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Archaeology Graduate Studies Handbook
2004-2005 Edition

Introduction

The purpose of this handbook is to explain departmental procedures and requirements to graduate students seeking the PhD degree in archaeology at Boston University.

The Department requires regular communication between graduate students and their advisers, especially with respect to individual programs of study. Questions concerning academic policies, regulations, admissions, financial aid, petitions, or grievances can be addressed to the Director of Graduate Studies, who represents the Graduate Studies Committee. Information on use of Department equipment or facilities, faculty office hours, and the like can be obtained from the main office.

Intent of the Program

The intent of the Program is to provide appropriate education and training in the recovery, analysis, and interpretation of archaeological materials and contexts while simultaneously assuring that sufficient background is obtained in one or more traditional cognate fields such as classics, art history, anthropology, and history. In recognition of the importance of scientific techniques in the analysis, dating, and interpretation of archaeological finds, the program is also designed to include classroom and practical training in the biological and physical sciences and in quantitative methods, either within the framework of the archaeological curriculum itself or within that of other departments or programs [such as the Center for Remote Sensing, or the Center for Materials Research in Archaeology and Ethnology (CMRAE)].

Admission

Applicants must have a BA or MA, preferably from a program in archaeology or one related to archaeology (such as anthropology or classical studies, with a concentration in archaeology). Students lacking sufficient preparation in archaeology will be required to take courses, as determined by the Graduate Studies Committee, to make up the deficiency. On occasion, these courses may be beyond the minimum specified by the Graduate School, especially in the post-MA program.

Financial Aid

Financial Aid information is routinely updated on the Graduate School of Arts and Sciences web site. Go to <http://www.bu.edu/bulletins/grs> and click on Financial Information.

The office of Sponsored Programs maintains a clearinghouse of funding publications, search engines, and other links at <http://www.bu.edu/osp/funding.html>

Concentrations

Students may concentrate in (1) the archaeology of an area and time period, or (2) in a broader topical study. Examples of (1) are Old World prehistoric (Mediterranean, Near Eastern, or African), Old World historical (classical or Near Eastern), or New World historical (colonial and industrial). Examples of (2) are comparative prehistoric studies, paleoenvironmental studies, archaeology of complex societies, and others. Students who concentrate in a topical field, however, would still be well advised to develop considerable expertise in one or more major geographical areas, something typically demanded by potential employers.



Initial Counseling and Evaluation of Background

During the registration period preceding the first semester of study, each incoming student will meet with the chair of the Graduate Studies Committee, who will assign a primary adviser. At that time, the student's formal background in archaeology will be reviewed with the intent of determining how deficiencies, if any, are to be made up in the first year of study. A statement concerning the Committee's decision will be entered in the student's file for reference. Students are reminded that the graduate program requires demonstration of reading proficiency in modern foreign languages (two for the PhD); that everyone must have completed at least two courses in sociocultural anthropology, or take these during the course of study here; and that those concentrating in classical archaeology or Near Eastern historical archaeology must command at least one ancient language in addition to the modern ones. As far as possible, this preparation—or a substantial part of it—should be done prior to admission to the program. Language background is among those criteria reviewed when admission applications are being evaluated.

After this initial interview, a selection of courses for the first semester will be made with the help of the adviser and the necessary registration forms filled in. All incoming students, during their first full year of residence, must take AR701 (Intellectual History of Archaeology), AR705 (Pre-Urban Development), AR706 (Archaeology of Complex Societies) and AR707 (Natural Science Approaches to Archaeological Problems). In 2004-05 AR701 and 705 will be offered in the fall; AR706 and AR707 will be offered in the spring. Waiver of one or more of these courses is possible if the student has had a clearly equivalent graduate course, or courses, elsewhere. In addition, students must take AR780 (Archaeological Ethics and the Law) prior to taking the PhD Qualifying Examinations. In 2004-05 AR780 is offered in the fall.

Subsequent Advising and Study Outlines

In order to maintain a coherent and balanced individual program of study, the adviser will help the student outline the overall program (including courses, and scheduling of language, comprehensive, and qualifying examinations), a copy of which will be submitted to the Graduate Studies Committee for approval. The completed outline (which should be submitted during, or immediately following, the end of the first semester of study) will be entered in the student's permanent file. The files themselves are kept in the Department office.

Changes in the program of study may be made subsequently, subject to approval of the student's adviser and the Director of Graduate Studies. Advisers may also be changed by written petition, provided both the new adviser and the Director of Graduate Studies concur. The new adviser, the old adviser and the Director of Graduate Studies should be formally apprised of this action in writing in order that no misunderstandings arise.

