



UNB DEPARTMENT OF ANTHROPOLOGY MASTER OF ARTS STUDENT HANDBOOK 2020/2021

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

1. PROGRAM OVERVIEW

The anthropology department at UNB offers a Master of Arts (MA) program in socio-cultural anthropology, biological anthropology, and archaeology. In socio-cultural 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, while in archaeology, the focus is on the precontact and historic archaeological records of the Maritime Provinces and adjacent areas of Canada and the United States. Students 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.

1.1 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 an anthropology MA degree 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. It is highly recommend that students maintain their local residency for the duration of their MA program.

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.

1.2 Funding

Funding opportunities exist both internally from UNB and from external sources (see Appendix VII). 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 MA 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.

1.3 Entrance Requirements

The normal admission requirement for the MA program is an anthropology 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.

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 seminar, 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 (<https://www.unb.ca/gradstudies/programs/anthropology.html>) . Please refer to the SGS website at: <https://www.unb.ca/gradstudies/index.html>. Students are also responsible for conforming to university regulations, including those around academic offences such as plagiarism (see <https://www.unb.ca/gradstudies/current/resources/regulations-and-guidelines/regulations/academic-offenses.html>)

2. THE PROGRAM

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

- write papers and present four graduate seminars based on these paper topics,
- write and defend a thesis proposal,
- undertake independent research,

- write and defend a thesis.

Seminars 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.

2.1 Learning Objectives

The learning objectives of the paper and seminar format are as follows:

- The student demonstrates their ability to select and explore topics in anthropology relevant to their interests and thesis research;
- the student demonstrates their ability to make theoretical connections among readings and to synthesize across these;
- the student is able to defend their choice of readings and relate them to the paper topic and the area of research
- the student acquires and demonstrates familiarity with theoretical, methodological and substantive issues relevant to the topics selected;
- the student learns to prepare and present conference-style presentations;
- and the student demonstrates their ability to answer questions on the topic selected, and to defend their views in a scholarly discussion.

Students should focus on these objectives when preparing a summary of readings and in discussing material with tutors.

2.2 Papers and seminars should:

- begin with a statement of argument;
- include a critical appraisal of the argument and the theory associated with it;
- include a defense or rejection of the argument based on an examination of its logical consistency and premises;
- conclude with general statements summarizing the presentation and a set of conclusions;
- and presentations should be well organized, practiced, polished, and referenced.

2.3 Measuring Student Performance

Grading of student performance in the graduate program is based on the following:

- quality of the written work;
- content, clarity and polish of presentations (see seminar evaluation form, Appendix II);
- and quality of the participation in the scholarly debate provided by seminars, department organized events and university events (such as the annual Graduate Student Research Forum organized by the UNB Graduate Student Association).

The grading system includes A+, A, A-, B+, B, B- and F. 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 graduate seminar, they must present a make-up seminar later in the term (see make up seminar dates in Important Dates, Appendix I). If a student fails two graduate seminars or fails a graduate seminar and the make-up seminar, they are required to withdraw from the graduate 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 local chapter of the Archaeological Institute of America. 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 IV), 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. Additionally, SGS requires students and supervisors to review the Roles and Responsibilities checklist at the outset of their MA degree program (see Appendix IV).

2.4 Consulting with Supervisor

Students and their supervisors are to collaborate to develop paper topics and readings. Students must meet regularly with their supervisor in the preparation of their seminar papers and presentations. Failure to do so will compromise student grades. Students are responsible for making regular appointments with their supervisor for such consultations. Supervisors must make mutually agreed upon times available during the week for such meetings.

2.5 Seminar Papers

Students are expected to prepare graduate seminar papers based on their own original work, reading and interpretation of important anthropological material. See learning objectives and expectations of students located above. The papers must be of strong scholarly merit, must exhibit a high degree of polish and be free of formatting and typographic errors. Graduate seminar papers are expected to draw significantly (but not exclusively) on the readings discussed between student and supervisor, be 15 to 20 manuscript pages of text, include list of references cited, and follow bibliographic and referencing style specified by one of the following journals: *American Antiquity*, *American Journal of Physical Anthropology*, or *American Anthropologist*.

Students must submit a draft of their seminar papers to their supervisor in advance of a general distribution of the paper to the GAU (see Important Dates, Appendix I). The title page (see example Appendix III) of the final draft must specify the relevant seminar number (ANTH 6001, etc.) and their supervisor. After incorporating any changes recommended by the supervisor and tutors, the student must circulate final written hard copies of the seminar paper to members of the GAU on the due date before 4:30 pm (see Important Dates, Appendix I). Students are responsible for the costs of making copies. Anthropology faculty members must either attend graduate seminars or submit written comments on graduate papers to the DoGS prior to graduate seminars.

