degree-requirements.html#phdtimeline>

Ph.D. Coursework & Registration <https://www.tgs.northwestern.edu/academic-policies-procedures/policies/phd-degree-requirements.html#phdcoursework>

Ph.D. Candidacy <https://www.tgs.northwestern.edu/academic-policies-procedures/policies/phd-degree-requirements.html#phdcandidacy>

Ph.D. Filing requirements and forms <https://www.tgs.northwestern.edu/academic-policies-procedures/policies/phd-degree-requirements.html#phdcompletion>

Ph.D. Timeline <https://www.tgs.northwestern.edu/academic-policies-procedures/policies/phd-degree-requirements.html#phdtimeline>

Course Registration <https://www.tgs.northwestern.edu/academic-policies-procedures/registration-courses.html>

Grades & Grade Requirements <https://www.tgs.northwestern.edu/academic-policies-procedures/policies/general-registration-policies.html#grades>

Northwestern RCR requirement

<https://researchintegrity.northwestern.edu/training/responsible-conduct-of-research-training/>

RCR Web-based Training

<https://researchintegrity.northwestern.edu/training/responsible-conduct-of-research-training/rcr-web-based-training-getting-started.html>

TGS Traveling Scholar Program <https://www.tgs.northwestern.edu/academic-policies-procedures/policies/general-registration-policies.html#travelingscholar>

NU Academic Calendar <https://www.registrar.northwestern.edu/calendars/academic-calendars/>

Ph.D. Certificate of Completion <https://www.tgs.northwestern.edu/academic-policies-procedures/policies/graduation-and-diploma-mailing.html>

TGS Academic Progress <https://www.tgs.northwestern.edu/academic-policies-procedures/policies/satisfactory-academic-progress.html#criteria>

Northwestern Office of Fellowships <https://www.tgs.northwestern.edu/academic-policies-procedures/policies/satisfactory-academic-progress.html#criteria>
Office of Global Safety and Security [Office of Global Safety and Security](#)
International Travel Health Insurance & GEO Blue <https://www.northwestern.edu/global-safety-security/health-safety/travel-health/>
TGS Funding <https://www.tgs.northwestern.edu/funding/>
TGS Interdisciplinary Assistantships
<https://www.tgs.northwestern.edu/funding/assistantships/interdisciplinary-graduate-assistantships.html>
Weinberg College Funding <https://weinberg.northwestern.edu/graduate/funding/#tab-panel1-1>
TGS Permission to Work form link <https://management.tgs.northwestern.edu/ptw>
Northwestern University Student Handbook
<https://www.northwestern.edu/communitystandards/student-handbook/>
Internal Sources of funding <https://www.tgs.northwestern.edu/funding/fellowships-and-grants/internal-fellowships-grants/>
Resources available through The Buffett Institute for Global Affairs
<https://buffett.northwestern.edu/programs/graduate-opportunities/>
Northwestern University Travel Guidelines <https://www.tgs.northwestern.edu/services-support/international-travel/>
Northwestern Health Insurance <https://www.northwestern.edu/student-insurance/students/the-graduate-school-students.html>
The Office of International Student and Scholar Services (OISS)
<https://www.northwestern.edu/international/>
Student Code of Conduct <https://www.northwestern.edu/communitystandards/student-handbook/student-handbook.pdf>
Policy on Discrimination, Harassment, and Sexual Misconduct
<https://www.northwestern.edu/civil-rights-office/policies-procedures/policies/policy-on-discrimination-harassment-and-sexual-misconduct.pdf>