As stated above, students are required to maintain regular contact with their advisers. In particular, each student is to fully discuss his or her program in detail (including selection of courses for the next or subsequent semesters, any changes in the program of study, scheduling of departmental examinations or dissertation, progress toward completion of requirements, etc.) during the pre-registration period each fall and spring. The adviser at that time should update the student's progress report (copies of which have been given to all faculty members) to include all recently completed requirements and a list of requirements to be fulfilled during the following semester. Advisers are expected to be able to provide this kind of information to the Chair of the Department or the Graduate Studies Committee at any time it may be needed for student evaluations, financial aid consideration, and the like.

Students in the post-baccalaureate (16-course) PhD programs are not required to obtain the MA. Anyone who does wish to do so in progress must fulfill all the requirements for the MA.

Courses

For the post-baccalaureate PhD a minimum of sixteen courses is required. These must include the following: AR701, AR705, AR706, AR707, and AR780. Students must also establish that they have already been trained in field techniques of

archaeological reconnaissance and excavation or taken a field school approved by their adviser in addition to the required courses. Those students who have not already had at least two courses in sociocultural anthropology are required to do so, usually within the first year of residence.

For the post-MA degree, a minimum of eight semester courses is required. The specific course requirements will be established by the Graduate Studies Committee after reviewing the student's background and determining what deficiencies, if any, are to be made up; a coherent program of study within the concentration chosen will be outlined at the time. In certain cases the Committee may recommend to the Graduate School that a student be admitted to the post-MA program, but be advised or required to take more than eight courses in order to complete the PhD program. The requirements of AR701, AR705, AR706, AR707 and AR780 is not waived for post-MA students unless they have previously taken equivalent courses.

Major courses normally are not to be taken off-campus (excepting AR707 and those in the CMRAE program, which is based at M.I.T.). Some students might, however, wish to take certain specialized courses elsewhere that would serve to enhance their skills. Prior approval for such courses must be obtained from the Graduate Studies Committee, via one's adviser. Likewise, students should not treat directed-study courses (900 level) as substitutes for regular courses, but rather as a means of attaining further, more intensive knowledge of an area or topic not obtainable in the regular curriculum. Anyone intending to register for a directed study course (generally those at the 900 level) must fill out a form (available in the Department office) indicating the nature of the work to be undertaken and having the signed approvals of the adviser, the supervising instructor, and that of either the Department Chair or the Director of Graduate Studies. In planning course-of-study programs, students and their advisers should be attentive to upcoming faculty leaves and to projected course-scheduling (e.g., noting that not all survey courses, in particular, are offered every year).

Each semester during pre-registration, the student and adviser are to update the program of study, in particular so that there is a record of courses selected for the upcoming semester. The Department has no other source of information about current enrollments. One copy should be retained by the adviser and another given to the Director of Graduate Studies.

Another reason for maintaining the progress record is to be certain that each student takes all of the courses relevant to his or her stated area of concentration. Both students and advisers must take care to see that this requirement is met— not only to prepare the student for departmental examinations but as a matter of ascertaining that proper and sufficient background is obtained for a professional career.

Foreign Language

Reading knowledge of two modern foreign languages, usually French, German, and/or Spanish is required. Students wishing to do dissertation research in an area of the world in which a great amount of scholarship is published locally may request permission from the Graduate Studies Committee to be examined in the relevant language in place of either French or German.

The sooner these languages are mastered, the sooner a student will be able to use them in scholarly research, and ideally the student will have preparation in them before entering the program. Modern language courses may not be counted toward the fulfillment of Departmental course requirements for the degree, and students are encouraged to use some of their summer time to make up deficiencies. It is expected that one of these requirements will be met by the end of the first semester of study and the other no later than the end of the second year. Modern foreign language requirements must be completed before the PhD exams are taken. The ancient language requirement, when applicable, is to be fulfilled no later than the third year of residence, although it is preferable to do so even earlier. A firm schedule for examinations to be taken will be established at the time the program of study is submitted.

The language requirements are fulfilled by a written translation examination prepared by faculty members, or by successfully

completing a graduate reading course in the Department of Modern Foreign Languages. Departmental exams are normally offered each semester during the week preceding the departmental MA and PhD examinations (see attached schedule for 2004-05).

Students concentrating in Old World historical archaeology must also demonstrate by written examination knowledge of an appropriate ancient language (such as Greek or Latin). The level of proficiency required is that normally attained by one graduate-level reading course. This requirement may be met by written examination or by the completion of the least two courses beyond the intermediate level or by one graduate level reading course, each with a grade of at least B-.