2.6 Graduate Seminars

In graduate seminars, students should present the information in their papers, rather than reading directly from those papers. Students are encouraged to make use of such presentation aids as are common to their sub-discipline, including: digital media presentations or other audiovisual devices. Arrangements for using department equipment must be made in advance and equipment must be prepared in time for the start of the seminar; such arrangements are the responsibility of the student. The supervisor and tutors should provide guidance on presentations as well as on paper preparation.

Graduate seminar presentations are organized as follows: Each student must present a 20-minute seminar on their selected paper topic. Students will present sequentially. Immediately following each presentation, faculty members will ask questions relevant to the topic of the seminar for about 20 minutes.

After all students participating in the seminar have made their presentations, the faculty members will meet (as a committee of the whole) to grade the students. Each student will be provided with written feedback on their seminar and a grade (see seminar evaluation form, Appendix II).

3. YEAR ONE

Students are registered in 15 credit hours of graduate seminars in the first two terms (normally fall and winter terms of Year One). All five of these graduate seminars (ANTH 6001, 6002, 6003, 6004 and 6005) are worth three credit hours each. In exceptional cases, where a student requires particular expertise or background not available through the department, and with supervisory approval, the student may substitute up to one upper level or graduate course from outside the ANTH Graduate Academic Unit for one of ANTH 6001, 6002, or 6003.

The student must meet with their designated supervisor at the beginning of the term (see deadlines below and Important Dates, Appendix I) to identify (1) a potential thesis topic, (2) paper topics for ANTH 6001 and 6002, (3) appropriate readings to address these topics, (4) the focus of the methodological paper/practicum, and (5) any proposals for substituting upper level or graduate courses from outside the GAU for any of the ANTH GAU courses.

Additionally, students *must* attend the monthly seminar presentations of other students and of faculty members, as well as any thesis defense scheduled in the department as this is part of the MA graduate program.

3.1 ANTH 6001 and ANTH 6002 (Fall 2020)

These first two papers and seminar presentations should address two different core theoretical issues in the discipline of anthropology specific to the student's area of interest. These papers should frame their research area of interest within current debates, or outline a conceptual framework to develop and contextualize their research, as well as provide an in-depth understanding of the issues addressed.

3.2 Paper and Seminar Schedule for Fall 2020

Seminars will be held at 1:30 pm in room XC 31, unless otherwise indicated by the DoGS. Dates and times for seminars will only be changed under extenuating circumstances; on such occasions, students will be given advance notice of changes. Students and supervisors, please take note of deadlines for distribution of papers, as follows:

IMPORTANT DATES FALL 2020			
SEMINAR	DRAFT TO SUPERVISOR	PAPER DISTRIBUTED TO GAU	SEMINAR PRESENTATION
ANTH 6001	October 7	October 14	October 21
ANTH 6002	November 18	November 25	December 2
Make-up seminar		December 2	December 9

3.3 ANTH 6003, ANTH 6004, and ANTH 6005 (Winter 2021)

The requirements and instructions for the winter term are expected to conform to the standards established above for those in the fall. The objectives of the graduate seminars, their organization, and the manner that they are graded, are the same as for the fall term. Please see the list below for distribution dates.

Methodological Module (ANTH 6003):

For ANTH 6003 students must develop a poster or presentation based on technical or methodological skills required in the area of their thesis research. The poster may reflect technical or laboratory work conducted by the student under supervision (practicum), or may reflect a written treatment of a particular methodological or technical issue. A copy of the poster must be submitted to the GAU and students are responsible for poster printing costs (<https://www.unb.ca/printservices/>).

Thesis Reading Module (ANTH 6004):

In consultation with their supervisor, the student must construct a thesis reading module composed of readings relevant to their proposed thesis research. It must be circulated to the GAU by **January 27, 2021**. Students are encouraged to begin compiling their thesis reading module in collaboration with their supervisor as early in their program as possible. The thesis reading module should serve as a precursor to the "References Cited" in the thesis proposal, and must clearly outline the theoretical contribution to be made in the research. GAU members may suggest additional readings to be addressed in the thesis reading module. The student must then prepare and present a graduate seminar paper based on their thesis readings that addresses the specific theoretical framework for the planned thesis.

3.4 Paper and Seminar Schedule for Winter 2021

Seminars will be held at 1:30 pm in room XC 31, unless otherwise indicated by the DoGS. Dates and times for seminars will only be changed under extenuating circumstances; on

such occasions, students will be given advance notice of changes. Students and supervisors, please take note of deadlines for distribution of papers, as follows:

IMPORTANT DATES WINTER 2020			
SEMINAR	DRAFT TO SUPERVISOR	PAPER DISTRIBUTED TO GAU	SEMINAR PRESENTATION
ANTH 6003	January 13	January 20	January 27
ANTH 6004	February 24	March 3	March 10
Thesis References Cited	January 27		
Make-up seminar		March 10	March 24

3.5 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 their 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 a critical 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 as selected for the previous papers. It is expected that references cited in the thesis proposal are an expanded and solidified version of the thesis reading module (ANTH 6004) references cited. 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.

