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UNDERGRADUATE STUDENT HANDBOOK

PROGRAMS OF UNDERGRADUATE STUDY 2021-2022

FACULTY

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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 focus areas of Archaeology, Cultural Anthropology, and Biological Anthropology, together with a Pre-Medical/Pre-Dental Focus Area. Students declare specialization in one of these focus areas 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. University at Buffalo's undergraduate program includes archaeology, cultural anthropology and biological 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 contemporary world.

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

Students in Cultural or Biological Anthropology may choose the **Pre-medical/Pre-dental Focus Area** in preparation for application to professional schools of Medicine or Dentistry, or graduate study in Medical Anthropology. The Pre-medical/Pre-dental Focus Area involves a series of recommended courses, listed on page 7. Students in this focus area 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 three requirements. The student applicant must have: 1) earned an overall GPA of 2.0 or better; 2) taken and completed one introductory anthropology course (either APY 106, APY 107 or APY 108 with a grade C- or above); and 3) **the student must complete the [online application to the major](#). 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.

Students should be competent in basic scholarly skills; see page 12.

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 other University at 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

Each newly registered departmental major is assigned to a faculty advisor, according to the focus area 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 are made by completing and submitting a *Request for a Change of Advisor* form to the Undergraduate Office in 380 Academic Center. 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 Curriculum or other university academic requirements you should make an appointment with CAS advisors in 275 Park Hall, 645-6883. The CAS Advisor for Anthropology is Janeen Wilder, jwilder@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. Students must submit the *Application for Honors* and the *Honors Thesis Committee form* to the Undergraduate Program office to propose their project plans and demonstrate that a faculty advisory committee will oversee their research. Students completing honors must then 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.

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 College of 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 Senior Seminar, Anthropology Theory course (APY 401) and a 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.

COMBINED BA/MA PROGRAM

The Department of Anthropology offers an accelerated track for students to earn both a BA and MA degree within 5 years.

BA/MA in Anthropology, Medical Anthropology Concentration

The combined Bachelor of Arts (BA) / Master of Arts (MA) in Anthropology - Medical Anthropology Concentration program is an accelerated 5-year track for students interested in pursuing careers in the health professions requiring an advanced degree.

Anthropology majors who meet eligibility requirements may apply to the MA in Anthropology - Medical Anthropology Concentration during their sophomore year. Upon acceptance into the program students incorporate graduate coursework beginning in their senior year.

Admission Requirements

Students who meet the below eligibility requirements are welcome to apply to the BA/MA program:

- Currently an accepted Anthropology major
- 3.0 or higher GPA

It is recommended students apply no later than the second semester of their sophomore year.

Combined Program Course Plan

Students are encouraged to meet with the Director of Undergraduate Studies and the Director of Graduate Studies early in their decision-making to develop a course sequence plan. The below curricular plan is offered as a guide, but students can tailor a plan to meet individual interests through the advisement process.

Please visit <http://www.buffalo.edu/cas/anthropology/graduate-program/anthropology-ma.html> regarding graduate courses on offer through this 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. **All students matriculating at UB in Fall 2018 or later must complete at least 24 credits in Anthropology courses at the 300 level or above.**

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 Fall and Spring)

APY 107 - Introduction to Biological Anthropology (offered Fall and Spring)

APY 108 - Introduction to Archaeology (offered Fall and Spring)

(Students should take their 100 level courses at the beginning of their program)

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

APY 401 - Theory in Anthropology

Two Area Study courses, courses about the culture(s) of a specific geographic region; prehistory courses are acceptable where applicable.

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.

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

Courses Recommended for Pre-Medical/Pre-Dental Focus Area:

Students in the Pre-Medical/Pre-Dental focus area are encouraged to choose their Problem Oriented courses from the following. Students are welcome to petition the Director of Undergraduate Studies to have other courses count towards the focus area requirements.

APY 275 Culture, Health and Illness	APY 311 Psychological Anthropology	APY 312 Culture and Reproduction
APY 345 & APY 346 Comparative Primate Anatomy and Dissection Lab		
APY 348 Forensic Anthropological Osteology	APY 394 Shamans and Healers in South America	APY 349 Human Genetics
APY 477 Culture and Disability	APY 545 Dental Anthropology (with permission of instructor)	APY 578 Ethnomedicine (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 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, intern hours, course credit 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 faculty 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 force registered into 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 likely 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 an 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 an 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. The University at Buffalo and several SUNY campuses operate such programs, and the student may register through any of them. The student should plan to earn 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 an honors project 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 also 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.

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. Students declaring a minor in Anthropology should do so by completing and submitting the [online application](#). 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)

BIOLOGICAL 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 Focus Area 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.

STUDENT POSTER COMPETITION

Junior and senior anthropology majors (including double majors) have the opportunity to participate in an annual Student Poster Competition. The event will take place every Spring semester.

The Competition showcases student activities such as participation in field schools and study abroad programs, internships, independent study, volunteer work, and honors research. Participants display their posters and answer questions about their research in a public venue on campus during a two- to three-hour period. A panel of judges reviews the posters and awards up to three prizes to the best presentations. This event is designed to help Anthropology majors develop skills in displaying and communicating about their projects and to introduce non-majors to our department's programs and opportunities.

Students interested in participating are encouraged to consult with their faculty advisors and to sign up for the poster competition at least three months before the event is scheduled. Projects involving data or information received from individuals or groups of people, referred to as "research participants," such as interviewing, surveys, anthropometrics, ethnohistory, may require approval from UB's Institutional Review Board (IRB) and the submission of specific ethics forms to IRB before the research begins. Faculty will assist students in preparing the research protocols.



OTHER THINGS YOU SHOULD KNOW

STUDENTS IN DIFFICULTY – Students in **any kind** of difficulty, academic or personal, that may interfere with their school work, should talk to their advisor, or the Director of Undergraduate Studies, or to a CAS Advising Advisor in 275 Park Hall, **right away** (645-6883; the staff person who advises Anthropology students is Janeen Wilder; jwilder@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.

Students with disabilities, are encouraged to visit the university's **Accessibility Resources Office** at 60 Capen Hall (645-2608) for consultation. 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 Services, 275 Park Hall (see above). Do not simply stop attending class if you hope to return to the University at Buffalo. 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 <https://www.buffalo.edu/academic-integrity.html>. If you have **any** doubts about what constitutes violation of University policy on academic integrity, please ask a member of staff or faculty.

BASIC SCHOLARLY SKILLS. It is expected that students in our program will be competent and diligent in scholarly skills such as: reading and understanding syllabi and other course material; listening to class material; taking notes on class material and outside readings; writing clearly and grammatically; understanding principles of academic integrity; understanding basic principles of research, scientific method, and critical thinking. Faculty are encouraged to advise students of any deficiency in any of these areas of scholarship; and such students should seek help early in their careers.

Academic Advisement Report (AAR). – Your Academic Advisement Report (AAR), accessible through HUB at the Academic Requirements tab, tracks your progress through both UB and your major requirements. 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. Jaume Franquesa. Among the benefits of membership is eligibility to apply for a \$5,000 scholarship for graduating seniors. For further information, visit their website at <https://laanthro.org/>.

CAREER DESIGN CENTER – Located at 259 Capen Hall, this office assists students in areas of self-assessment, career exploration, internship searches, and job searches. See <http://www.buffalo.edu/career/> or call 645-2231. **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 through their Student HUB. For September conferral, applications **must** be submitted by July 15; for February conferral, by October 15; for June conferral, by February 22. To march in the General Commencement ceremony in May, and to reserve guest tickets, students should go to the Commencement website.

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 Senior/Dean's Commencement Award. The DUS and Undergraduate Committee select the best senior candidate based on GPA and university service, and submit 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 is awarded 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 is 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.

Phyllis Hartrich Memorial Award supports independent undergraduate research. The award honors the memory of Phyllis Hartrich, who served for many years as the Undergraduate Coordinator in the Anthropology Department. A call for proposals for independent research is circulated to undergraduates each fall. The research project must be designed and carried out by students in consultation with their advisors. The award is designed to defray expenses directly related to research, including equipment and travel to research sites. No funds will be provided for conference travel or for faculty member research. Award recipients are selected by the Director of Undergraduate Studies in consultation with members of the Undergraduate Committee.

Undergraduate Professional Activities and Achievement in Anthropology Award is presented to a graduating senior who has engaged in professional activities to an extent that it warrants special recognition.

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 Academic Center; 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 complete and submit the [online application](#). **Note:** area of interest must be indicated.

Application for Minor Status – A student applying for minor status is required to complete and submit the [online application](#). **Note:** area of interest must be indicated.

APY 499 - Undergraduate Independent Study Form – This completed form must be signed by the Anthropology 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 force register the student 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 Program Coordinator in the Undergraduate Office will force register the student 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 any supporting documents.

Petition To Recognize Other University Course Form – This form should be used 1) to request that a course taken at the University at Buffalo or at another academic institution be considered in satisfying 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 documentation must be attached to the form.

Request for an Advisor Change – This form allows students to request a new faculty advisor. Students may name a new advisor and the new advisor must sign the form, or student can request that the Program Coordinator assign a faculty advisor in their new area.

Senior Honors Thesis: Application and Committee Formation Form – A student applying for the departmental Honors Program must maintain a 3.5 departmental GPA and satisfactorily complete a thesis based on a two-semester research project under the supervision of a thesis advisor. Students planning to complete an honors thesis must submit the *Application for Honors* and the *Honors Thesis Committee* forms to the Program Coordinator for review and approval by the Director of Undergraduate Studies.

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. Noreen von Cramon-Taubadel (noreenvo@buffalo.edu).

Revised 08/21

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, 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
- Statistics course

THIRD YEAR

- One APY problem-oriented/theoretical course
- One APY area studies course
- One APY elective course
- 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

- 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

****Review statistics course choices to determine which one you will take to fulfill the statistics course requirement and plan accordingly****

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

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

Discuss the following with your advisor:

- a) learning outcomes and assessment tools of the study-abroad program;
- b) how to petition 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.

→ 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:

→ 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.

THIRD YEAR

**** Consider applying for departmental and scholarship awards****

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:

****Optional – Honors Thesis:** 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 – Internship:** Start thinking about an Internship**

→ 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.

→ One APY elective course

Learning Outcomes:

- See individual course syllabi.

Assessment Tools:

- See individual course syllabi.

→ Optional – Study Abroad: Participate in semester-long study abroad program (or in the fall semester of the 3rd year; optional).

SUMMER between THIRD and FOURTH year

→ **Institutional Review Board (IRB) Review:** Prepare and submit for IRB review if you will work on an Honors Thesis and plan to publish or otherwise disseminate information obtained as a result of your study.

→ **Field School:** Participate in UB's or an outside Field School program if required by or useful to your focus area.

→ **Optional – Study Abroad:** Participate in summer study abroad program.

FOURTH YEAR

** Apply for departmental awards and scholarships**

Fall Semester:

→ **APY 494: Senior Seminar or approved 400-level course** (or in spring of 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.

→ **Optional - Honors Thesis:** Start working on Honors Thesis and register for APY 499.

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.

→ **Optional – Internship:** Design in consultation with your advisor and internship supervisor with emphasis on the specific learning outcomes to be achieved through the internship. It can also be completed in the spring semester of the 4th year.

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:

→ **APY 494: Senior Seminar or approved 400-level course** (or in the fall semester, 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.

→ **Two APY elective courses**

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]