Examinations

Comprehensive examination

The Comprehensive examinations cover broad issues central to the discipline of archaeology generally, for which the core courses are intended to offer preparation. Normally, students taking the Comprehensive examination must have completed and received a passing grade in the four core courses upon which the Comprehensive Exams are based (AR701, AR705, AR706, and AR707) before they take the exam. Students who have not completed and passed these core courses must petition the Graduate Studies Committee for a waiver of this requirement.

In the event that the results of the comprehensive exams are not deemed entirely satisfactory, the examining faculty members will recommend to the Graduate Studies Committee the remedial action they feel appropriate. Failure of one section of the comprehensive exams will require retaking the section only. Failure of two or more sections of the exams will require retaking the entire set of exams. Those who must repeat the comprehensive exams in part or whole will do so in November/December, at the same time as the PhD exams. A student may retake the examinations only once, and those whose performance is judged a failure on the second occasion will not be allowed to continue in the program.

Phd Qualifying Examinations

PhD Qualifying examinations consist of a written portion and an oral portion. Examinations will not be based on specific courses, a specific version of a course, or on a pre-selected bibliography. Students, with their advisers' help, are responsible for selecting an appropriate range of courses and independent readings to assure competence.

The written portion comprises exams based on the student's area and topic of concentration (and may, for example, include coverage of such fields as materials analysis, remote sensing, or paleoethnobotany that have been included in the student's own program of study and that might be applied to archaeological problems in the area—or, perhaps, some aspects of the archaeology of neighboring regions that might be relevant to one's own geographical area of specialization). These exams—not necessarily of the same length—will be given in a single week each semester, usually in November/December and April (see attached schedule for 2004-05). Their exact number, nature, and length will be suggested by the student and the adviser(s) in a proposal submitted to the Department Faculty for approval. In the event the exams are not deemed entirely satisfactory, the examining committee members will recommend to the Graduate Studies Committee the remedial action they feel appropriate which may involve retaking part or all of the exams the next time they are offered. A student may retake the exams only once, and those whose performance is judged a failure on the second occasion will not be allowed to continue in the program.

An oral exam covering discussion of the written component, and touching on matters of more general archaeological interest, will be taken as soon as possible following successful completion of the written portion. Part of the oral typically will be devoted to a brief, informal description by the student of the proposed dissertation topic. Successful completion of this examination advances a student to PhD candidacy. Formal presentation of the research proposal is to be made within the following two semesters.

Each set of qualifying exams will be taken within one examination period, normally within the semester following completion of coursework. As noted above, all modern foreign language requirements must be previously completed.

Dissertation Proposal

Students are expected to present their dissertation proposal before the end of the second semester following successful completion of their qualifying exams. Failure to do so will adversely affect consideration for departmental funding and delay the progress of the dissertation. The proposal is to have a cover sheet signed by the prospective Readers before it is brought to the faculty. (The Readers include the adviser and at least one other Department faculty member; if there is to be an external reader, he or she would be listed as Second or Third Reader.) After the draft is approved and signed by the Readers, copies are circulated to all regular faculty members, who may respond to the student individually. After any necessary revision, the proposal is formally presented to the Department in a meeting that all faculty members and graduate students are encouraged to attend. Copies of the proposal must be given to all faculty members at least one week before the time at which the presentation is scheduled. Immediately following the presentation the faculty will discuss the proposal with the candidate, and either give or withhold their approval. If the proposal is rejected, the revision only need be circulated among the faculty so they may ascertain that the agreed-upon changes have been made. If a student, having had an earlier proposal rejected or approved, decides on an entirely new one, the new proposal is subject to all the above procedures.

Proposals are subject to review by the Dean of the Graduate School and the Academic Standards Committee. The prospectus, not to exceed 20 double-spaced pages in length (plus bibliography), is to be filed in the Graduate School by the student. The student is responsible for obtaining the appropriate signatures on the Dissertation Prospectus Approval Form issued by the Graduate School; you may obtain a copy of this form from our office or from the Graduate School, CAS room 112.

In addition to the signed cover sheet, the proposal should include the following: a) a clear statement of a thesis that is to provide the central theme of the dissertation; b) a description of the background for the research area and/or topic, including relevant bibliography; c) an outline of the hypotheses to be tested and the methods for doing so; and d) a time schedule for carrying out the various aspects of the research and writing it up. The proposal should be written in such a way as to be suitable for use in applications for funds from granting agencies if such support is needed. Faculty members will make available to the candidates their knowledge and experience of various funding agencies. Since most funding agencies require several months for the evaluation of proposals, and most have mandatory deadlines, it is necessary for applicants to plan ahead, often as much as a year. Because there is stiff competition for most grants it is prudent to submit requests to more than one agency.

After the proposal has been approved, the Readers will supervise the research and the writing of the dissertation. A formal five-person examination committee will later be appointed, under Graduate School regulations, for the candidate's defense of the dissertation.