3.6 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 are encouraged to attend and participate in the seminar.

The GAU (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 before the end of the

winter term (April 20, 2021). If the student requires additional time, the thesis proposal seminar may take place in the summer term. If the thesis proposal is not completed in the winter term, the student must register in 6005 in the subsequent summer term.

3.7 Registration schedule for Year One and Year Two

TERM	REGISTER FOR:
Fall 2020	ANTH 6001, ANTH 6002, ANTH 6997
Winter 2021	ANTH 6003, ANTH 6004, ANTH 6005, ANTH 6997
Summer 2021	ANTH 6005 (if not complete), ANTH6997
Fall 2021	ANTH 6997
Winter 2022	ANTH 6997

4. YEAR TWO

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 supervisor 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.

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 V). 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.

4.1 MA Thesis (ANTH 6997) (Fall 2021 and Winter 2022)

Students must register in ANTH 6997 and maintain this registration over the remaining terms. The thesis supervisor must be part of the Anthropology GAU and must oversee the student's thesis research and writing. 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 GAU. A supervisory committee can be formed in cases where the research topic makes this advisable.

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.

4.2 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.

4.3 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" (available at:

<https://www.unb.ca/gradstudies/assets/documents/thesisformattingguide2019.pdf>).

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 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 style guide used for their seminar papers. 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.

4.4 Thesis Evaluation and Defense

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 section 4.2)

Examining Board and Review Process

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 GAU who has not been directly involved in the supervision of the thesis. The Internal Examiner typically has two weeks to provide revisions, there is no formal paperwork associated with this step.

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 VI). The External Examiner typically has two weeks to complete this step. Depending on the extent of the edits provided, the student may or may not see these edits before defense. Only major edits will be shared before defense. It is the supervisor's responsibility to ensure that the student has satisfactorily addressed the recommendations of the internal and external examiners (if any). No thesis will come to defense with major 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 two copies of the final draft of the thesis (one for the department, to be put in the anthropology general office one week prior to defense, and one copy for the internal examiner with their previous comments and edits complete).

The DoGS must send a notice advertising the oral examination, including a copy of the thesis abstract to the SGS by noon one week before the oral examination is scheduled. 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. It is expected that students will appear, in person, for their oral defense. Remote defense arrangements are rare and will only be permitted in extenuating circumstances with written documentation explaining why a remote defense is necessary and approval from the thesis supervisor, committee, DoGS, and SGS representative.

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 with respect to the research question, related theoretical or methodological approaches and thesis conclusions. Each committee member will be given 10 minutes to pose their questions, with two rounds of questions in total. At the oral examination members of other UNB GAUs, anthropology students, other students, and members of the public may be present and if time permits may pose questions of a general nature.

The Examining Board then excuses 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 and have been approved by the supervisor, the student submits the finished PDF copy of the thesis to SGS (gradthesis@unb.ca). 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, the supervisor must make arrangements with them as to how these requirements are to be met in their absence, and have these arrangements approved by the DoGS.

4.5 Important Dates and Schedule for Year Two

For the timely completion of MA theses and for an orderly, unhurried organization of oral examinations the SGS Calendar of Academic Dates should be consulted regularly (<https://www.unb.ca/gradstudies/current/resources/important-dates.html>). Students should meet with their supervisor after the successful completion of ANTH 6005 to determine their schedule for year two. In general, data collection and analysis should be completed during the summer at the end of the first year and thesis writing should begin in the early fall of the second year with a complete draft compiled and submitted to the supervisor early in the winter semester of year two.

5. 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 are able to 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.

6. 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. Amy Scott (506-458-7994; amy.scott@unb.ca), or the Graduate Secretary, Judy Babin (506-453-4975; judy.babin@unb.ca).

APPENDIX 1: IMPORTANT DATES 2020/2021

FALL 2020	
ANTH 6001 Paper draft to supervisor	October 7
ANTH 6001 Paper submission to GAU	October 14
ANTH 6001 Seminar Presentation	October 21
ANTH 6002 Paper draft to supervisor	November 18
ANTH 6002 Paper submission to GAU	November 25
ANTH 6002 Seminar Presentation	December 2
WINTER 2021	
ANTH 6003 Poster draft to supervisor	January 13
ANTH 6003 Poster submission to GAU	January 20
ANTH 6003 Seminar Presentation	January 27
Thesis References Cited	January 27
ANTH 6004 Paper draft to supervisor	February 24
ANTH 6004 Paper to GAU	March 3
ANTH 6004 Seminar Presentation	March 10
ANTH 6005 Thesis Proposal to GAU	Before end of April
ANTH 6005 Thesis Proposal Defense	Before end of April

APPENDIX II: SEMINAR EVALUATION FORM

Graduate Seminar Evaluation Form

DATE:

SEMINAR: ANTH 6001 6002 6003 6004 6005

STUDENT:

STUDENT NUMBER:

GRADE FOR SEMINAR:

COMMENTS TO STUDENT:

- Level of Preparation and Interaction with Tutors

- Quality of Written Material

- Clarity of Presentation

- Visual Aspects of Presentation

- Comments for Improvements

DoGS COMMENTS:

DoGS SIGNATURE:

GRADE SUBMITTED TO GRADUATE STUDIES:

Date:

By:

APPENDIX III: SAMPLE TITLE PAGE FOR SEMINAR PAPERS

ANTH 6001

Title of paper

Student name

Student number

First draft distribution date to supervisor:

Final due date to GAU:

Seminar presentation date:

Thesis supervisor:

APPENDIX IV: GRADUATE STUDENT ANNUAL PROGRESS REPORT AND ROLES AND RESPONSIBILITIES CHECKLIST

This form is due to the DoGS mid-February each year in the program so it may be submitted to SGS by the March 1st deadline. It is the responsibility of the student and supervisor to ensure this document is filled out and signed in its entirety before it is submitted to the DoGS. It is available as a PDF file from the School of Graduate Studies website

https://www.unb.ca/gradstudies/assets/documents/student_annual_progress_report.pdf

In addition to the Annual Progress Report, students and their supervisors are required to review and discuss the School of Graduate Studies Roles and Responsibilities checklist. This document, found on the SGS website

<https://www.unb.ca/gradstudies/assets/documents/student-supervisor-checklist.pdf>), outlines expectations of both student and supervisor during the duration of the MA degree. This document should be reviewed at the outset of the program, signed and dated by both parties.

APPENDIX V: SAMPLE RESEARCH AGREEMENT BETWEEN GRADUATE STUDENT AND SUPERVISOR

Agreement between: _____ and _____
(Student name) (Supervisor name)

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

- 1) 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;
- 2) 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;
- 3) 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;
- 4) 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;
- 5) 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;
- 6) 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;
- 7) 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;

- 8) 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;
- 9) 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];
- 10) SN and FN agree that analyzed material from the research should be maintained in the following secure setting: _____
- 11) 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]. A copy of this agreement will be kept in the official departmental file for the student.

(Student signature)

(Supervisor signature)

(Date)

(Date)

(Witness name and position)

(Witness signature)

(Date)

APPENDIX VI: 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 circle 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. Thank you.

Signature:

Date:

APPENDIX VII: GRADUATE FUNDING

There are a variety of funding opportunities for graduate students during their studies. Below are links to internal and external opportunities students may wish to pursue. Any application for funding should be discussed between student and supervisor and, when necessary, the DoGS.

UNB Graduate Scholarships:

<https://www.unb.ca/gradstudies/current/financial/scholarships/index.html>

Tri-council Funding:

http://www.nserc-crsng.gc.ca/Students-Etudiants/CGSHarmonization-HarmonizationBESC_eng.asp

APPENDIX VIII: UNB CONTACT INFORMATION AND STUDENT SERVICES

UNB Graduate Student Association: <https://www.unbgsa.ca/>

Union of Graduate Student Workers: <https://www.unb.ca/hr/employeeagreements/psac-ugsw.html>

UNB School of Graduate Studies: <https://www.unb.ca/gradstudies/>

Office of the Registrar: <https://www.unb.ca/academics/registrar/>

Financial services: <https://www.unb.ca/financialservices/students/index.html>

UNB Bookstore: <https://www.bkstr.com/newbrunswickstore/home>

Student Health Centre: <https://www.unb.ca/fredericton/student services/health-wellness/health-centre/index.html>

Counselling services: <https://www.unb.ca/fredericton/student services/health-wellness/counselling/>

Graduate Student Health and Dental plans: <https://www.unbgsa.ca/services/health-and-dental-plans/>

UNB Safe Ride program: <https://www.unbgsa.ca/services/safe-ride/>

UNB Universal Bus Pass: <https://www.unbgsa.ca/services/universal-bus-pass/>

UNB Meal Plans: <https://www.unb.ca/fredericton/sodexo/>

UNB Print Services: <https://www.unb.ca/printservices/>

Sports and Recreation services: <https://www.unb.ca//studentlife/fitness-recreation.html>