

UNB DEPARTMENT OF ANTHROPOLOGY MASTER OF ARTS - STUDENT HANDBOOK 2023/2024

This handbook provides students with the information required to complete their degree. The appendices provide important program deadlines and required forms for various stages of the program.

Program Overview

The anthropology department at UNB offers a Master of Arts (MA) program in anthropology with concentrations in sociocultural anthropology, biological anthropology and archaeology. In sociocultural anthropology, students can pick one of several geographical areas, including Atlantic Canada, North America, Europe, Latin America and Asia. In biological anthropology, the focus is on medical anthropology and bioarchaeology. In archaeology, the focus is on the precontact and historic archaeological records of northeastern North America. Many of our students focus on cultural resource management. Students in the UNB MA program benefit from a small-group learning environment that facilitates intensive study of contemporary issues in anthropology. However, students should also be aware that given the small size of the department, graduate topics generally must be selected to fit with existing faculty interests and research programs.

Program Timing and Residency Requirement

At UNB, graduate degree programs are administered by the School of Graduate Studies (SGS) and run throughout the year. They are divided, for administrative and tuition fee purposes, into three consecutive terms: fall (September-December); winter (January-April); and summer (May-August).

The length of the anthropology MA program is five terms. The maximum time allotted for completion of all degree requirements for a master's degree in anthropology is four years.

In most cases, students in the anthropology MA program are full-time, and enter the program in September, at the beginning of the fall term. Especially in the first two terms there is a residency requirement, and for those students receiving Graduate Assistantship Funding (Teaching Assistantships and Research Assistantships) that residency requirement may extend throughout their funding.

Provision can be made on a case-by-case basis for students wishing to complete the program part-time, study while living away from Fredericton, or enter the program in January. Faculty members recommending such atypical arrangements for a student must justify such cases.

Funding

Funding opportunities exist both internally from UNB and from external sources. Some sources are limited to Canadian citizens, such as the Tri-Council Agencies, made up of the Canadian Institutes of Health Research (CIHR), the Natural Sciences and Engineering Research Council of Canada (NSERC) and the Social Sciences and Humanities Research Council (SSHRC). Internal funding through the UNB Arts Faculty competition is available to both Canadian and foreign students. Arts Assistantships normally cover five terms – typically fall, winter and summer terms of the first year, as well as fall and winter terms of the second year. Tri-Council funding at the Master's level is limited to 12 months. Other sources of large and small funding opportunities are available and should be discussed with your supervisor. Students entering the program are encouraged to apply for both internal and external funding.

Entrance Requirements

The normal minimum admission requirement for the MA program is an anthropology or closely related Honours degree with at least a B (3.0 GPA) standing. However, funding for the program is competitive, and a student with a cumulative GPA of less than A- (3.7) is unlikely to be funded. Eligibility for funding is a consideration for admissions into the program. A GPA greater than 3.0 is a minimum requirement and does not guarantee admission. Because our small department means that all faculty will be involved in teaching an incoming graduate student, admission decisions are made collectively.

Students are expected to have a strong undergraduate background in the subdiscipline in which they intend to conduct graduate research. Promising students without an anthropology Honours degree or without adequate subdisciplinary background may be admitted for a qualifying or probationary period (usually two semesters). Students should consult the regulations of the UNB School of Graduate Studies (SGS) and with the anthropology Director of Graduate Studies (DoGS) for more information on a qualifying period. It is the responsibility of the student to fund their qualifying year. Qualifying year students should be aware that they may be ineligible for federal and provincial student loan programs.

Completion of a qualifying period does not mean automatic acceptance into the graduate program. Acceptance is conditional upon cumulative GPA and completion of the required Honours seminars, and the agreement of the student's prospective graduate supervisor(s).

Students are responsible for meeting the application requirements of the SGS as well as the requirements of the anthropology department. Please refer to the SGS website at:

<http://www.unb.ca/academics/calendar/graduate/current/index.html>. Students are also responsible for conforming to university regulations, including those around academic offences such as plagiarism (see <http://www.unb.ca/academics/calendar/graduate/current/university-regulations/29.-academic-offences.html>.)