Scheduling of dissertation proposals. As noted above, it is expected that a student will present his or her dissertation proposal to the department by the end of the second semester following successful completion of the written and oral PhD qualifying examinations. The formal proposal presentation must take place before the end of October during the fall semester, or before the end of March during the spring semester. Students should prepare accordingly and make certain to allow sufficient time for readers to review drafts of the proposal and for all faculty to have at least one week in advance of the presentation in which to review the reader-approved proposal.

Funding for Dissertation Research

Students are reminded that a Grants and Fellowships Information File is maintained in the Department Office. In addition, the Office of Sponsored Programs at 25 Buick Street has information and personnel who will help students locate prospective funding sources. It may also be useful to consult the Annual Register of Grant Support (D.A.T.A., Inc., Academic Media, Orange, N.J.). Copies are available in room 110 in the Graduate School. Occasionally, qualified students may be written into

research grants directed by individual faculty members.

Following is a partial list of potential sources for dissertation research funding, with URLs for the relevant web pages. You must prepare funding proposals in cooperation with your advisor, and, in some cases (e.g., National Science Foundation) submit the proposal through the Office of Sponsored Programs at Boston University. Allow yourself plenty of time to prepare your proposal, and be sure to consult with your advisor as well as with the Office of Sponsored Programs for advice well in advance of submission.

Office of Sponsored Programs: <http://www.bu.edu/osp/funding.html>

Sources for funding in African Studies research: http://www.sas.upenn.edu/African_Studies/Grants/Dissertation_10013.html

American Association of University Women: <http://www.aauw.org/3000/felgrawa.html>

American Council of Learned Societies Dissertation Fellowships in East European Studies: <http://www.acls.org>

Guggenheim (Harry Frank) Foundation Dissertation Fellowship: <http://www.hfg.org>

Huntington Library, Art Collections, & Botanical Gardens Fellowships: <http://www.huntington.org/ResearchDiv/Fellowships.html>

Institute of International Education (Fulbright)
<http://www.iie.org/TemplateFulbright.cfm?section=Fulbright1>

National Research Council/Ford Foundation Predoctoral/Dissertation Fellowships for Minorities: <http://www.nas.edu>

National Science Foundation Dissertation Improvement Grants: <http://www.nsf.gov/search97cgi/vtopic>

Smithsonian Institution Fellowships: <http://www.si.edu/ofg/fell.htm>

Social Science Research Council: <http://www.ssrc.org/fellowships/?dissertation>

Wenner-Gren Foundation for Anthropological Research: <http://www.wennergren.org/programsirg.html#fieldwork>

Winterthur Museum, Garden and Library Dissertation Fellowships: <http://www.winterthur.org/research/fellowship.asp>

Woodrow Wilson National Fellowship Foundation: <http://www.woodrow.org/newcombe/>

Defense of the Dissertation

Before the defense can be held, the candidate must obtain department approval for the dissertation abstract, which cannot exceed 350 words in length. A copy must be signed by the First Reader, Director of Graduate Studies, and the Department Chairman—then submitted to the Graduate School for approval at least three weeks prior to the scheduled defense. Two weeks before the defense, 14 copies of the approved abstract are to be submitted to the Graduate School (see attached schedule for

2004-05). Forms for these submissions (abstract approval and scheduling of defense) can be obtained from the Department administrator.

The Committee is comprised of first and second Readers, a chairperson, and two others, one of whom, the Outside Reader, is not a member of the Department. The chairperson must be someone other than a Reader. Members of the Defense Committee are proposed by the candidate and the First Reader, subject to the approval of the Director of Graduate Studies. The Committee Chairperson's duties begin only when the student's final draft of the dissertation has been approved for the defense by the Readers, at which time the Chairperson requests a defense date for the student. The Chairperson presides at the defense. Special service appointments for Committee members who are not members of the faculty of the Graduate School must be obtained from the Graduate School; see the Department administrative staff to initiate such a request. Junior or senior faculty members may be Readers, the chairperson, or ordinary members of the Dissertation Defense Committee. Naturally, candidates should ascertain in advance whether or not each faculty member chosen will be on campus at the appropriate time. The defense is scheduled by the Committee Chairperson at the candidate's request. It is the responsibility of the candidate and the Committee Chairperson to make the necessary arrangements with other members of the Committee. Any member of the Graduate School Faculty is entitled to attend the defense and ask questions. Other persons, including fellow students, may attend with the approval of the candidate and the Committee Chairperson, but may not participate in the exam.

