



College of Arts and Sciences

DEPARTMENT of ANTHROPOLOGY

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UNDERGRADUATE STUDENT HANDBOOK

for Majors and Minors in Anthropology

PROGRAMS OF UNDERGRADUATE STUDY

2016 – 2017

FACULTY

Chair:		Peter Biehl
Department Administrator:		Tamara M. Dixon
Director of Undergraduate Studies:		Frederick Klaits
Undergraduate Program Coordinator:		Beth Wallace
SUNY Distinguished Teaching Professor:		Joyce Sirianni
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Professors Emeriti:	David Banks Charles Frake Stuart D. Scott Barbara Tedlock	Robert K. Dentan Ann McElroy A.T. Steegmann, Jr.

This handbook contains the definitive statements of departmental policy. Material herein supersedes any other information, including statements in University catalogs. The handbook is updated every year.

ABOUT THE UNDERGRADUATE PROGRAM

The undergraduate program in Anthropology offers a B.A. degree. It includes the subfields of Archaeology, Cultural Anthropology, Physical Anthropology and a Pre-medical/Pre-dental Concentration. Students declare specialization in one of these sub-disciplines when they register for the major (see below). For the Joint Major and the Minor in Anthropology, see p. 10.

Anthropology - is the study of biological and cultural characteristics of the human species, past and present. SUNY/Buffalo's undergraduate program includes archaeology, cultural anthropology and physical anthropology. Each draws from and complements the others.

Archaeology - is a diverse discipline that employs a multitude of historical and scientific methods to study past societies through material remains or 'material culture' with the goal of explaining development and change. It studies the historical development of human cultures by analyzing cultural remains.

Cultural Anthropology - studies the shared and transmitted beliefs, behaviors and products of human societies. Its approach is descriptive, historical, and comparative. It enables students to develop increased awareness and understanding of the remarkable similarities among all peoples, as well as the diversity and complexity of human communities across the globe, and the importance of their interrelationships in the post-9/11 world.

Physical Anthropology - studies the origins, adaptations, and evolution of our own species and of our primate relatives.

Students in Cultural or Physical Anthropology may choose the **Pre-medical/Pre-dental Concentration** in preparation for application to professional schools of Medicine or Dentistry, or graduate study in Medical Anthropology. The Pre-medical/Pre-dental Concentration involves a series of recommended courses, listed on page 7. Students in this concentration can use their pre-med/pre-dent courses to satisfy most regular departmental requirements as stipulated on page 7.

Detailed descriptive materials concerning all departmental programs are available in the Department's Undergraduate Office and online at:

<http://www.buffalo.edu/cas/anthropology/undergraduate-programs.html>

For **Finish in 4** in Anthropology, see Appendix 1.

ADMISSION TO THE MAJOR

Acceptance into the major has two requirements: 1) the student applicant must have earned an overall GPA of 2.0 (or better); 2) **the student must complete a *Registration for Major Status* and submit it, in person**, to the Anthropology Undergraduate Office. **We urge students to do this as soon as they have decided on anthropology as a major**, so that they can be assigned a Faculty Advisor, receive all announcements sent out by e-mail, and become fully involved in Department activities. Note: the student may be registered in University records as “Intended major,” until he/she has completed the above procedures.

TRANSFER

Transfer students must be accepted by the University prior to applying for major or minor status in the Department of Anthropology. The criteria for acceptance into the department are the same for transfer students as they are for SUNY/Buffalo students. Evaluation of courses taken at another school for department major credit is done by the department. Certain introductory courses, especially those taken at SUNY schools, have already been approved as satisfying our APY 106, APY 107, or APY 108 requirements, and will be automatically articulated and accepted into the department. Students must submit a petition for every other course they wish to transfer into the department to be used for major credit. The petition must be accompanied by the syllabus of the course actually taken (not a catalog description), and any other information that might help in evaluation of the petition. No more than 15 transfer credit-hours may be applied toward the department’s major requirements. It is Department policy that at least 6 of the courses used for major credit must originate in the Department of Anthropology, SUNY at Buffalo.

ADVISEMENT

The Director of Undergraduate Studies (DUS) and/or the Undergraduate Committee will assign each newly registered departmental major to a faculty Advisor, according to the concentration specified by the student. The student should devise a plan of study in consultation with the faculty advisor and should continue to discuss the progress of his/her program through further conferences with the faculty advisor, at least once every semester. Faculty advisors may suggest additional course work in another department. If the student’s interest changes, he/she may request a different faculty advisor. Such requests should be made in writing to the Undergraduate Office in 380 Fillmore. The student should discuss his/her post-graduation plans with the advisor, and should expect the advisor to assist in applications for employment or graduate educational programs.

Note: your Departmental Advisor is there to support your Anthropology program, and to help you in your post-graduate transition. For UB GenEd or other university academic requirements you should consult with CAS advisors in 275 Park Hall, 645-6883. (Make an appointment!) The CAS Advisor for Anthropology is Wendy Orosz, wendyoro@buffalo.edu.

Double Majors; Triple Majors; Double Degrees – Frequently, students will apply for major status in an additional department. Students should inform the Undergraduate Office and their faculty advisors of this, to ensure that it is recorded in their files.

HONORS PROGRAM

Honors in Anthropology is achieved by maintaining a GPA of at least 3.5 in the Anthropology major and by satisfactorily completing a Thesis based on a two-semester research project under the supervision of a Thesis advisor and two more faculty members. Honors students register for 3 hours of Independent Study (APY 499) each semester of their senior year. For students graduating in June, the completed project must be finished and ready for review by the Honors Thesis Committee no later than March 15. For students graduating in February, the completed project must be finished and ready for review by the Honors Thesis Committee no later than October 15.

Please make sure you submit the completed Senior Honors Thesis Committee Formation Form to the Undergraduate Office.

For detailed information about how to write a Senior Thesis, see Appendix 2.

JOINT MAJORS in Anthropology

The Department of Anthropology offers a joint major with other departments offering B.A. degrees in the Arts and Sciences. The joint major is an opportunity for students to develop an individualized degree program spanning two departments, while taking a smaller number of credits in each course of study than a dual major would require.

A student in the joint major takes APY 106, APY 107, APY 108, plus five Anthropology electives, including at least one Area Studies and one Problem-oriented/Theoretical elective. The Practicum, Senior Seminar, and Statistics course are not required. Interested students should propose a program of study in consultation with their Anthropology faculty advisor and with their advisor in the other department. Their proposed plan of study should then be submitted to the Undergraduate Office, to be entered into student's departmental file. Subsequent courses taken should conform to the plan. A grade of C- (or better) is required in all courses taken for joint major credit and a GPA of at least 2.0 must be maintained through completion of the program.