THE PROGRAM

To earn an MA degree in anthropology, a student must:

- complete 18 credit hours of approved coursework (5 courses + thesis proposal),
- actively participate in the academic life of the department (i.e., attending seminars, presentations, workshops),
- complete assigned professional development training,
- write and defend a thesis proposal,
- undertake independent research,
- write and defend a thesis.

Courses are usually completed during the first two terms in the program; and the thesis should be researched, written and defended during the last three terms.

Students are required to complete 18 credit hours (5 courses + thesis proposal) and a research thesis to graduate. Courses are cross-listed courses between our upper-level undergraduate and graduate programs. Under this structure, two courses are mandatory for all incoming graduate students (one in the Fall semester and one in the Winter semester) and the remaining three courses are electives chosen by each student in consultation with their supervisor to suit their own interests and schedule. The cross-listed elective courses offered each year vary based

on faculty availability but should ordinarily include at least two courses from one of the three subdisciplines in anthropology (i.e., archaeology, biological, and sociocultural). Additionally, alternatives to these cross-listed anthropology courses may include offerings from other academic units and work-study courses, with the approval of the Director of Graduate Studies. In the fall semester of Year One, all incoming graduate students are required to enroll in ANTH 5001/6001. The course focuses on professional development, research skills, and writing. This course ensures all incoming graduate students have the essential skills needed to succeed in the program. In the Winter semester of Year One, all students will also enroll in ANTH 6002, which is a graduate-specific course that focuses on research design, data collection, analysis, and interpretation. As mandatory and foundational courses of our program, ANTH 5001/6001 and ANTH 6002 focus on broad anthropological methods applicable to any of the three subdisciplines.

Students who completed the undergraduate version of courses offered at the graduate level would not be permitted to take the graduate expansion of the same course. Such students, in addition to being good candidates for acceleratorship programs, will have the opportunity to expand their breadth of training at the graduate level by taking courses in content areas they were less exposed to as undergraduates.

The DoGS will outline required professional development training at the beginning of each academic year.

Learning Objectives:

The learning objectives of the coursework phase of the MA are as follows:

- The student demonstrates his/her ability to select and explore topics in anthropology relevant to her/his interests and thesis research;
- the student demonstrates her/his ability to make theoretical connections among readings and to synthesize across these;
- the student acquires and demonstrates familiarity with theoretical, methodological and substantive issues relevant to their area of anthropology;
- the student learns to prepare and present professional-level oral and written work;
- and the student demonstrates her/his ability to answer questions on their areas of interest, and to defend their views in a scholarly discussion.

Measuring Student Performance:

Grading of student performance in the graduate program is based on criteria outlined in individual course syllabi

For graduate students, the grading system includes A+, A, A-, B+, B, B- and Fail. In cases where students are receiving UNB financial assistance, they should note that any grade lower than an A constitutes a threat to continued funding. If a student fails a course, they will be required to make it up, likely slowing time to completion. Failing two courses may result in the student being required to withdraw from the MA program.

Students should be aware that the department expects their participation in scheduled department and appropriate university scholarly events, including faculty talks and presentations or those arranged by appropriate scholarly organizations, such as the Association of Professional Archaeologists of New Brunswick. In addition, graduate students are expected to participate in annual anti-sexual harassment

training facilitated by the department. Failure to take part regularly in the scholarly life of the department will negatively impact on student evaluations for funding and for future recommendations.

Students should also be aware that SGS requires an annual progress report (see Appendix I), which includes space for student, supervisory and DoGS comments. Failure to complete the student portion and discuss these forms with the supervisor could affect disbursement of student scholarship funds and/or progress through the degree program.

TERMS 1 & 2: YEAR ONE

Students should register for 15 credit hours (5 courses) of coursework in the first two terms (normally fall and winter terms of Year One) and their thesis proposal (an additional 3 credit hours). When appropriate to the research topic, and in consultation with their supervisor, students are encouraged to select courses from outside their sub-discipline to develop a broader anthropological and comparative perspective. In the first term, students must take ANTH 5001/6001. In the second term, students must take ANTH 6002. If a student has already completed the ANTH 5001/6001 course at the undergraduate level they are not required to take this course again but must make up these 3 credit hours by enrolling in an additional course. They are still required to take ANTH 6002. Students must enroll in ANTH 6997 every term they are in the program.