In preparation for the examination, each member of the Defense Committee is expected to review the entire dissertation. Copies of the penultimate-draft of the dissertation given to each member of the examining committee at least two weeks before the defense is scheduled. An additional copy of the dissertation should be placed in the Department office and Lounge for other faculty. At the time of submission of the dissertation to the Committee, the Readers and Committee Chairperson should be in essential agreement that the dissertation is complete, defensible, and stylistically correct; i.e., that it is suitable for deposition in the University Library.

During the defense of the dissertation the Defense Committee acts for the University faculty as a whole in determining whether or not an adequate defense is presented. The Dissertation defense consists of a brief (no more than 20 minutes) presentation of the research and conclusion by the candidate. This may, if necessary, be accompanied by illustrations such as overheads or slides, but these should be kept to a minimum. Following the presentation the Chair of the Committee opens the floor for questions from the committee members, generally circling the room until all questions have been asked and answered. The candidate and observers are then asked to leave the room while the faculty discuss the defense and determine if it has been adequate. The candidate is invited back into the room to hear the discussion. If the dissertation is not acceptable, specific recommendations will be made and, if necessary, another defense will be held. Only when the dissertation has been completely approved will copies be signed. The student should submit one copy of the dissertation to be retained for reference in the Stone Science Library, in addition to the two copies required by the Graduate School.

Deadlines for dissertation submission and final defense: see attached schedule.

PhD Degree Candidates		
	January 25, 2005 Award	May 22, 2005 Award
Dissertation Prospectus due in the Graduate School Office (GRS)	April 2, 2004	October 1, 2004
*Diploma application due in GRS	November 1, 2004	February 1, 2005
First draft of dissertation (submitted to readers)	October 1, 2004	February 4, 2005
Dissertation abstract (max. 350 words) approved by dept. - due in GRS Office	At least three weeks prior to Final Oral Exam	At least three weeks prior to Final Oral Exam

Schedule of Final Oral Exam (arranged by department) due in GRS Office with fourteen copies of approved abstract	Two weeks prior to Final Oral Exam	Two weeks prior to Final Oral Exam
Last Date to hold Final Oral Exam N.B. See below deadline for submission of dissertation	December 10, 2004	April 15, 2005
** Approved and signed dissertation (2 copies due in Graduate School Office on or before this date)	December 10, 2004	April 15, 2005

**Prior to the dissertation defense, the candidate must schedule an appointment with the Records Office for review of the dissertation format. All PhD degree requirements are complete only when both copies of the dissertation have been certified as meeting the standards of the Graduate School and are accepted by the library.

Time Limits

By University regulations, the post-BA PhD program must be completed within seven years after the first registration for doctoral study. The post-MA PhD Program must be completed within five years after the first registration in the program.

MA in Archaeology

Archaeology Graduate Studies Handbook 2004-2005 Edition

Introduction

The Department of Archaeology offers MA degrees in Archaeology, Archaeological Heritage Management, and Geoarchaeology. The purpose of this handbook is to explain departmental procedures and requirements to graduate students seeking the MA degree at Boston University.

The Department requires regular communication between graduate students and their advisers, especially with respect to individual programs of study. Questions concerning academic policies, regulations, admissions, financial aid, petitions, or grievances can be addressed to the Director of Graduate Studies, who represents the Graduate Studies Committee. Information on use of Department equipment or facilities, faculty office hours, and the like can be obtained from the main office or the web site.

Intent of the Program

The intent of the Program is to provide appropriate education and training in the recovery, analysis, and interpretation of archaeological materials and context while simultaneously assuring that sufficient background is obtained in one or more traditional cognate fields such as classics, art history, anthropology, and history. In recognition of the importance of scientific techniques in the analysis, dating, and interpretation of archaeological finds, the program is also designed to include classroom and practical training in the biological and physical sciences and in quantitative methods, either within the framework of the archaeological curriculum itself or within that of other departments or programs [such as the Center for Remote Sensing, or the Center for Materials Research in Archaeology and Ethnology (CMRAE)].

The MA program is designed especially for those who (1) are undecided about committing themselves initially to a PhD program; (2) intend ultimately to specialize in another discipline but wish to obtain a degree in archaeology as part of their overall education; (3) or wish to obtain training in certain specialized areas of study offered here. Other post-baccalaureate students would normally apply to the 16-course PhD program in which they can earn the MA in the course of working toward

the higher degree.

Admission

Applicants must have a BA or BS, preferably from a program in archaeology or one related to archaeology (such as anthropology or classical studies, with a concentration in archaeology). Students lacking sufficient preparation in archaeology will be required to take courses, as determined by the Graduate Studies Committee, to make up the deficiency. On occasion these courses may be beyond the minimum specified by the Graduate School.