REQUIREMENTS for the MAJOR in Anthropology

NOTE: UB policy mandates that all courses used to satisfy a requirement for the major must be successfully completed with a letter grade of C- or above. S/U grades are not acceptable for major credit, with the sole exception of courses taken through the Study Abroad Program. (For general course credit, no more than 25% of a student's courses may be graded S/U.) To be in good standing, students must maintain *both* an *Overall GPA* and an *Anthropology GPA* of 2.0 (or better) through completion of their undergraduate program.

Requirements: 12 Anthropology courses and 1 Statistics course. Students must fulfill **all** these requirements by the spring of their senior year in order to graduate on time.

A. **Three Introductory Anthropology courses are required:**

APY 106 - Introduction to Cultural Anthropology (offered every semester)

APY 107 - Introduction to Physical Anthropology (offered Fall, alternating Spring, and summer semesters)

APY 108 - Introduction to Archaeology (offered Fall, alternating Spring, and summer semesters)

(Students should take their 100 level courses at the beginning of their program, or as close as possible.)

B. **Nine Anthropology courses are required (see lists on next page), including:**

Theory in Anthropology – APY 401, required for students entering the major in Fall 2012 and later.

Two Area Study courses, courses about the culture(s) of a specific geographic region; prehistory courses are acceptable, with DUS's consent.

Two Problem-Oriented or Theoretical courses, courses focusing on specific topical/theoretical themes or methodological issues in anthropology.

A Senior Seminar - APY 494 or other approved 400-level seminar.

The Senior Seminar is required for full majors and is intended to be taken in the senior year.

Three Electives - Majors may choose electives from any of the APY courses listed on the following pages.

(Four electives are required of students entering the major prior to Fall 2012.)

C. **One Course in Statistics:**

Acceptable Statistics Courses include:

CEP 207, GEO 211, PSC 200, PSC 408, PSY 207, SOC 294, STA 119, SSC 225

D. **A Practicum**

The Practicum, conducted under the close supervision of one or more faculty members, is a project that involves the practical application of theory and/or the collection of new data for further theoretical analysis. Students should plan to complete their Practicum in their senior year, if possible. The three sub-disciplines have established their own guidelines for satisfaction of the Practicum (see p.8).

CURRENT ANTHROPOLOGY COURSES

Below are courses that are offered fairly regularly. This is not an exhaustive list. Courses are 3.0 credits unless otherwise noted. The designations (prob) and (area) indicate whether a course satisfies problem-oriented/theoretical or area study requirements, or either. Consult each semester's course descriptions, available at the beginning of the prior semester on our website and in print in the literature racks outside the Undergraduate Office.

REQUIRED COURSES

- [106](#) Introduction to Cultural Anthropology (offered every semester)
- [107](#) Introduction to Physical Anthropology (offered Fall, alternating Spring, and Summer semesters)
- [108](#) Introduction to Archaeology (offered Fall, alternating Spring, and Summer semesters)
- [401](#) Theory in Anthropology (typically offered Spring semester) (required for the Major only)
- [494](#) Senior Seminar (typically, two seminars are offered for Cultural students, and one for Archaeology students, every semester; Physical APY students must petition to have a relevant upper-level course accepted as their Senior Seminar)

SPECIAL TOPICS COURSES (repeatable for credit with new topic)

- [250](#) Special Topics in Anthropology (LEC)
- [253](#) Special Topics in Archaeology (LEC)
- [261](#) Cultural Anthropology Topics (LEC)
- [280](#) Special Topics in Physical Anthropology (LEC)
- [321](#) Special Topics in Cultural Anthropology (SEM)
- [410](#) Special Topics (focus varies) (SEM)
- [420](#) Special Topics (focus varies) (SEM)v
- [421](#) Special Topics (focus varies) (SEM)
- [434](#) Anthro Archaeology Topics (SEM)
- [477](#) Topics in Medical Anthropology (SEM)

ARCHAEOLOGY

- [238](#) Near & Middle East Prehistory (area)
- [331](#) Archaeology of the New World (area)
- [333](#) North American Archaeology (area)
- [338](#) Field Research in Arch. (var.cr., lab.) (prob)
- [353](#) Old World Prehistory (area)
- [367](#) Mesoamerican Archaeology (area)
- [368](#) Theories in Archaeology (prob)
- [404](#) Designing Material Culture
- [437](#) Celtic, Anglo-Saxon, Viking Arch. (area)
- [441](#) Anthropological Demography (prob)
- [480](#) Collapse of Civilization (prob)

CULTURAL ANTHROPOLOGY

- [203](#) Anthropology and Film (prob)
- [217](#) APY of War (prob)
- [265](#) Peoples of SE Asia (area)
- [275](#) Intro to Medical APY (prob)
- [276](#) Intro. to Ethnomedicine (prob)
- [304](#) Food & Culture (prob)
- [312](#) Culture & Reproduction (prob)
- [315](#) Cross-Cultural Study of Women (prob)
- [323](#) APY & Education (prob)
- [325](#) Contemporary Afro-Caribbean Religion (area)
- [366](#) Peoples of Asia (area)
- [369](#) Peoples of Sub-Saharan Africa (area)
- [377](#) Magic, Sorcery & Witchcraft (prob)
- [380](#) Myth, Ritual, Symbol (prob)
- [382](#) Indians of South America (area)
- [384](#) Books of the Ancient Maya (area)
- [393](#) APY of Religion (prob)
- [394](#) Religion & Healing: Native So. America (area)
- [402](#) Modern Europe (area)
- [432](#) Peoples of the Arctic (area)
- [447](#) Mythology of the Americas (area)
- [449](#) Mayan Civilization (area)
- [474](#) Urban Anthropology (prob)
- [476](#) Health Care in the U.S. (prob)
- [488](#) Kinship & Social Structure (prob)
- [492](#) Political APY (prob)

PHYSICAL ANTHROPOLOGY

- [246](#) Intro. To Primate Behavior (prob)
- [248](#) Human Genetics (prob)
- [344](#) Animal Communication (prob)
- [345](#) Comparative Primate Anatomy (lec) (must be taken in conjunction with APY 346) (prob)
- [346](#) Dissections in Comp. Prim. Anat. (lab) (taken in conjunction with APY 345) (2 credits)
- [348](#) Forensic Anthropological Osteology (prob)
- [350](#) Human Behavioral Ecology (prob)
- [409](#) Primate Social Behavior & Organization (prob)
- [443](#) Advanced Phys. APY (prob)
- [444](#) Ethology Practicum (prob)
- [448](#) Human Genetics: Legal & Ethical Issues (prob)
- [495](#) Supervised Teaching (variable credits)