FALL TERM

The student must meet with their designated supervisor(s) before the beginning of the term (see deadlines below and Important Dates, Appendix II) to identify a potential thesis topic, appropriate course selections, any proposals for substituting upper level or graduate courses from outside the GAU for any of the ANTH GAU courses. Students and supervisor should report on agreements to supervise thesis research to the DoGS, as well as any plans to apply for research funds, via the program tracking form, which shall be placed in the student file after approval by the Director of Graduate Studies.

Students must register in ANTH 6997, ANTH 6001, and additional courses

WINTER TERM

Students must register in ANTH 6997, ANTH 6002, and additional course, and the thesis proposal (ANTH 6005).

Important Dates for Winter 2024:

- January 26 2024 - Thesis Reading Bibliography Circulated to GAU

Thesis Proposal (ANTH 6005)

The student must prepare a thesis proposal outlining the research work to be undertaken in the preparation of the thesis, summarizing the theoretical and substantive backgrounds to the proposed work, and indicating the methods to be used to accomplish the work, including ethical review where necessary. The student should provide detailed plans and schedules for completing the relevant components of his/her research in a timely fashion. The proposal must discuss the possible significance of the proposed research to the discipline of anthropology, and demonstrate that the student has acritical awareness of the pertinent literature. The thesis proposal must be 15-20 manuscript pages of text, include a list of references cited, and follow the bibliographic and referencing style specified by one of the following the journals: American Antiquity, American Journal of Physical Anthropology, or American Anthropologist. It is expected that references cited in the thesis proposal are an expanded and solidified

version of the bibliography submitted at the beginning of the winter term. Students must work with their supervisor in the preparation of the thesis proposal. The supervisor must approve the proposal before it is distributed to other department members.

Thesis Proposal Seminar

In the thesis proposal seminar (ANTH 6005), the student must present a 20-minute summary of the thesis proposal, and answer questions posed by members of the department faculty and others present. Other interested faculty and students may attend and participate in the seminar.

The department faculty (as a committee of the whole) grades the thesis proposal seminar on a pass/fail basis, deciding whether the student has successfully completed the thesis proposal seminar; and that the proposed research is acceptable. In the event of a failure, students must revise the thesis proposal, integrating feedback from faculty members and their supervisor, re-submit it to the faculty, and defend it in the make-up thesis proposal seminar. If a student fails both thesis proposal seminars, they are required to withdraw from the graduate program.

The thesis proposal seminar is scheduled by the DoGS, in collaboration with the supervisor and the student. The thesis proposal seminar should be scheduled during the summer 2024 term. NOTE: research related to the thesis cannot begin until the thesis proposal has been successfully defended.

Once the GAU has approved the thesis proposal, the student will research, write and defend a thesis based on the approved proposal (see below). Students should meet regularly with their supervisors to discuss methodology, safety protocols and procedures, ethics review documents (where required) and analytical approach. Field research, if undertaken, should be conducted during the summer term in the first year. If no field work is undertaken, this period should be devoted to library research, analytical work, and planning the thesis.

TERMS 3-5: THESIS RESEARCH, WRITING, AND DEFENCE

Where students are involved in the research of their thesis supervisor, the department strongly recommends a letter of agreement be signed between the two parties (see template in Appendix III). A copy of any agreement must be sent to the DoGS and put in the department file. The anthropology department also strongly recommends that graduate students consider presenting the results of their thesis research at the student conference that is organized annually by the Graduate Student Association in the winter term.

THESIS RESEARCH AND WRITING

Thesis Supervision

A supervisor, approved by the DoGS, must oversee the student's thesis research and writing. The supervisor must be a member of the anthropology Graduate Academic Unit. Co-supervision can be arranged in cases where the department deems appropriate, so long as the proposed co-supervisor is a member of the anthropology Graduate Academic Unit. A supervisory committee can be formed in cases where the research topic makes this advisable.