Concentrations

Students in archaeology may concentrate in (1) the archaeology of an area and time period, or (2) in a broader topical study. Examples of (1) are Old World prehistoric (Mediterranean, Near Eastern, or African), Old World historical (classical or Near Eastern), or New World historical (colonial and industrial). Examples of (2) are comparative prehistoric studies, paleoenvironmental studies, archaeology of complex societies, and others. Students who concentrate in a topical field, however, would still be well advised to develop some expertise in one or more major geographical areas, something typically demanded by potential employers. In addition, students may receive an MA in Archaeological Heritage Management or Geoarchaeology.

Initial Counseling and Evaluation of Background

During the registration period preceding the first semester of study, each incoming student will meet with the chair of the Graduate Studies Committee, who will assign a primary adviser. At that time, the student's formal background in archaeology will be reviewed with the intent of determining how deficiencies, if any, are to be made up in the first year of study. A statement concerning the Director's decision will be entered in the student's file for reference. Students are reminded that the graduate program requires demonstration of reading proficiency in modern foreign languages (one for the MA.); that everyone must have completed at least two courses in sociocultural anthropology, or take these during the course of study here; and that those concentrating in classical archaeology or Near Eastern historical archaeology must command at least one ancient language in addition to the modern one. As far as possible, this preparation— or a substantial part of it— should be done prior to admission to the program. Language background is among those criteria reviewed when admission applications are being evaluated.

After this initial interview, a selection of courses for the first semester will be made with the help of the adviser and the necessary registration forms filled in. All incoming students, during their first full year of residence, must take AR701 (Intellectual History of Archaeology), AR705 (Pre-Urban Development), AR706 (Archaeology of Complex Societies) and AR707 (Natural Science Approaches to Archaeological Problems). In 2004-05 AR701 and 705 will be offered in the fall; AR706 and AR707 will be offered in the spring. Waiver of one or more of these courses is possible if the student has had a clearly equivalent graduate course, or courses, elsewhere. In addition, students must take AR780 (Archaeological Ethics and the Law) prior to taking the MA examination. AR780 in 2004-05 is offered in the Fall.

Subsequent Advising and Study Outlines

In order to maintain a coherent and balanced individual program of study, the adviser will help the student outline the overall program (including courses and scheduling of language, comprehensive, and MA examinations), a copy of which will be submitted to the Graduate Studies Committee for approval. The completed outline (which should be submitted during, or immediately following, the first semester of study) will be entered in the student's permanent file. The files themselves are kept in the Department office.

Changes in the program of study may be made subsequently, subject to approval. Advisers may also be changed, but both the old and new advisers and the Graduate Studies Committee chair should be formally apprised of this action in writing in order that no misunderstandings arise.

As stated above, students are required to maintain regular contact with their advisers. In particular, each student is to fully discuss his or her program in detail (including selection of courses for the next or subsequent semesters, any changes in the program of study, scheduling of departmental examinations or Thesis/Research Paper, progress toward completion of requirements, etc.) during the pre-registration period each fall and spring. The adviser at that time should update the student's progress report (copies of which have been given to all faculty members) to include all recently completed requirements and a list of requirements to be fulfilled during the following semester. Advisers are expected to be able to provide this kind of information to the Chair of the Department or the Graduate Studies Committee at any time it may be needed for student evaluations and the like.

Courses

A minimum of eight semester courses is required, including GRS AR701, AR705, AR706, AR707, and AR780; and three courses in an area or topical concentration. Students must also establish that they have already been trained in field techniques of archaeological reconnaissance and excavation or take a field school approved by their adviser in addition to the required courses. Those entering the MA program with little background in the discipline typically may be required to complete more than the minimum eight courses for the degree as part of their program.

Major courses normally are not to be taken off-campus (excepting those in the CMRAE program, which is based at M.I.T.). Some students might, however, wish to take certain specialized courses elsewhere that would serve to enhance their skills. Prior approval for such courses must be obtained from the Graduate Studies Committee, via one's adviser. Likewise, students should not treat directed-study courses (900 level) as substitutes for regular courses (except those in the Archaeological Heritage Management Program), but rather as a means of attaining further, more intensive knowledge of an area or topic not obtainable in the regular curriculum. Anyone intending to register for a directed study course must fill out a form (available in the Department office and web site) indicating the nature of the work to be undertaken and having the signed approvals of the adviser, the supervising instructor, and that of either the Department Chair or the Director of Graduate Studies. In planning course-of-study programs, students and their advisers should be attentive to upcoming faculty leaves and to projected course-scheduling (e.g., noting that not all survey courses, in particular, are offered every year).

Each semester during pre-registration, the student and adviser are to update the program of study, in particular so that there is a record of courses selected for the upcoming semester. One copy should be retained by the adviser and another given to the Director of Graduate Studies.