Courses Recommended for Pre-Medical/Pre-Dental Concentration:

Students in the Pre-Medical/Pre-Dental concentration are encouraged to choose their Problem Oriented courses from the following:

APY 248 Human Genetics	APY 275 Intro to Medical APY	APY 276 Intro to Ethnomedicine
APY 312 Culture & Reproduction	APY 345 & APY 346 Comparative Primate Anatomy & Dissection Lab	
APY 348 Forensic APY Osteology	APY 394 Relig/Healing in Nat. So. Am	APY 448 Human Genetics: Legal & Ethical Issues
APY 476 Health Care in the U.S.	APY 477 Topics in Medical APY	APY 545 Dental Anthropology (with permission of instructor)

APY 496, Internship. An Internship can give students valuable practical experience while introducing them to a specific profession. The Department maintains a somewhat current list of agencies where past students have pursued internships (see <http://www.buffalo.edu/cas/anthropology/undergraduate-programs/experiential-learning-opportunities.html>), but does not guarantee the availability of internships at these agencies. The interested student, perhaps with the advice of the faculty Advisor, should seek out relevant opportunities and must establish connections him/herself. The Office of Career Services (see p. 12) might be helpful. The terms of an Internship should be worked out before the semester(s) of registration, between the student, the faculty Advisor, and the agency supervisor. Such terms include: work description, hours, and how the student's performance is to be evaluated and a grade assigned. If the student simply wants transcript credit for the internship, he/she might register to be graded S/U, and the agency supervisor should write a formal letter of assessment for the student's file. For a letter grade, so that the internship can count toward the anthropology major, the student should report periodically to the academic Advisor, and submit reports, or a journal, and/or a final paper; and the agency supervisor is asked to submit a formal letter assessing the student's performance. The Advisor assigns a grade based on all agreed-upon criteria. Standard UB guidelines suggest that each credit requires 3 hours of work per week; but the host agency might have other expectations.

Students cannot register for 496 themselves. Once details are worked out, the student must complete an **Internship Data Form** (see p. 14) and bring it and any supporting documents to the Undergraduate Office for registration authorization. The student will then be registered for APY 496 for the appropriate, agreed-upon, number of credit hours. When the internship has been completed the student must submit an appropriately signed **Record of Internship Form** (see p. 14).

Caution: conducting student projects through the Internship. The agency offering the internship probably expects certain work to be done, and the student's first obligation is to the host agency's expectations. If the student wants to conduct any sort of investigation through the internship, for the Practicum or any other academic project, that **must** be explicitly arranged in advance, and the job supervisor must consent. It may be that the hours scheduled will not allow for such investigation, but extra hours must be requested. Standard rules and expectations of research projects would apply, including obtaining Informed

Consent.

APY 499, Independent Study. This course, with variable credits, is available for the student to pursue topics not covered by formal courses, or research leading to the Practicum or Honors project, under the direct supervision of a faculty advisor. Students cannot register for 499 themselves. The student **must** consult with a faculty advisor. Both student and advisor should complete the appropriate form (see p. 14); the student should bring the form and any supporting documents to the Undergraduate Office for registration authorization. By University and SUNY policy, a detailed record of work accomplished under the 499 must be filed on that form, with appropriate signatures; if the student's work changes significantly during the semester, a new form must be completed and filed.

Study Abroad. The Department encourages a Study Abroad experience for anthropology majors, after the student has had some formal anthropological training. Several SUNY campuses operate such programs, and the student may register through any of them. The student should plan to earn some Departmental major credit during the experience, and with descriptions of course offerings from the host institution the student should consult with his/her Advisor about a curriculum. Questions about acceptability of any courses for Department credit should be brought to the DUS before the student departs; and the student should bring back the syllabi for courses taken which he/she hopes to petition for Departmental credit. It is sometimes possible to conduct a project of investigation for the Practicum or Honors during the Study Abroad experience; the student should plan carefully with his/her Advisor and the DUS in advance. Because of differences in methods of evaluation, Study Abroad courses are commonly graded S/U on the student's record; but major credit is earned.

Courses taken outside the Dept. of Anthropology – At least six (6) of the courses used for UB major credit **must** be UB Department of Anthropology courses. Students may petition the Undergraduate Committee for acceptance of courses taken elsewhere, in other UB departments or at other colleges. Normally, anthropology courses taken elsewhere will be accepted. No more than 3 non-anthropology courses will be accepted for UB Anthropology major credit. UB has articulation/transfer arrangements with most colleges in NY State for their equivalents to our APY 106, APY 107, and APY 108. For any other requests students must use the **Petition Form** (see p. 14), available online, and they must attach a copy of the syllabus of the course being petitioned. Students may petition any UB courses that might satisfy our requirements. Several faculty members with anthropological training are employed in other departments and schools, and many courses taught by non-anthropologists have clear relevance to the socio-cultural and methodological issues studied by anthropology.

The Practicum

Completion of a practicum is a requirement for all majors in Anthropology. The practicum is not a course; it is a project of hands-on investigation and/or analysis conducted directly by the student. It provides practical experience in the application of anthropological theory; therefore it is recommended that a practicum not be undertaken before the senior year. The practicum is often satisfied through a formal APY course, though opportunities and guidelines for it differ among our sub-disciplines, as described below.

Upon conclusion of the practicum, a **Record of Practicum Form** (see p. 14), completed and signed by the student and approved and signed by the practicum supervisor, must be submitted to the departmental Undergraduate Studies Office for entry into the student's academic record.

It may be possible to satisfy the practicum through another institution; the student should inquire through his/her advisor in advance. In such cases the standard petition process is required, plus a detailed evaluation by the supervisor in the host institution.

Guidelines for the Practicum by Sub-discipline

Archaeology

Students in Archaeology will determine the appropriate way of conducting the practicum in consultation with their advisor. Examples of appropriate practica might include: archaeological field school (APY 338); archaeological field survey; participation in an excavation; laboratory projects in lithic, metallurgical, or ceramic analysis; GIS projects concerning archaeological data; museum projects including exhibition, cataloging, and administration; legal or administrative projects including CRM field projects; or others. Students must ascertain from their faculty advisor which courses can help satisfy the practicum requirement.