Thesis Topic

While students are encouraged to consider research questions that interest them, they should be aware that in a small department, faculty members have many demands on their time. The most efficient approach is to select a topic with which the proposed supervisor is already conversant. The GAU is obligated neither to admit nor to

retain students who choose research topics outside the existing theoretical/methodological strengths of department members.

The thesis that the student submits for evaluation must be based on the proposal approved by the GAU. Any substantive change in topic must be approved by the GAU. The supervisor(s) or supervisory committee can approve minor changes to topics or methodology employed in the research. When in doubt, the student or supervisor should discuss the proposed changes with the DoGS.

Thesis Learning Outcomes

A MA thesis is a written document that presents a candidate's research and findings and is submitted as part of the requirements for a degree or professional qualification. The thesis must:

- demonstrate the candidate's competence to undertake independent research work;
- make a contribution to knowledge in the candidate's field of study;
- show that the candidate is fully aware of pertinent published material;
- must be written in a satisfactory literary style; and
- and be free of typographical and other mechanical errors.

Achieving these learning outcomes requires that the student conduct a thorough review of the existing literature to demonstrate that the problem is worthwhile and has not been adequately addressed, identify the proper methodological procedure for addressing the problem, carry out the research, analyze the data and come to some conclusions, plus adequately describing how these things are important outcomes to demonstrate in the thesis.

Thesis Production and Submission

The thesis must comply with the requirements specified above and must in all respects, conform to the regulations governing the preparation and submission of theses approved by the School of Graduate Studies (SGS). For details, the student should consult the graduate calendar and "Regulations and Guidelines for the Preparation and Submission of Graduate Theses and Reports" (<https://www.unb.ca/gradstudies/current/resources/regulations-and-guidelines/regulations/masters-degree-regulations.html>) Please note that normally the thesis will be prepared using the SGS online template.

While SGS requires only two final copies of the thesis for hard-cover binding (one for the university library, and one for the department), the GAU requires, in addition, a third final copy to be hard-cover bound (for the supervisor). Students may distribute additional hard- or paper-bound and/or digital copies at their discretion, once the requirements for the degree have been completed. SGS regulations specify that the bibliographic and referencing format of the thesis "will be defined by the conventions of the particular research field and described in the recommended style manual." The GAU requires that students follow the current style manual of one of following journals: *American Anthropologist*, *American Antiquity*, or *American Journal of Biological Anthropology*.

All costs involved in the production, copying and binding of the thesis, at each stage of submission and evaluation, are the responsibility of the student.

THESIS EVALUATION AND DEFENCE

The GAU specifies the following procedure for evaluation and examination of MA theses, and for measuring the performance of the student against accepted standards for learning outcomes (see Thesis Learning Outcomes above):

Examining Board:

The thesis must be evaluated and accepted first by the student's Supervisor(s). Then, an examining board (supervisor, internal and external examiners) evaluates the thesis. The DoGS, in consultation with the student and supervisor, will determine the membership of this board. Members who were involved in the supervision of the thesis must constitute a minority of the examining board, and at least one non-supervisory member of the board must be from another GAU. Finally, the student must defend the thesis before the examining board in an oral examination organized and chaired by the DoGS.

Once the supervisor has approved the thesis, the DoGS will deliver a draft copy to the internal examiner, who reads the thesis and recommends revisions. The internal examiner is a member of the anthropology Graduate Academic Unit (GAU) who has not been directly involved in the supervision of the thesis.

When the student has addressed the revisions recommended by the internal examiner to the supervisor's satisfaction, the DoGS will deliver the revised draft to the external examiner. The external examiner cannot be a member of the anthropology GAU but must be a member of another UNB GAU. The external examiner reads the thesis, makes recommendations, and completes the department assessment form confirming that the thesis is ready to be defended (see Appendix IV). It is the supervisor's responsibility to ensure that the student has satisfactorily addressed the recommendations of the internal and external examiners. No thesis will come to defense with revisions pending.

Oral Examination:

When the student has revised the thesis to the satisfaction of the examining board, the DoGS will organize the oral examination. The student is required to provide four copies of the final draft of the thesis (one copy for each examining board member and one copy for the anthropology department). Students must consult the SGS regulations. The defense copy of the thesis should be prepared to the submission standards of the SGS.