Another reason for maintaining the progress record is to be certain that each student takes all of the courses relevant to his or her stated area of concentration. Both students and advisers must take care to see that this requirement is met—not only to prepare the student for departmental examinations but as a matter of ascertaining that proper and sufficient background is obtained for a professional career.

Foreign Language

The student must demonstrate reading proficiency in French, Spanish (for those studying New World or Iberian archaeology only), or German unless another modern foreign language is approved by the Graduate Studies Committee. Preferably, this requirement should be met during the first semester of study, and certainly before the end of the second semester. It must be met before MA exams are taken.

The modern language requirements are fulfilled by a written translation examination prepared by faculty members, or by successfully completing a graduate reading course in the Department of Modern Foreign Languages. Departmental exams are normally offered each semester during the week preceding the departmental MA exams (see attached schedule for 2004-05).

Students concentrating in Old World historical archaeology must also demonstrate knowledge of an ancient language (such as Greek or Latin). This latter requirement may be met either by written examination or by the completion of at least two courses beyond the intermediate level or by one graduate level reading course, each with a grade of at least B-.

A schedule for meeting language requirements should be established at the time of entrance to the program.

Examinations

Comprehensive Exams

The Comprehensive examinations cover broad issues central to the discipline of archaeology generally, for which the core courses are intended to offer preparation. Normally, students taking the Comprehensive examination must have completed and received a passing grade in the four core courses upon which the Comprehensive Exams are based (AR701, AR705, AR 706, and AR707) before they take the exam. Students who have not completed and passed these core courses must petition the Graduate Studies Committee for a waiver of this requirement.

In the event that the results of the comprehensive exams are not deemed entirely satisfactory, the examining faculty members will recommend to the Graduate Studies Committee the remedial action they feel appropriate. Failure of one section of the comprehensive exams will require retaking that section only. Failure of two or more sections of the exams will require retaking the entire set of exams. Those who must repeat the comprehensive exams in part or whole will do so in the November/December examination period and take their MA examinations in the following April. A student may retake the examinations only once, and those whose performance is judged a failure on the second occasion will not be allowed to continue in the program.

MA Exams

The MA examinations will be on the area or topic of the individual's concentration and may vary in number according to the topic and recommendation of the adviser; in either case, the subject matter is expected to be relatively broad (e.g., materials analysis rather than just lithics typology and use wear, or Aegean prehistory rather than just the Neolithic of Crete, etc.). The student will discuss the nature of the exams with his/her adviser.

The MA exams are given toward the end of each semester, usually in November/December and April (see attached schedule for 2004-05). Unless they require a substantial amount of remedial coursework to make up deficiencies or have failed the comprehensive exams, students should take the MA exams in the November/December session immediately following the comprehensive exams.

In the event that the results of the MA exams are not deemed entirely satisfactory, the examining faculty members will recommend to the Graduate Studies Committee the remedial action they feel appropriate, which may involve compensatory essays or retaking part or all of the examinations the next time they are offered. A student may retake the examinations only once, and those whose performance is judged a failure on the second occasion will not be allowed to continue in the program.

Thesis

Each student will write and submit a thesis for faculty review. The thesis will be prepared under the supervision of at least two readers who will evaluate the submission on behalf of the Department. The thesis is to be submitted in final form during the regular academic year (September-May). The attached schedule provides the deadlines for 2004-2005. Readers are not necessarily expected to work intensively with a student on thesis preparation during the summer or to participate in the formal evaluation of a thesis during that period.

In most cases, it is anticipated that a student will require three or four semesters to complete the MA degree, especially if he or

she has had little prior work in archaeology and related fields. Graduate-level archaeology courses are not offered on campus during the summer or in the evening division, and the faculty are not required to assume responsibility for directed studies during the summer.

MA Degree Candidates			
	January 2005 Award	May 2005 Award	September 2005 Award
Thesis title approval card due in Graduate School Office	May 7, 2004	November 5, 2004	April 1, 2005
*Diploma application due in GRS	November 1, 2004	February 1, 2005	July 1, 2005
First draft of thesis (submitted to readers)	October 1, 2004	March 4, 2005	July 1, 2005
*** Approved and signed thesis (2 copies due in the GRS on or before this date)	December 10, 2004	April 15, 2005	August 19, 2005

*The diploma application is valid only for the graduation date specified; a new application must be filed if the student does not graduate as planned.

***Prior to the signing of the thesis, the candidate must schedule an appointment with the Record Officer for review of the thesis format. All M. A. degree requirements are complete only when both copies of the thesis have been certified as meeting the standards of the Graduate School and of the library.

Time Limits

By University regulations, the MA program must be completed within three (3) years of the initial registration for the degree.

MA in Geoarchaeology

**Archaeology Graduate Studies Handbook
2004-2005 Edition**

Purpose

The Geoarchaeology program is aimed at providing a broad background in both the geosciences and archaeology. Such a broad-based program provides flexibility to students coming from a variety of different backgrounds such as geology or other natural sciences, anthropology, or archaeology, but who are equally interested in associating geological techniques and methods with archaeological and geological data.

Admission

The student is expected to have completed a bachelors degree, in earth sciences or archaeology (or closely related fields), prior to admission to the department. Students lacking sufficient preparation in either archaeology or earth sciences will be required to take courses, as determined by the faculty advisers, to make up the deficiency. On occasion these may be beyond the minimum specified by the Graduate School.

Courses

A minimum of eight graduate-level courses (32 credits) is required, of which two must be AR509 and AR701, and two must come from the following list: ES 514, ES 533, ES 534, ES 541, ES 573, and ES 830. The remaining courses, chosen in consultation with academic advisers, may include pertinent graduate-level courses in AR, ES, or allied Departments.

Foreign Language

Reading knowledge of one modern foreign language, appropriate to the students regional interest, is required. Preferably, this requirement should be met during the first semester of study, and certainly before the end of the second semester.

The language requirements are fulfilled by a written translation examination prepared by faculty members, or by successfully completing a graduate reading course in the Department of Modern Foreign Languages. Departmental exams are normally offered each semester in November/December and April.

Examinations

Students will be evaluated at the end of the first year through a Comprehensive Exam based on the material covered in the core courses.

Thesis

A written thesis, approved by an adviser from each department must be submitted to the Graduate School of Arts and Sciences. MA candidates must give an oral presentation of their research results to a committee composed of faculty from each department.

Further information on this program and its current activities, financial aid, future employment opportunities and the like may be obtained from Prof. Paul Goldberg or Prof. David Marchant.

Guidelines for Intra-Departmental Transfers

Graduate students in the Archaeology Department who wish to switch from their current program into the Geoarchaeology M.A. Program must submit to the Graduate Studies Committee an application consisting of the following:

1. A written statement (1–2 pages) describing his or her background in archaeology, reasons for the proposed transfer, and goals for participation in the Geoarchaeology program.
2. A current transcript and list of all current courses.
3. A proposed program of study, containing a list of all courses required to fulfill the program requirements, including a schedule for completion. Students should also identify their proposed area of topical concentration. See the Graduate School bulletin for program requirements.

Upon submission, the application will be reviewed by three faculty members among the Archaeology and Earth Science Departments, including under normal circumstances Prof. Goldberg, Prof. Marchant (or other Earth Sciences representative), and the Director of Graduate Studies. Their decision will be considered by the Graduate Studies Committee and the committee's recommendation will be transmitted for endorsement by the faculty at its next department meeting.

MA in Archaeological Heritage Management

Archaeology Graduate Studies Handbook
2004-2005 Edition

Purpose

This degree is intended for those planning a career in public archaeology. The program seeks to provide a balance between the academic study of archaeology and practical training in the identification, evaluation, and management of archaeological resources. It includes a practicum, internship, or other apprenticeship designed to provide the requisite experience. This might

involve a semester-long internship with an approved cultural-resource management group, state historic preservation office, or other governmental office.

Admission

Applicants must have a BA or BS in a discipline or program related to archaeology. Students lacking sufficient preparation must make up the deficiency as determined by the Department's Graduate Studies Committee, in addition to meeting the requirements of the program.

Courses

A minimum of eight semester courses is required, including AR701, AR780, AR805, AR910/AR911; at least one course in an archaeological science or technical study; and at least three additional courses relevant to the program of study. Students must also demonstrate a command of the skills and materials covered by AR503 or AR881, or take the course.

Foreign Language

The student must demonstrate reading proficiency in French, Spanish (for those studying New World or Iberian archaeology only), or German unless another modern foreign language is approved by the Graduate Studies Committee. Preferably, this requirement should be met during the first semester of study, and certainly before the end of the second semester. It must be met before MA exams are taken.

Examinations

Two examinations are required: one on the topics covered by AR701, and the topics of concentration within archaeology; and the other on archaeological heritage management.

Thesis/Research Paper

Each student will write and submit a thesis or special research paper for faculty review. The only difference between a thesis or a research paper is that the former requires one to meet all GRS guidelines and deadlines for submission. The thesis or research paper will be prepared under the supervision of at least two readers who will evaluate the submission on behalf of the Department.

Further information on this program and its current activities, financial aid, future employment opportunities, and the like may be obtained from [Professor Ricardo Elia](#).

Guidelines for Internal Transfer into the MA Heritage Program

Graduate students in the Archaeology Department who wish to switch from their current program into the Archaeological Heritage Management M.A. