

GRADUATE HANDBOOK



Master of Arts in Cultural Resources Management



707/664-2312
Rohnert Park, California

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CULTURAL RESOURCES MANAGEMENT GRADUATE STUDENT HANDBOOK

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INTRODUCTION

Welcome to the SSU graduate program in Cultural Resources Management. This handbook provides new students with an overview of the program's coursework, an explanation of the M.A. thesis process, a description of the Anthropological Studies Center, and two checklists (one from the program and one from the University). Taken together, this information allows students to track their own progress through the program, defines the respective responsibilities of program faculty and students, and answers a number of the questions students ask most frequently about program particulars. The handbook is NOT designed or intended to replace individual student advising, which is mandatory, and takes place in the last month of each semester for the following semester. Please consult the most recent notices and bulletins issued from the Department office, or contact the Graduate Coordinator, if you have any further questions.

CRM REQUIRED COURSEWORK: A BRIEF LOOK AT WHAT TO TAKE AND WHEN TO TAKE IT

The coursework required for a CRM MA at Sonoma State totals 30 academic units, and is designed to be completed in five semesters. **This design presumes that students are enrolled full time, and not working more than part-time. Experience with the program so far indicates that working students cannot successfully carry full graduate loads. Consequently it takes three years or more for working students to complete the program of study, exclusive of thesis research and write-up time.** Ideally, coursework proceeds in conjunction with students' developing interests and expertise, so that by the time they are ready to write a Thesis Prospectus (see "The M.A. Thesis" chapter), the courses they have taken have already helped focus their upcoming research project. What follows is a brief description of each of the required courses, and a general overview of how the whole program is intended to proceed.

Anth 500: Proseminar (4)

Proseminar is designed to provide first-year graduate students with intensive training in writing and analytical skills. Each student develops a research project over the course of the semester, and the coursework culminates in a day-long session of oral presentations by the students, to which the university community is

invited. Although it is listed as an Anthropology course, graduate students from all over the university enroll in Proseminar, so the research topics can be very wide-ranging. Proseminar is a good opportunity to begin to focus on a research area for your MA thesis. It is also a chance to assess your strengths and weaknesses in the areas of writing, analysis, problem formulation, library research, etc. In essence, students should feel they have a clear grasp of what constitutes graduate level academic performance by the time they have completed this course. Students must enroll in this course during their first fall semester in the program. Successful completion of course provides documentation of Writing Proficiency required for graduate students.

History 472: California History I (4)

“Study of California history from the period of European contact through the early years of the 20th century. Special attention is given to the origins, means, and consequences of Spanish expansion into Alta California, to the emergence of Mexican California and its accelerated Americanization after the Treaty of Guadalupe-Hidalgo. The closing weeks of the course will include attention to themes that, though rooted in the earlier period, continue to shape present-day California. Among those themes are water policies, immigrations, and the consequences of California’s great size and its location on the Pacific.” This course is required in the CRM program as a complement to Anth 592 (see below) for most students. Students must take it in their first fall semester in the program, in conjunction with Anth 500.

Anth 502: Archaeology: History and Theory (3)

This seminar provides students with a broad review of the intellectual trends in archaeology and anthropology since the 1960s, which have formed the theoretical frameworks for CRM research in the United States. It is also designed to give students practice in creating research designs, identifying significant research questions, and critiquing archaeological arguments.

Anth 503: Seminar: Cultural Resources Management (3)

Anth 503 is a seminar focused on the legislative basis for cultural resource management policies and practices. It provides a review of existing legislation, an overview of the history of this legislation, and discusses the relationship between federal, state, and locally mandated policies. This is the seminar where students get the most substantive grounding in the major policies that regulate CRM practice today, including the Section 106 process and the National Register of Historic Places.

Anth 592: Practicum in the National Register of Historic Places (2)

“This hands-on course will introduce students to the process by which historic buildings are recorded and evaluated for eligibility to the NRHP. Classes will cover basic wood-frame construction techniques, basic architectural description, and how to undertake focused historical research in official records. Students will learn to identify and describe a historic building, document it using photographs, plans, and detailed drawings, and reconstruct its history.” Because National Register treatments of standing structures are substantively different than those for

archaeological sites, this specialized course provides the necessary training to handle these resources.

Anth 596/597: Internships (3 units minimum)

Internships are decided upon by discussion between the student and his or her advisor. Students will normally take both on-campus and off-campus internships. On-campus internships are available at the Cultural Resources Facility, Interpretive and Outreach Services Office, the Northwest Information Center, Archaeological Collections Facility, and Ethnography Lab. Three standard internships are generally available (see the SSU Catalog for full descriptions and the semester schedule for actual offerings):

596 A) Internship in Archaeology (Fall semesters)

596 B) Internship in Cultural Resources Management (Spring semesters)

596 C) Internship in Information Management (Fall and Spring Semesters)

597 Internship in Archaeological Collections Management (Fall and Spring Semesters)

Off-campus agencies include the Office of Historic Preservation, National Park Service, the Sonoma County Museum, and many others. Additional off-campus internships can be developed in close consultation with a faculty advisor.

Regardless of status, internships are designed to provide students with real-world, hands-on experience relevant to their development of professional competence in CRM. It is generally recommended that students enroll for an on-campus internship early in their graduate course of study (in the first semester if possible) to help expose the student to the resources available in the program, particularly a familiarity with the range of possible thesis topics currently available.

Supporting Courses (6 units minimum)

In addition to the fixed course requirements described above, each student selects additional supporting courses, either in the Anthropology department or outside of it, designed to provide the student with the background or specialized training in additional areas relevant to their research focus. All supporting courses must be upper-division (300-level or higher). Supporting courses can also be a good opportunity to identify non- Anthropology faculty who might be willing to serve as the third, outside member on a student's thesis committee. In addition to courses offered at Sonoma State, CRM graduate students have also taken advantage of the SSU policy on concurrent enrollment to use courses offered at UC Berkeley and San Francisco State as supporting courses; note that students must be full-time at SSU to enroll concurrently elsewhere.

However, supporting courses should not be used to "shop around" in search of a research focus or thesis project. This tends to lead to greatly extended programs of coursework, and does not provide the student with an integrated, coherent program in the end. So that students can make best use of their supporting coursework and internships, while also potentially satisfying criteria for future employment, they

may choose a Program Emphasis. Students are not required to commit to one of these areas of expertise, nor might they be able to satisfy all suggested courses and internships based on irregularity of offerings. However, they can help to focus students' programs of study, and enhance the set of skills and competencies acquired as part of the MA degree. Program emphases are as follows: Archaeological Collections Research, Bioarchaeology, California Archaeology, Education and Curriculum Development, Environmental Planning and Management, Geoarchaeology, and Heritage Studies, Community Outreach, and Public Interpretation,.

Thesis committee chairs, or other Anthropology faculty, can be helpful in identifying other faculty or coursework that might support a student's individual research interests or program needs, **once those interests and needs have been identified**. It is the student's responsibility to make sure that they have clearly identified such interests relatively early in their program, and no later than the end of the third semester of coursework.

Anth 595: Thesis Prospectus (1)

This one unit special studies course prepares the student to write a thesis by defining a topic and an approach. This intensive tutorial is normally taken with the faculty member who will serve as thesis committee chair. Students may enroll when they have advanced to Classified status and are completing required coursework. Successful completion permits filing of the GS01 ("Advancement to Candidacy") form with the Graduate Studies office. See "The MA. Thesis" chapter for more information.

Anth 599A/B: Thesis (4 total)

Students enroll in Anth 599A and 599B in the semesters following filing of the GS01 form. These courses are usually taken sequentially, but a student may take them concurrently based on close consultation with his/her thesis Chair. While enrolled, the student will execute the research program planned in the Thesis Prospectus, culminating in a completed thesis.

Program Structure

The CRM Program is structured as a cohort program. Students enter as a cohort of (typically) 8 to 10 individuals, and matriculate through the core courses of the program together. With the exception of Anth 500 and Hist 472, the required core courses are only offered every other year. Sample program plans based on even- or odd-year admission are provided below. Based on the 2005-2010 cohorts, **actual time to completion is usually five to eight semesters, with thesis and writing proving the most variable**.

	Even-year admission	Odd-year admission
First Fall Semester	Anth 500 Hist 472	Anth 500 Hist 472
First Spring Semester	Supporting courses Internships	Anth 502 Supporting courses Internships
	<i>Student evaluation by Graduate Committee faculty at end of semester. Status shifts from conditionally classified to unconditionally classified graduate standing.</i>	
Second Fall Semester	Anth 503 Supporting courses Internships	Anth 592 Supporting courses Internships
Second Spring Semester	Anth 502 Anth 595 (Thesis Prospectus) <i>Completion and filing of GS01 to advance to candidacy.</i>	Supporting courses Anth 595 (Thesis Prospectus) <i>Completion and filing of GS01 to advance to candidacy.</i>
Third Fall Semester	Anth 592 Anth 599A	Anth 503 Anth 599A
Third Spring Semester	Anth 599B <i>Defense and filing of thesis; graduation.</i>	Anth 599B <i>Defense and filing of thesis; graduation.</i>

Scheduling Required Courses

To complete the required coursework in the recommended four to five semesters, it is important to keep track of when individual courses are offered. **Anth 500** and **History 472** are offered every fall semester. **Anth 502** is offered in the Spring semester of even-numbered years (e.g., Spring 2016, 2018). **Anth 592** is offered in the Fall semester of even-numbered years (e.g., Fall 2014, 2016). **Anth 503** is offered in the Fall semester of odd-numbered years (e.g., Fall 2015, 2017). On-campus internships are available every semester. Off-campus internships may be available on a more limited basis and need to be scheduled in advance in consultation with a faculty advisor.

First Year Evaluation

Students are admitted to the CRM program with Conditionally Classified graduate status. They must fulfill certain requirements before being fully accepted into the program and able to enroll in Thesis Prospectus units. These requirements include successful completion of Anth 500, maintenance of a minimum 3.6 GPA, and timely resolution of any Incomplete grades.

At the completion of the first and second semesters of coursework, and in conjunction with advising for their upcoming third semester, each student will be evaluated by the Graduate Committee in terms of their program performance to date, and their potential for completing the program in a timely fashion. This evaluation is not intended to be punitive or exclusionary; rather it reflects a genuine concern on the part of the CRM faculty that students be given an honest assessment of how they are faring in the program **before** they have invested the considerable time, effort and personal expense it takes to complete this program in its current form. Any areas that need additional effort can be identified at this time, and steps taken to make sure the student can address these needs before completion of his or her coursework. This evaluation is also an opportunity for the student to express any concerns, difficulties, or unmet needs that s/he might have, and request a timely response from the faculty. If the requirements described above have been met, the student will be advanced from Conditionally Classified to Classified graduate status at the end of the first year.

Timeline for Completion of Program

CSU system regulations stipulate that graduate students who do not complete their program in a period of seven years must 'revalidate' coursework as it becomes obsolete. In the CRM program, there is a limit of 10 units, or one third of the 30 unit program, that can be revalidated. If a student has more than 10 units requiring revalidation, they must reapply for admission to the program.

Students who require additional time to complete the thesis *beyond* Anth 599A/B may enroll in Anth 578 ("Project Continuation") units, which is usually done via Extended Education. However, SSU requires that all students who advance to candidacy for the Master's degree complete and file their thesis within four semesters of first enrolling in thesis units. Therefore, you may only enroll in Anth 578 for two consecutive semesters before needing to petition the Graduate Coordinator for an extension; these may only be granted on a case-by-case basis and due to extenuating circumstances. Students who take longer than four semesters to complete the thesis may be required to reapply for admission to the program and re-enroll in thesis units.

THE M.A. THESIS: WHAT YOUR MOTHER NEVER TOLD YOU

The thesis process can be confusing and stressful when students and the members of their thesis Committee have different expectations. Sometimes, important issues concerning the thesis are not discussed explicitly, leaving the student confused and their advisor in the dark about their unhappiness.

This document is intended to make explicit some of the elements of the thesis process that are often taken for granted. Students should bear in mind, however, that the discussion that follows is for general guidance. Specific Committee members may have other ideas about the process and should be asked.

What is an M.A. thesis?

The thesis is required so that the student can demonstrate to a group of experts (the Committee) that she or he is capable of successfully completing a piece of research at a professional level. Before beginning their own work, students should examine several successful theses from our program, which are available in the SSU library.

To create a thesis, a student must:

- come up with a theme that is worthy of study;
- formulate an appropriate research design to guide the investigation;
- collect, analyze, and interpret the appropriate data; and
- come to some defensible conclusion based on the data.

What is a Thesis Prospectus?

An M.A. thesis is a major piece of research. Before beginning, it is essential for the student to map out the project. This exercise, which is accomplished through writing a Thesis Prospectus, helps students formulate their ideas, define their approach, and determine if there are sufficient data available for the study. The thesis Chair determines the structure and content of the Prospectus itself. Sample prospectuses may be obtained from the Graduate Coordinator. Normally, a student enrolls for a 1 unit Special Studies course (Anthropology 595) with his or her Committee Chair who works with them to construct the Prospectus. The Thesis Prospectus is a mandatory prerequisite for enrolling in Thesis units (Anth 599A/B).

How long should the thesis be? How long will it take to finish? Successful theses have ranged from less than 100 to several hundred pages. Although quality, not quantity, is the key, a thesis that is less than 25,000-30,000 words, or about 100 pages of double-spaced text, is unlikely to be accepted. Read successful CRM theses to help understand what is expected of you. In the final analysis, a successful thesis is one that satisfies the Committee. For this reason it is essential that students be aware of their Committee's expectations.

According to University regulations, the thesis must be finished four semesters after the GSO1 ("Advancement to Candidacy") form is filed. The actual completion period varies widely depending on a student's time commitment, ability, and the scale of the project, as well as on the Committee.

How do I choose a thesis topic?

Begin to think about a topic that interests you as soon as you start taking graduate classes. Many people find that the Proseminar (Anth 500) is a good forum in which to begin to define their research interests. *By the beginning of the third semester* you should have a general idea of your topic so that you can plan appropriate supporting courses and begin to scout around for a Committee.

It is always the case that the student takes their lead from the Committee Chair. Some Chairs like to be in control; others like to see the student take the initiative. Sometimes a faculty member actually specifies the thesis topic and theoretical approach as a condition of serving as Committee Chair. When this is not the case, the student bears the responsibility for coming up with a thesis topic. A student who, after several years of university education, cannot think of a topic that interests them is unlikely to have the ability to complete a thesis. It is unwise to approach a prospective Chair without a well thought-out idea to develop into a Thesis Prospectus.

Before commencing your data collection, consult with your Committee Chair to determine whether your research needs to be approved by the Institutional Research Board for the Rights of Human Subjects. More information and forms can be obtained from the Office of Research and Sponsored Programs.

How do I choose a Committee? Who is qualified to serve on the Committee?

A thesis Committee must consist of at least three individuals. The Committee Chair must be a member of the CRM Graduate Committee. The second committee member must be either a full-time or a part-time member of the SSU faculty. The third committee member may derive from outside of the SSU faculty, as long as s/he possesses a Master's degree (equivalent or higher). If the outside member is not a faculty member at SSU or another university, the Chair will request evidence of the prospective member's academic or professional qualifications in the form of a curriculum vitae. All regular faculty in the Anthropology Department are eligible to serve as second or third members of thesis committees. Normally, the Chair of the Committee is a specialist in the specific area of proposed study; while the second and third members may have complementary disciplinary ties. Students themselves have both the right and responsibility to choose the members of their Committee.

When you have an idea of the direction of your thesis research, consult with the Graduate Coordinator or another faculty member regarding choice of a Committee Chair. It is important to choose a Chair who knows your area of study and with whom you feel comfortable working. Although most professors consider that serving on thesis committees is part of their job, no instructor is obligated to serve merely because he or she has been asked. Don't feel slighted by a refusal; simply thank the person and ask for

a referral. A professor may decline to serve for any number of reasons: he or she may feel unqualified to serve, be serving on several committees already, or simply be too busy with their other duties.

What do the various Committee members actually do?

Any member of your Committee is free to participate in the thesis process to the degree that they believe is appropriate. It has even been known for Committee members [at other institutions!] to sign a thesis having given it only a cursory perusal and with no substantive comments. Conversely, all members may review the document intensively and require several rewrites. By signing a thesis, each Committee member is testifying to its quality by the authority of their own professional reputation. Most academics take this responsibility very seriously. The completed thesis is filed in the SSU Library and is available for public inspection. Its quality reflects on the student who produced it, their committee, and the University as an institution.

Something of a hierarchy exists among Committee members with regard to their respective responsibilities. Traditionally, the Chair has the most responsibility with regard to ensuring the quality of the thesis. The student will work closely with the Chair during all phases of the thesis process. The Chair's suggestions should be solicited and followed throughout the thesis process. Second and third members will also offer substantive comments on the project as a whole, but may focus on their areas of expertise. Committee members may comment on everything from punctuation and grammar to your theoretical approach and interpretation. When it comes time to sign the completed thesis, the Chair will generally sign first, indicating to the other members that he or she is satisfied with the product.

What are the student's responsibilities?

By agreeing to serve on a thesis Committee, a faculty member implicitly agrees to assist the student with their work, to review the product, and to sign the completed thesis when they are satisfied with it. However, Committee members are not responsible for technical editing. If a thesis contains an unacceptable number of grammatical, typographical, or stylistic errors, it is up to the student to correct the problems, which may include hiring a professional editor to do the job. Poorly written drafts do not promote confidence on the part of the Committee, and will probably annoy them.

How is the Thesis reviewed by my Committee?

When the thesis data are collected and the student is ready to begin writing, it is a good idea to construct a realistic schedule that lays out approximate dates on which specific chapters and the entire first draft of the thesis will be completed. At the same time, the student should consult with each member of the Committee to arrange how each would like to review the product. It is common for a Committee Chair to require *at least* three reviews: The first is a chapter-by-chapter review; here the Chair examines each chapter individually for internal sense. The second review is of a completed draft thesis that incorporates comments from the previous review; this gives the Chair the opportunity to see the entire work as a unit, to see how it hangs together. A third review may

require only a final check to make sure that the comments on the second draft have been addressed.

It is emphasized that before the writing begins, the student must ask each committee member how he or she would like to handle the review process. Some second and third members want to read early drafts as they are produced, while others are content to wait for a later version.

The review process can be lengthy. It is important for the student to discuss with the Committee members, and particularly with the Chair, how long each draft may take to review. During term, when faculty time is at a premium, your Committee members may have other commitments (including other thesis students) that may prevent them from providing the fast turn-around that you are hoping for.

On that happy day when the signed thesis is accepted by Graduate Studies' Thesis Review Office, the student should not forget to ask each Committee member if they would like a bound copy as a gesture of thanks for their efforts. It is also customary to thank all Committee members in the Acknowledgements section of the thesis.

What about the Thesis Defense?

A public Thesis Defense is a University requirement. It is normally conducted during the term that completion of the thesis is anticipated (or occasionally, during the preceding term). Since the object of the Defense is to present the thesis research to the Committee, the faculty at large, students, and interested members of the public, it is essential that the thesis be substantially complete before the Defense is scheduled. The Chair decides when a thesis is ready for defense.

To arrange for a Defense, the student consults with his or her Committee Chair early in the term for their agreement that this is an appropriate time for their Defense. It is common practice at SSU for thesis defenses to be held twice per year, one in each semester. Several students may defend their theses on each date. The Graduate Coordinator, who also arranges for public announcements to be posted, sets the date of the Thesis Defense.

It is Department practice to schedule 60 minutes for each Thesis Defense. The first and last 10 minutes are spent setting up and taking down technical equipment. The middle 20-30 minutes are allotted for the student to present his or her material; many students use PowerPoint and data handouts as aids in their presentations. Questions from members of the thesis committee follow. The remainder of the time is open for questions from other attendees. Defense is the time for the student to present the results of their efforts; most find the experience stimulating and enjoyable.

Program Benchmarks for Thesis Review and Defense

When a student and his/her Chair have agreed that the time has come for the thesis to be defended and submitted, these benchmarks should be followed to permit timely graduation. Deadlines for filing Graduation Applications and submitting the final draft

of the M.A. thesis are set by the University and can be located on the Graduate Studies office website. Note that this timeline is designed for students who plan to graduate in May or December; for August graduation, consult with the Graduate Coordinator:

File Master's Degree Graduation Application with the Office of Admissions and Records.

- Deadline: Third or fourth Friday of the semester

Submit completed first draft of thesis to your Committee Chair. This draft should contain all chapters, have a finalized title, and be formatted per Graduate Studies Office instructions.

Also, email Graduate Coordinator your thesis title, as well as Committee members' names and contact information so that Thesis Defense can be scheduled.

- Deadline: Second Friday in September (Fall graduation planned) or February (Spring graduation planned)
- Chair will return draft with comments to student by first Monday in October (Fall) or March (Spring)

Submit revised second draft of thesis to all Committee members.

- Deadline: Third Friday in October (Fall) or March (Spring)

Thesis Defenses are held at least two weeks before the Graduate Studies office's deadline for thesis submission

- In Fall, usually the week before Thanksgiving break in November
- In Spring, usually the third week of April

File final draft of thesis and GSO2 ("Completion of Requirements") form, with all required signatures, with Graduate Studies office.

- Deadline: Last day of classes for the semester

FAQs ABOUT THE ANTHROPOLOGICAL STUDIES CENTER

WHAT IS ASC'S MISSION?

Our core mission is to provide SSU students with experience in the field of cultural resources management. ASC does this by undertaking contract and grant funded research in historic preservation, archaeology, and other related areas, and by operating an Archaeological Collections Facility.

WHERE DOES ASC GET ITS FINANCIAL SUPPORT?

ASC is entirely self-supporting. We receive no funding from the State of California or Sonoma State University. The Director's wages are reimbursed by ASC to the School of Social Sciences at SSU. Administrative staff salaries are supported by project funds as well as by an overhead sharing arrangement with the University.

WHAT IS ASC'S RELATIONSHIP TO SSU AND THE ANTHROPOLOGY DEPARTMENT?

ASC is an arm of the School of Social Science. The ASC Director is a faculty member in the Anthropology Department.

WHAT IS ASC'S ROLE IN THE CRM PROGRAM?

Students in the CRM program may participate in ASC's projects. However, there is no requirement for them to do so. ASC can often provide opportunities for students to learn on the job, although students' interests or abilities may not coincide with the opportunities available at ASC at a particular time. Several other factors may affect the level of a student's participation in ASC: the student's interest in participating; the availability of research opportunities appropriate to the student's level of skill; the student's ability to take on projects when they appear; and the student's ability to perform the task at hand in a professional manner.

DOES ASC PROVIDE TRAINING IN CRM?

Not exactly. If ASC were a professional training organization or a field school, SSU would charge students a fee to participate in the same way that they pay to attend classes. ASC exists to provide opportunities for students to work with professional staff and with more advanced students, some of whom are legitimate professionals in their own right. ASC's founder, David Fredrickson, coined the term "peer learning" to describe this approach. Of course, it is our experience that students learn a great deal about the practice of CRM during this process.

SHOULD STUDENTS IN THE CRM PROGRAM EXPECT EMPLOYMENT OR VOLUNTEER OPPORTUNITIES WITH ASC?

As opportunities are available, students may participate. However, we cannot predict whether projects will turn up at the same time that qualified students are available to work on them, or whether these will be paid or volunteer positions.

IS ASC A BUSINESS OR AN EDUCATIONAL PROGRAM?

If we define a business as an organization whose goal is to make a profit for its investors, then ASC is not a business. However, we do operate under the same basic constraints as businesses: we must create quality products under the supervision of qualified professionals, on time and on budget. Most of our clients are in the business world. Their concerns are price, quality, and responsiveness. ASC's educational goals are immaterial to them. In contrast to ASC, many university-based CRM units use exclusively professional staff, allowing little or no student participation. These programs exist principally to provide research opportunities of faculty and to make money for their institutions.

WHY DOES ASC HAVE SALARIED EMPLOYEES?

ASC's ultimate goal is to benefit students by taking on research projects. To do this, we must maintain the organizational structure to administer and carry out projects as they appear. As a result, our organization maintains a salaried staff, some of whom are CRM graduate students, who have proven skills and whose availability is more predictable than that of students who work as hourly employees. Similarly, some tasks require professional qualifications not generally possessed by students. As salaried employees must maintain a minimum number of hours worked per week, they may be given preference for research opportunities over hourly staff.

CRM PROGRAM CHECKLIST

Student Name _____

REQUIRED COURSES

<u>Course Name</u>	<u>Date</u>	<u>Units</u>
Anthropology 500 (Proseminar)	_____	4
History 472 (California History I)	_____	4
Anthropology 502 (Theory)	_____	3
Anthropology 503 (Seminar in CRM)	_____	3
Anthropology 592 (NRHP Practicum)	_____	2
Anthropology 596/597 (Internship)	_____	3
Anthropology 595 (Thesis Prospectus)	_____	1
Anthropology 599A (Thesis)	_____	2
Anthropology 599B (Thesis)	_____	2

SUPPORTING COURSES (6 UNITS)

<u>Department</u>	<u>Course No and Title</u>	<u>Date</u>	<u>Units</u>
_____	_____	_____	_____
_____	_____	_____	_____

Total units required for the program: 30

Program Basics for CRM Graduate Students:

What	Where	When
Info on the program	Department in which program is housed.	Prior to application.
Learn admission requirements	1) From Admissions & Records for University, 2) From SSU Catalog and Department for Program.	Prior to application.
Obtain and file separate applications to university and graduate program	1) To Admissions and Records for University, 2) To Department for CRM Program.	By January 31 of year in which enrollment is planned.
Notification of acceptance	1) From Admission and Records. 2) Department will send letter.	1) Spring. 2) Department will notify applicants in February.
Obtain graduate advisor	Cohort advising scheduled during the week prior to registration for the following semester. See/e-mail/call Grad Coordinator for initial advising.	At the beginning of your program.
Change in Graduate Status	CRM Grad Committee will review first year students' work for advancement to Classified status.	After posting of Spring semester grades.
Meet Writing Proficiency Requirement	Demonstrated through completion of Anth 500 (Proseminar).	Prior to filing Advancement to Candidacy Form.
Develop Program of Study	In consultation with Committee Chair or Graduate Coordinator	Review options and progress during each Cohort Advising session, each semester
Write Thesis Prospectus (ANTH 595 (1 unit))	Supervised by Committee Chair	Before registering for thesis units, prior to filing Advancement to Candidacy Form.
Confirm Thesis Committee	Faculty must commit to supervision and support of thesis project.	Prior to filing Advancement to Candidacy Form.

File Advancement to Candidacy (GSO1) Form	Form available in the Department Office, in the Grad Studies Office or online at http://www.sonoma.edu/aa/gs/forms.html Fill out in consultation with Committee Chair. Requires signatures from Thesis Committee members and Grad Coordinator. File in Grad Studies Office.	Must be filed no later than the beginning of the same semester in which you register for first thesis units (Anth 599A)
Continuous semester by semester enrollment policy	Graduate students must maintain continuous enrollment in the program until graduation. If the thesis has not been filed by the time you have completed Anth 599A/B, you must enrolling in Anth 578 ("Project Continuation") units.	Graduate students can ONLY enroll in Anth 578 AFTER they have completed all required coursework for their program (i.e., both Anth 599A and 599B).
Break in enrollment after registering for thesis units	Reapply for admission with letter from Grad Coordinator. Reassessment of registration fees for semesters missed.	Prior to filing for graduation.
Leave of Absence (one semester)	Fill out a "leave of absence" form in the Admissions and Records Office.	Graduate students may take a one-semester leave of absence during their course of study without affecting their standing in the university.
Leave of Absence (longer than one semester)	Get letter of support from Grad Coordinator and reapply for admission through Admissions & Records.	Apply semester prior to return.
Complete Thesis	Under supervision of your thesis Committee Chair. Use	You have 4 semesters to complete a thesis after

	SSU Thesis Guidelines to produce final draft of thesis; these available at http://www.sonoma.edu/aa/gs/thesis-review.html	filing the Advancement to Candidacy form. You have 7 years (14 semesters) to complete the entire graduate program.
Revalidation of courses after 7 yr limitation exceeded.	Consult Grad Coordinator and develop study plan and validation review with faculty with expertise in courses being revalidated. Note that no more than 10 units can be revalidated in the CRM program. Validation Form can be obtained from Grad Studies Office.	At least a semester prior to filing for graduation.
Schedule Defense of Thesis	Scheduled by Grad Coordinator and open to the University.	Defense is required prior to submitting thesis to the Grad Studies Office for review. Committee Chair signs thesis and Completion of Requirements Form.
Apply to Graduate	File Master's Degree Graduation Application with Admissions & Records.	September for December, February for May, June for August graduations. Deadline dates appear on the Graduate Studies Office website: http://www.sonoma.edu/aa/gs/forms.html
Submit Thesis approved by Thesis Committee for review of format and content.	File with Graduate Studies Office (Stevenson 1041)	First week in December for Fall; First week in May for June; Middle of July for August. Deadlines appear at http://www.sonoma.edu/aa/gs/forms.html
File Completion of Requirement (GSO2) Form	Form available in the Department Office, in the Grad Studies Office or online at http://www.sonoma.edu/aa/gs/forms.html	Deadlines for submission of forms appear at http://www.sonoma.edu/aa/gs/forms.html

	Fill out in consultation with Committee Chair and Grad Coordinator, and obtain their signatures. File in Graduate Studies Office.	
Thesis Review	Done by Graduate Studies Office.	See “Thesis Review and Clearance Process” on Graduate Studies website http://www.sonoma.edu/aa/docs/gs/review_process.pdf