The DoGS must send a notice advertising the oral examination, including a copy of the thesis abstract to the SGS one week prior to the oral examination. One copy of the thesis must be available in the anthropology office for at least seven working days prior to the examination; these copies may be borrowed by anthropology faculty and by other interested faculty and students. If any member of the examining board is to be represented at the oral examination by proxy, this must be arranged when the date for the oral examination is set.

At the oral examination, the student is required to present a 20-minute summary of the thesis research and conclusions, and to answer questions posed by the examining board (2 rounds of questions with each committee member given 10 minutes of time) with respect to the research question, related theoretical or methodological approaches and thesis conclusions. At the oral examination members of other UNB GAUs, anthropology students, other students, and members of the public may be present and pose questions of a general nature.

The Examining Board then excludes all participants and collectively grades the oral examination on a pass/fail basis, deciding: i) whether the student has passed or failed the oral examination (and, in the event of a failure, whether another examination should be set); and ii) whether the thesis is acceptable (the thesis may be accepted as is, accepted subject to further revision, or rejected). The DoGS reports the results of the oral examination to the School of Graduate Studies Dean.

In the event the thesis is accepted subject to further revision, the student will be informed of the revisions required at the end of the oral examination. It is the supervisor's responsibility to ensure that the student makes these revisions. Once revisions have been made, the supervisor submits the finished copies of the thesis to the DoGS. The DoGS checks the copies to ensure that they are complete and that they conform to the SGS regulations. Then the student submits the respective copies of the thesis to the SGS for binding.

Students should not plan to leave campus immediately after the oral examination. At least seven working days residence on campus after the examination date is recommended to complete all thesis requirements. If students are required to be away from campus during this period, they must make arrangements with their supervisor as to how these requirements are to be met in their absence, and have these arrangements approved by the DoGS.

YEAR 2 SCHEDULE

For the timely completion of MA theses and for an orderly, unhurried organization of oral examinations, students should consult with their supervisors, DoGS, and SGS. They should note that a spring graduation will generally require that a thesis draft be completed by early January.

Students should note that fieldwork, if undertaken, should be conducted during the latter half of the summer term of the first year of the program. If no fieldwork is undertaken, this period should be devoted to library research, analytical work, and planning the thesis. The first draft of the thesis should be written during the fall term of the second year in program.

Supervisors should be aware of significant deadlines in their students' research and communicate scheduling needs to students in advance. Supervisors should also make efforts to avoid scheduling their own research in times that will make timeline completion for graduate students difficult.

DURATION OF PROGRAM

Graduate students in MA degree programs must complete the requirements for the degree within four years of the date of their first registration in the program. It is anticipated that students can complete the requirements for a MA degree in anthropology within five terms entering the program. Note that fall term graduation is problematic if degree requirements have not been completed by the end of June. During the summer months, faculty members are frequently away from campus conducting research and attending conferences, or on vacation. The first two weeks of the fall term are an extremely busy period, and faculty may not have an adequate opportunity to read the thesis.

Therefore, the GAU discourages scheduling of oral examinations during July, August and the first half of September. Supervisors are advised to make students aware of these reasonable limitations on the demands that can be made of faculty members.

FURTHER INFORMATION

When in doubt about any aspect of the anthropology MA program, or for clarification of any of the regulations and requirements of the SGS as outlined above, faculty should first consult the materials available on the SGS website and then contact the DoGS, Dr. Susan Blair (506-458-7929; sblair@unb.ca), or the Graduate Secretary, Judy Babin (506-453-4975; Judy.Babin@unb.ca).

Appendix I: Graduate Student Annual Progress Report

This form is due on March 1st of each year in the program. It is available as a PDF file from the School of Graduate Studies website. Graduate Student Annual Progress Report (PDF) found at the below link.

<https://www.unb.ca/gradstudies/current/forms.html>

Please prepare and submit to the DoGS one week before the deadline, as they must be filled out and you must sign that you have read and agree with the assessment.

Appendix II: Important Dates for the Anthropology Graduate Program (2023/2024)

Important Dates for fall term 2023:

- December 1, 2023 – SSHRC CGS-M program deadline

SEE : <https://www.unb.ca/secretariat/academic-governance/academic-dates/undergraduate-dates2324.html> for additional information about important dates for graduate students.