Cultural Anthropology

For students in Cultural Anthropology, the practicum involves some investigation into an original problem, usually using ethnographic methods in a field situation. Specific investigative methods and reporting of results are determined in consultation with the project advisor. The practicum may be satisfied through APY 499 (Independent Study), which is supervised closely by a faculty member; or through a formal course in which an appropriate project is a central requirement, with the course instructor's approval. Occasionally the practicum can be conducted through an Internship (APY 496), or through a Study-Aboard experience (see p. 8).

Physical Anthropology

Students concentrating in Physical Anthropology should ascertain from their faculty advisor which course he/she advises the student to use to satisfy their Practicum requirement. Courses most frequently used are: APY 443 (Advanced Physical Anthropology); APY 444 (Ethology Practicum); APY 495 (Supervised Teaching); when appropriate and with the approval of the advisor(s), APY 496 (Internship) or APY 499 (Independent Study) focusing on a faculty research project. Please note that not all sections of APY 443, APY 496, or APY 499 will fulfill the Practicum requirement. You will need to ascertain from the instructor whether any particular section of these courses will do so in a given semester. Although not oriented to physical anthropology, APY 338 (Archaeological Field School) can also be used to satisfy the Practicum requirement.

MINORS in Anthropology

Students applying for a minor in Anthropology must have a GPA of 2.0 (or better) and must have completed at least one of the required introductory courses: APY 106, APY 107, or APY 108. A grade of C- (or better) is required for all courses taken for minor credit. In accord with UB policy, Majors in Anthropology may not also declare a Minor in Anthropology.

Minors should follow the same registration procedures as described on p. 3 for the Major. Minors should register early, so that they are included in the Department e-mail list and they receive all announcements of Departmental events. Minors are encouraged to participate in activities of the Anthropology Club.

GENERAL Anthropology - minimum of **7 required courses** including:
APY 106, APY 107 and APY 108
plus 4 Anthropology electives
(including **one Area Study course**, at 200-level or above)

ARCHAEOLOGY - minimum of **6 required courses** including:
APY 105 and APY 108
plus 4 Anthropology electives
(including **one Area Study course** at 200-level or above)

CULTURAL Anthropology - minimum of **6 required courses** including:
APY 105 and APY 106
plus 4 Anthropology electives
(including **one Area Study course** at 200-level or above)

PHYSICAL Anthropology - minimum of **6 required courses** including:
APY 105 and APY 107
plus 4 Anthropology electives
(including **one Area Study course** at 200-level or above)

MEDICAL Anthropology - minimum of **7 required courses** including:
APY 106 and APY 107
APY 275
plus 4 Anthropology electives
(including **one Area Study course** and 3 other APY electives chosen from the list of recommended Pre-medical/Pre-dental Concentration courses on p. 7)

NOTE TO ALL MAJORS, JOINT MAJORS, and MINORS: The above-described guidelines are general. They may not apply in all cases. It is the student's responsibility to plan his/her program carefully with his/her faculty advisor and to understand applicable expectations and deadlines, as well as to meet with the faculty advisor at least once each semester to be sure the program is on track. "Eleventh-hour" requests for variances, waivers, or extensions may not be granted.

OTHER THINGS YOU SHOULD KNOW

STUDENTS IN DIFFICULTY – students in **any kind** of difficulty, academic or personal, that might interfere with their school work, should talk to their Advisor, or the Director of Undergraduate Studies, or to a CAS Advisor in 275 Park Hall, **right away** (645-6883; the staff person who advises Anthropology students is Wendy Orosz; wendyoro@buffalo.edu). DO NOT WAIT. You are guaranteed confidentiality, under FERPA; and most problems can be resolved through early intervention. Delay increases the difficulty of resolution.

If you have any sort of physical handicap, you should visit The UB **Office of Disability Services** at 26 Capen Hall (645-2608, 645-2616) for advice. You might qualify for certain accommodations to help you satisfy academic requirements.

The University Counseling Center at 120 Richmond Quad (645-2720) offers free and confidential counseling.

If circumstances make it wise to take a semester or two off, students should apply for a **Leave of Absence** through the CAS Student Advisement Service, 275 Park (see above). Do not simply stop attending class if you hope to return within a year. A leave of absence assures simple re-entry, under the requirements in effect at the time of your original admission.

ACADEMIC INTEGRITY – plagiarism or any form of academic dishonesty is extremely serious, and can permanently damage your career. Students **must** read and understand University policy at <http://academicintegrity.buffalo.edu>. If you have **any** doubts about what constitutes violation of University policy on academic integrity, ask a member of staff or faculty, and keep asking until you understand.

YOUR A.A.R. – your Academic Advisement Report, accessible through HUB at the Academic Requirements tab, should track your progress through both UB and your major. You should check it every semester, and if you see any discrepancy, you should report it to the Anthropology Undergraduate Office or to the CAS Advisement Office in 275 Park Hall, immediately.

ANTHROPOLOGY CLUB – All majors and minors are automatically members of The Undergraduate Anthropology Club, which meets frequently for special events including movies, guest lectures, field trips, social gatherings, holiday parties, etc. The Club's budget and activities are managed by four Officers, elected by the membership at the end of each academic year: President, Vice President, Secretary, and Treasurer. The Club is supported by your mandatory fees; club members will conduct supplemental fund-raisers, for club expenses or for charitable causes. The Club is active and its programs are interesting and varied, and we urge all students to participate. The DUS is ad hoc Faculty Advisor to the Club. Club events are announced over the student anthropology listserv.

LAMBDA ALPHA NATIONAL ANTHROPOLOGY HONOR SOCIETY – UB'S chapter is Lambda of New York. Lifetime membership for a nominal one-time fee is offered to students with at least 12 credits in anthropology and a GPA of 3.5. The Faculty Advisor is the Department Chair, Dr. Peter Biehl, who will contact eligible students in the Spring semester. Among the benefits of membership is eligibility to apply for a \$5,000 scholarship for graduating seniors. For further information, visit their website at <http://www.lambdaalpha.com/>.

OFFICE OF CAREER SERVICES – Located at 259 Capen Hall, this office assists students in areas of self-assessment, career exploration, internship searches, and job searches. See <http://student-affairs.buffalo.edu/career/> or call 645-2231. **But note:** our major is not intended to prepare students for careers as anthropologists! An anthropology major prepares students exceptionally well for life in today's world, and for any job that involves interaction with other people; to be a professional anthropologist the student is encouraged to seek an advanced degree.

COMMENCEMENT INFORMATION

Degrees are conferred three times each year: September 1, February 1, and June 1. Students must complete and submit an Application for Conferral ("Degree Card") to the Student Response Center, 232 Capen Hall. For September conferral, application **must** be submitted by July 1; for February conferral, by October 1; for June conferral, by February 1. To march in the General Commencement ceremony in May, and to reserve guest tickets, the student should go to <http://commencement.buffalo.edu>. Information is posted by the previous November.

COMMENCEMENT HONORS & AWARDS

Students are eligible for any of a number of SUNY, UB, and Departmental awards made toward the end of the year, and announced and presented at Commencement ceremonies.

SUNY Chancellor's Award for Student Excellence, the highest student award. Candidates are selected by a UB committee based on overall GPA and activities, then forwarded to Albany where final SUNY-wide candidates are selected.

College of Arts & Sciences Outstanding Seniors/Dean's Commencement Award. The DUS and Undergraduate Committee select the best Senior candidate based on GPA and University service, and give the dossier to the CAS Dean.

Department of Anthropology Leadership Award, given to the individual(s) demonstrating marked service to the Department.

Lucia Maria Houpt Award goes to the outstanding graduating senior in the Department, based on GPA, Departmental service, and University-wide service; selected by the DUS and Undergraduate Committee.

Marion Dickson Award for outstanding Junior based on overall and Departmental GPA and Departmental service; selected by the DUS and Undergraduate Committee.

In the Spring semester faculty and students will be invited to nominate graduating seniors for the following awards (self-nominations are encouraged!); final selections are made by the DUS and Undergraduate Committee:

Justin Van Ness Award, to a graduating senior with documented active interest in the environment.

Klein Family Award, for a graduating senior with documented plans to attend medical or dental school.

Nathaniel Cantor Award, to a graduating senior with documented plans to pursue work in Social Work or Vocational Rehabilitation.

Election to **Phi Beta Kappa**, the nation's oldest and most prestigious honors society, is offered to outstanding juniors and seniors by a Committee of the UB Chapter. Induction is based on GPA (criteria determined by the UB Chapter each year), a minimum number of UB credit hours, and service.

Latin Honors: *cum laude* ("with praise;" cumulative GPA of 3.2), *magna cum laude* ("with great praise;" cum. GPA of 3.5), or *summa cum laude* ("with highest praise;" cum. GPA of 3.75) are bestowed by UB upon conferral of degree.

DEPARTMENTAL FORMS

These forms are located in the rack located outside the departmental Undergraduate Office at 368 MFAC; they are also available for downloading at the Department website.

Application for MAJOR Status – A student applying for major status (full major; double major; joint major) should submit this completed form **in person** to the Program Coordinator in the departmental Undergraduate Office. **Note:** area of interest must be indicated. Transfer students should bring the transcript portion of their AAR.

Application for MINOR Status – A student applying for minor status is required to submit this completed form **in person** to the secretary in the departmental Undergraduate Office. **Note:** area of interest must be indicated. Transfer students should bring the transcript portion of their AAR.

APY 499 - Undergraduate Independent Study Form – This completed form must be signed by the APY faculty member who has agreed to be the advisor of the project and personally submitted to the department's Undergraduate Office as soon as the student and the advisor have established the course requirements; have devised a plan and method of research; and before the student registers for the course. Upon submission of the completed form, the Program Coordinator in the Undergraduate Office will provide the student with the registration number for the course so that he/she can register for the course.

APY 496 – Internship Data Form – This form must be completed and signed by the student, the faculty advisor and agency supervisor. It must be submitted to the departmental Undergraduate Office before registering for the internship. Directions for initiating and completing the internship process are printed on the form. Upon submission of the form, the staff member in the Undergraduate Office will provide the student with the registration number so that he/she can register for the course. Upon finishing the internship, the student is required to submit the completed **Record of Internship Form** to the Undergraduate Office, along with whatever supporting documents had been agreed to.

Petition Form – This form should be used 1) to request that a course taken elsewhere be considered to satisfy a Departmental requirement, in which case **a syllabus of the course actually taken must** be attached to the form; or 2) to request waiver of a specific Departmental requirement, in which case originals of supporting medical or other documentation must be attached to the form.

Record of Practicum – Upon conclusion of the practicum, a *Record of Practicum* form, completed by the student and approved and signed by the project advisor, must be submitted to the departmental Undergraduate Studies Office for entry into the student's academic records. The Undergraduate Office staff member will make the change in the student's AAR, indicating that the practicum has been satisfied.

Senior Honors Thesis Committee Formation Form – A student applying for the departmental Honors Program must maintain a 3.5 departmental GPA and by satisfactorily completing a Thesis based on a two-semester research project under the supervision of a Thesis advisor and two more faculty members. Directions are on the form.

Application for Department Commencement Award – students are urged to self-nominate, or to nominate other students for certain special focus awards: Cantor, Klein Family, Van Ness – see p. 13.

STUDENTS AND FACULTY: please help us to make this handbook as useful as possible. Give your critiques, suggestions for revision, expansion, whatever ways you think this document can be improved, to the Undergraduate Office, or by e-mail to the Director, Dr. Frederick Klaitz (fklaitz@buffalo.edu).

Revised 06/16

Finish in Four Degree Completion Plan
B.A. in Anthropology, University at Buffalo (SUNY)

Student Learning Outcomes

I. Learning about Anthropology

- Develop understanding of the history of anthropological thought.
- Understand core concepts in cultural anthropology, biological anthropology, and anthropological archaeology.
- Demonstrate a well-rounded understanding of theories and methods fundamental to all subfields of anthropology.
- Gain field research experience.

II. Skills

- Develop the ability to read, analyze, and critically evaluate scholarly books and articles.
- Formulate effective written and oral arguments.
- Analyze complex political, social, economic, cultural, historical, and biological issues from multiple theoretical and methodological perspectives.
- Develop research and communication skills.

III. Learning about the World

- Use anthropological concepts and methods to understand the transformations in cultures, societies, and human and natural systems past and present.
- Develop cross-cultural awareness
- Integrate insights from cultural anthropology, biological anthropology and archaeological anthropology into a comprehensive, holistic understanding of humanity.
- Apply theoretical and analytical skills learned in the classroom to a real-life setting.

These learning outcomes will be accomplished through required and elective courses, including study-abroad programs, internships, practicums, and honors theses (for further details regarding specific learning outcomes, see the sample detailed outline of the 4-year degree completion plan starting on p.3).

4-year Degree Completion Plan: A General Overview

FIRST YEAR

- APY 106: Introduction to Cultural Anthropology
- APY 107: Introduction to Physical Anthropology
- APY 108: Introduction to Archaeology

SECOND YEAR

- One APY problem-oriented/theoretical course
- One APY area studies course
- APY 401: Theory in Anthropology

THIRD YEAR

- One APY problem-oriented/theoretical course
- One APY area studies course
- One APY elective course
- Statistics course
- Begin to develop the Practicum project in your subfield concentration
- Begin work on an Honors Thesis [**optional**, but highly recommended for a student with an anthropology GPA of 3.5 or higher and the desire to graduate with Honors in Anthropology] and potential IRB review (if you plan to publish or otherwise disseminate information obtained as a result of your study)
- Semester-long study abroad program [**optional**; discuss with your advisor: learning outcomes and assessment tools; petition(s) to transfer course credit; and, how a study abroad experience would affect your 4-year Degree Completion Plan]

****Summer between 3rd and 4th year****

- Summer study-abroad program [**optional**; discuss with your advisor: learning outcomes and assessment tools; and, petition(s) to transfer course credit]
- IRB review (if you work on an Honors Thesis and plan to publish or otherwise disseminate information obtained as a result of your study)

FOURTH YEAR

- Practicum project in your subfield concentration
- APY 494: Senior Seminar (or approved 400-level course)
- Two APY elective courses
- Honors Thesis [**optional**, but highly recommended for a student with an anthropology GPA of 3.5 or higher]
- Internship [**optional**; design in consultation with your advisor and discuss with your internship supervisor your own specific learning outcomes to be achieved through the internship]

SAMPLE: 4-year/8-semester Degree Completion Plan Detailed Outline

FIRST YEAR

****Start thinking about the Statistics requirement****

Fall Semester:

→ **APY 106** (or in the spring semester of the 1st year)

Learning Outcomes:

- Demonstrate knowledge of key issues, concepts, methods, and objectives in cultural anthropology.
- Gain an understanding of the impact of culture on human biology, behavior, thought, organization, and practice.
- Understand, appreciate, and analyze similarities among all peoples, socio-cultural diversity and complexity of human communities across the globe, and global interconnections.
- Develop cultural fluency (critical awareness of various dimensions of other cultures) and cross-cultural communication skills.
- Develop an understanding of the relevance of cultural anthropology to current world issues.

Assessment Tools:

- See individual course syllabi.

→ **APY 107** (or in the spring semester of the 1st year)

Learning Outcomes:

- Demonstrate knowledge of key issues, concepts, methods, and objectives in physical anthropology.
- Understand, appreciate, and analyze the origins, physiological adaptations, and biological evolution of our own species and of our primate relatives.
- Develop an appreciation of biological diversity.
- Demonstrate a clear understanding of the scientific method.
- Demonstrate the ability to interpret and analyze critically all aspects of physical anthropological knowledge and practice.

Assessment Tools:

- See individual course syllabi.

Spring Semester:

→ **APY 108** (or in the fall semester of the 1st year)

Learning Outcomes:

- Demonstrate knowledge of key issues, concepts, methods, and objectives in anthropological archaeology.
- Demonstrate knowledge of the development of anthropological archaeology.
- Gain an understanding of the methods and theories used to conduct excavations and interpret the results.
- Gain an understanding of issues concerning the meaning of cultural heritage, ownership of the past, and the growing legal and ethical conflicts facing archaeologists and others interested in preserving the past.
- Demonstrate the ability to interpret and analyze critically all aspects of archaeological knowledge and practice.

Assessment Tools:

- See individual course syllabi.

SECOND YEAR

****Start thinking about attending a semester-long or summer study abroad program****

[**optional**; discuss the following with your advisor: a) learning outcomes and assessment tools of the study-abroad program; b) petition(s) to transfer course credit; and, c) how a semester-long study abroad experience would affect your 4-year Degree Completion Plan]

Fall Semester:

→ One APY problem-oriented/theoretical course

Learning Outcomes:

- Employ an anthropological perspective to address and analyze specific cultural, biological or archaeological questions, issues, and concepts.
- Demonstrate intellectual curiosity and flexible thinking.
- Demonstrate coherent understanding of a specific topical/theoretical theme and/ or methodological issues in anthropology.
- Develop the ability to read, analyze and evaluate critically scholarly books and articles.
- Develop effective reading and writing skills through essays.

Assessment Tools:

- See individual course syllabi.

Spring Semester:

→ APY 401: Theory in Anthropology

Learning Outcomes:

- Demonstrate a well-rounded understanding of theories fundamental to all subfields of anthropology.
- Demonstrate an understanding of complex research problems, and apply appropriate theories to the study of these problems.
- Understand the importance of anthropological theory to anthropological research.
- Identify and critically evaluate the underlying assumptions in theoretical orientations.
- Compare and contrast the relative merits of opposing theoretical arguments and viewpoints.

Assessment Tools:

- See individual course syllabi.

→ One APY area studies course

Learning Outcomes:

- Demonstrate extensive and nuanced knowledge about the historical, socio-cultural, political and economic specificities of a geographical region.
- Acquire the ability to use information about a region's historical background, socio-cultural milieu, political structure, and economic system in order to better understand regional developments.
- Develop critical analytical skills to understand and evaluate the complexity of a specific geographical area.
- Gain the ability to place a specific region in comparative perspective.
- Acquire a solid understanding of diversity, past and present.

Assessment Tools:

- See individual course syllabi.

THIRD YEAR

** Consider applying for departmental awards**

Fall Semester:

→ **Semester-long study abroad program** (or in the spring semester of the 3rd year; optional.)

Discuss with your advisor:

- a) learning outcomes and assessment tools of the program;
- b) petition(s) to transfer course credit; and,
- c) how a study abroad experience would affect your 4-year Degree Completion Plan

→ **One APY problem-oriented/theoretical course**

Learning Outcomes:

- Employ an anthropological perspective to address and analyze specific cultural, biological or archaeological questions, issues, and concepts.
- Demonstrate intellectual curiosity and flexible thinking.
- Demonstrate coherent understanding of a specific topical/theoretical theme and/ or methodological issues in anthropology.
- Develop the ability to read, analyze and evaluate critically scholarly books and articles.
- Develop effective reading and writing skills through essays.

Assessment Tools:

- See individual course syllabi.

→ **One of the following Statistics courses (suggested options):** CEP 207, GEO 211, PSC 200, PSC 408, PSY 207, SOC 294, SSC 225, STA 119

Learning Outcomes:

- Demonstrate the ability to apply various statistical models and techniques (for example, surveys, graphics, etc.) to collect and analyze data from an anthropological perspective.
- See individual course syllabi.

Assessment Tools:

- See individual course syllabi.

→ **One APY area studies course**

Learning Outcomes:

- Demonstrate extensive and nuanced knowledge about the historical, socio-cultural, political and economic specificities of a geographical region.
- Acquire the ability to use information about a region's historical background, socio-cultural milieu, political structure, and economic system in order to better understand regional developments.
- Develop critical analytical skills to understand and evaluate the complexity of a specific geographical area.
- Gain the ability to place a specific region in comparative perspective.
- Acquire a solid understanding of diversity, past and present.

Assessment Tools:

- See individual course syllabi.

Spring Semester:

****Start thinking about the Practicum requirement in your subfield of concentration****
The Practicum, which means “a practical section of a course of study,” is a hands-on project; see the Undergraduate Handbook for details.

****Start thinking about and working on your Honors Thesis (also consider and potential IRB review in late spring or summer/ early fall at the very latest, if you plan to publish or otherwise disseminate information obtained as a result of your study) ****
[**optional**, but highly recommended if you have an anthropology GPA of 3.5 or higher and wish to graduate with Honors in Anthropology]

****Start thinking about an Internship [optional]****

→ **Semester-long study abroad program** (or in the fall semester of the 3rd year; optional.)

Discuss with your advisor:

- a) learning outcomes and assessment tools of the program;
- b) petition(s) to transfer course credit; and,
- c) how a study abroad experience would affect your 4-year Degree Completion Plan)

→ **One APY elective course**

Learning Outcomes:

- See individual course syllabi.

Assessment Tools:

- See individual course syllabi.

SUMMER between THIRD and FOURTH year

→ **Summer study-abroad program**

[optional; discuss with your advisor learning outcomes and assessment tools; and, petition(s) to transfer course credit]

→ **IRB review**

[If you work on an Honors Thesis and plan to publish or otherwise disseminate information obtained as a result of your study]

→ **Field School**

[If required by or useful to your subfield concentration]

FOURTH YEAR

** Consider applying for departmental awards**

Fall Semester:

→ **Start working on Honors Thesis** (optional, but highly recommended if students have an anthropology GPA of 3.5 or higher and wish to graduate with Honors in Anthropology) **and complete IRB review process** (if you plan to publish or otherwise disseminate information obtained as a result of your study)

Learning Outcomes:

- Demonstrate the ability to formulate an original research question of anthropological interest.
- Develop a research design and carry out anthropological research under the close supervision of a faculty member serving as the Honors Thesis adviser.
- Develop the ability to do a literature review, and use meticulously researched bibliography and proper citation format.
- Acquire hands-on research experience, and be in charge of one's own learning experience.
- Produce a coherent and well-substantiated piece of writing, based on original research, by weaving theory and data.
- Students wishing to go through the IRB review process will develop an understanding of the ethical dilemmas involved in anthropological research, and will be able to craft a human subjects review proposal.

→ **Complete the Practicum requirement** (or in the spring semester of the 4th year)

Learning Outcomes:

- Carry out a hands-on investigation/ analysis.
- Engage in the practical application of theory and/or the collection of new data for further theoretical analysis.
- Strengthen the ability to use methodological tools in anthropology.
- Demonstrate the ability to apply anthropological knowledge to the topic under investigation/ the topic of analysis.
- Demonstrate the ability to complete work under the supervision of a faculty member serving as the project adviser.

Assessment Tools:

- See individual course syllabi.

→ **APY 494: Senior Seminar or approved 400-level course** (or in the spring semester of the 4th year)

Learning Outcomes:

- Demonstrate broad and advanced knowledge in a specialized topic in anthropology.
- Demonstrate high-level critical reading and thinking skills.
- Analyze complex political, social, economic, cultural, historical, or biological issues from multiple theoretical and methodological perspectives.
- Sharpen listening, discussion, and debate skills in a small class setting.
- Demonstrate writing proficiency by producing one or more well-organized and well-written essays.

Assessment Tools:

- See individual course syllabi.

→ **One APY elective course**

Learning Outcomes:

- See individual course syllabi.

Assessment Tools:

- See individual course syllabi.

→ **Internship** (or in the spring semester of the 4th year; optional. Design in consultation with your advisor and discuss with your internship supervisor your own specific learning outcomes to be achieved through the internship.

General Learning Outcomes:

- Apply theoretical and analytical skills learned in the classroom to a real-life setting.
- Gain new and/ or improve existing personal, interpersonal, technical, and/ or professional skills and competencies in a professional setting.
- Test your aptitude or interest in a selected professional field.
- Develop professional relationships.
- Gain an understanding of professional etiquette and organizational culture.

Spring Semester:

→ **Complete the Practicum requirement** (or in the fall semester of the 4th year)

Learning Outcomes:

- Carry out a hands-on investigation/ analysis.
- Engage in the practical application of theory and/or the collection of new data for further theoretical analysis.
- Strengthen the ability to use methodological tools in anthropology.
- Demonstrate the ability to apply anthropological knowledge to the topic under investigation/ the topic of analysis.
- Demonstrate the ability to complete work under the supervision of a faculty member serving as the project adviser.

Assessment Tools:

- See individual course syllabi.

→ **APY 494: Senior Seminar or approved 400-level course** (or in the fall semester of the 4th year)

Learning Outcomes:

- Demonstrate broad and advanced knowledge in a specialized topic in anthropology.
- Demonstrate high-level critical reading and thinking skills.
- Analyze complex political, social, economic, cultural, historical, or biological issues from multiple theoretical and methodological perspectives.
- Sharpen listening, discussion, and debate skills in a small class setting.
- Demonstrate writing proficiency by producing one or more well-organized and well-written essays.

Assessment Tools:

- See individual course syllabi.

→ **One APY elective course**

Learning Outcomes:

- See individual course syllabi.

Assessment Tools:

- See individual course syllabi.

Senior Honors Thesis

Honors Thesis Committee

You are responsible for seeking out a potential Senior Thesis advisor. Your advisor must be a full-time, tenure-track or tenured faculty member teaching in the Department of Anthropology. You are also responsible for forming, in close consultation with your Senior Thesis advisor, your Senior Thesis Committee, consisting of your advisor and two (non-tenure-track, tenure-track, or tenured) faculty members teaching in the Department of Anthropology.

Your Committee must be in place by the end of the Spring semester of your junior year. Be sure to complete a Senior Honors Thesis Committee form and submit it to the Anthropology Undergraduate Office in Fillmore 368 by the last day of the Spring semester Reading Period at the very latest. Also, during the Spring semester of your junior year you should discuss with your advisor whether you need to submit an application to the Social and Behavioral Sciences Institutional Review Board (SBSIRB) requesting approval of your project. SBSIRB approval can be a very long and time-consuming process; the more time you take to think and plan, the better. In addition, you are strongly encouraged to discuss with your Senior Thesis Advisor whether you need to do any thesis-related work during the summer before your senior year.

Informed Consent

Students whose research involves data or information received from individuals or groups of people (usually referred to as 'human subjects' or preferably 'research participants') must obtain informed consent from their research participants. Please make sure you discuss with your Senior Thesis advisor and your Committee how (verbally, or in writing) to obtain informed consent. You can find a suggested template to use when obtaining verbal informed consent from research participants on Appendix 2, page 5 of the Undergraduate Handbook. Feel free to create your own template in consultation with your Senior Thesis advisor.

Please make sure the template you use to obtain informed consent is appended to your Thesis.

Social and Behavioral Sciences Institutional Review Board (SBSIRB) approval

Students whose research involves data or information received from individuals or groups of people, and who do not intend to publish information presented in their senior honors theses and/or do not intend to present at events like the Celebration of Academic Excellence or a regional/ national conference, are not required to go through SBSIRB review. Students whose research involves data or information received from individuals or groups of people, and who intend to publish information presented in their senior honors theses and/or present at events like the Celebration of Academic Excellence or a regional/ national conference, are required to go through SBSIRB review.

If you decide you do *not* have to go through the SBSIRB review process, please include in the Acknowledgments section or in the Introduction to your Senior Thesis the following: “The author of the present study has no intent to publish or otherwise disseminate information obtained as a result of this study, and has thus not sought to obtain SBSIRB approval.” If you decide that you *do* have to go through the SBSIRB review process, please make sure that the SBSIRB approval is appended to your Thesis.

Deadlines

You must submit a 4- to 5-page draft outline of your Thesis to your Thesis advisor by the ***second Friday in September*** at the latest. This draft should answer four important questions: What is the research question your Thesis explores? Why is your question important for anthropologists, that is to say, how does your question relate to the concerns of our discipline? What is your argument? How will you go about making your argument, and, more specifically, what anthropological methods and which anthropological sources (articles and books in anthropology) will you use?

You and your advisor, together with your two Thesis Committee members, will work out a schedule that allows you to complete your work in a timely fashion. The following is a *suggested* timeline. One chapter is due to your advisor by the end of November, and a draft of a second chapter is due in early January immediately after Winter break. A complete draft of your Thesis is due to your advisor on February 15 for final revisions. You must incorporate all revisions your advisor might recommend, and submit on the Thursday before Spring Break to your advisor and your two Committee members 3 printed copies of the final draft of your Thesis, bound in a spring binder. If your Committee recommends further changes/ revisions to your Thesis, you must complete all revisions.

After your Committee approves your work, you must submit 1 copy of the final version of your Thesis, bound in the traditional black spring binder, in the Undergraduate Office in Fillmore 368 on the **first Thursday of May** for June graduation **or on the second Thursday of January** for February graduation. This deadline is *firm*.

Grades

If the Committee deems the Senior Thesis worthy of Honors, the Thesis will be evaluated along the Honors scale (Honors, High Honors, Highest Honors) with the readings of each Committee member being averaged to produce the overall grade. The Committee may, if it deems it appropriate, ask the student to make an oral presentation of his/ her Thesis.

With an Anthropology GPA between 3.5 and 3.74, and a superior Thesis, the student may be granted Honors in Anthropology. With an Anthropology GPA between 3.75 and 3.899, and a superior Thesis, the student may be granted High Honors in Anthropology. With an Anthropology GPA between 3.9 and 4.0 and a superior Thesis, the student may be granted Highest Honors in Anthropology.

Advising

Your advisor should be able to guide you successfully through the Senior Thesis process. If serious problems arise during this process, it is your responsibility to contact the Director of Undergraduate Studies to discuss the situation and propose possible solutions.

Length

Anthropology senior theses are ordinarily between 40 and 60 pages, varying by subdiscipline, and should not exceed a maximum length of 18,000 words. You must discuss the length of your thesis with your Senior Honors Thesis Committee.

Title Page

You can find a sample title page on Appendix 2, page 6 of the Undergraduate Handbook. Please follow the exact format indicated.

Page formatting

All pages must be double-spaced. Print only on one side of the page.

Font

Use Times New Roman 12-point fonts throughout your Thesis except for page numbers. Use Times New Roman 11-point fonts for page numbers.

Citations

Regarding bibliographic citations, you may use the citation system of the American Anthropological Association (http://www.aaanet.org/publications/style_guide.pdf) or another system with the approval of your advisor.

Tables and Charts

Tables and charts should be placed within the text, not at the end of your Thesis.

Copies

You must submit to your advisor and two Committee members 3 printed copies of your Thesis, bound in a spring binder, sometime prior to the oral exam (to be scheduled during the first week of April). It is your responsibility to discuss with your advisor and two Committee members the exact date when you submit your work. A suggested date is the Thursday before Spring Break.

Also, you must submit 1 copy of the final version of your Thesis, bound in the traditional black spring binder, in the Undergraduate Office in Fillmore 368 on the Thursday of the final week of classes. This copy of your work will reside permanently in the Anthropology Department Library. Be sure to leave a 2-inch margin on the left (leave 1-inch margins at the top and bottom of the page and on the right) to allow for the spring binder.

Suggested Template for Obtaining Verbal Informed Consent

My name is (*name of student*), and I am an undergraduate student in the Department of Anthropology at the University at Buffalo. I am hoping to be able to graduate with Honors in Anthropology, and so I am writing a Senior Honors Thesis on (*Thesis topic*). I would like to ask you if you would be interested in, and willing to, participate in my study by answering a few questions. If you do not feel comfortable answering any one of my questions, please feel free to say so. If at any time you feel uncomfortable participating in my study, please let me know and we will stop. I assure you that our conversation will remain confidential. I will also use a pseudonym in order to protect your right to speak anonymously. If you would like additional information about my Senior Thesis, please feel free to contact my advisor via e-mail at _____ or by phone at _____.

Title Page Format:

[Title] (centered approximately ¼ down the page)

A Thesis presented by

[Name]

to

the Department of Anthropology

in partial fulfillment of the requirements

for the degree with honors

of Bachelor of Arts

The State University of New York at Buffalo

Buffalo, New York

[Month and Year of Submission]