Important Dates for winter term 2024:

- January 26, 2024 - Thesis Reading Bibliography due to GAU
- March 1, 2024 - Student progress reports due to SGS

Important dates for summer term 2024:

- April/May 2024 - ANTH 6005 Thesis Proposal draft to supervisor (two weeks before submission to GAU)
- April/May 2024 - ANTH 6005 Thesis Proposal paper to GAU (one week before seminar)
- April/May 2024 - ANTH 6005 Thesis Proposal Seminar

Appendix III: Sample Research Agreement between Graduate Student and Supervisor

Dated:

AGREEMENT BETWEEN:

Student and Faculty member Re: (project name)

This document is an agreement between (student name -SN) and (faculty name -FN) setting out conditions for sharing and disposition of archaeological specimens (e.g., artifacts, faunal remains, column samples), research materials (e.g., field notes, photographs) and information (e.g., artifact descriptions, quantitative data, archival references) resulting from the Project, and currently curated at the Anthropology Department, University of New Brunswick, Fredericton (UNB-F).

OR

This document is an agreement between (student name - SN) and (faculty name - FN) setting out conditions for sharing and disposition of anthropological data (e.g., interview tapes, transcriptions, statistical data, research notes), other research materials (e.g., field diary, photographs) and information (e.g., archival materials, census data, lab results) resulting from the Project, and currently housed at the Anthropology Department, University of New Brunswick, Fredericton (UNB-F).

The undersigned agree to the following terms:

1) SN and FN agree to abide by any conditions or requirements imposed by the Government of New Brunswick (ASNB) relating to archaeological material and information;

OR

SN and FN agree to abide by all conditions and requirements imposed by the REB (UNB ethics board), and the Tri-Council ethical requirements in undertaking this research;

SN agrees to acknowledge the support of the UNB (where appropriate) and (any other funding agency), in all popular and professional, oral and written, presentations addressing the research material and information;

SN agrees to acknowledge the support of FN in undertaking this research in all popular and professional, oral and written, presentations addressing the research material and information;

SN and FN agree to acknowledge each others contributions to the research in all popular and professional, oral and written, presentations addressing the research material and information;

FN agrees that SN may publish the content any master's thesis as a monograph, or as a series of papers, under SN sole authorship;

SN agrees to joint authorship with FN and (any other involved researchers), of any professional written presentation addressing X kinds of information from the masters thesis;

SN agrees to joint authorship with FN of any professional written presentation making substantial use of information drawn from previous FN research, or from FN involvement in this research;

SN and FN agree to consult one another in writing concerning potential co-authorship of any conference papers and/or publications arising from this research;

SN agrees to provide FN with copies of all field notes, plans, photo catalogues, etc., resulting from the research, as soon as they are collected [ie. an ongoing archive of the research should be available to both parties at all times];

SN and FN agree that analyzed material from the research should be maintained in the following secure setting: ;

SN and FN agree that unanalyzed research material should be secured at UNB-F, subject to the approval of any funding agency or ethics board;

This agreement may be renegotiated, changed or amended at such time(s) as determined by conditions agreed to by both parties [set out conditions below].

Student signature:

Date:

Supervisor signature:

Date:

Witness signature:

Date:

Position:

Appendix IV: External Examination of MA Thesis form

External Assessment of Graduate Thesis

Date:

To:

From: Director of Graduate Studies Anthropology, UNB–F

Re: M.A. thesis of

Thank you for agreeing to act as External Examiner for this thesis.

Please comment on the originality, clarity and significance of the thesis below. It would be helpful if you could list suggested revisions and required revisions separately (add extra pages as necessary).

Please indicate your agreement with one of the following statements by putting a check mark next to it in the space provided.

The thesis is:

- 1) ready for defense without revision; or
- 2) ready for defense provided required revisions noted herein are made ; or
- 3) not ready for defense for reasons noted herein; or
- 4) I wish to withdraw from this process.

Please return this form with your comments and signature within two (2) weeks of receiving this notice.

Signature:

Date:
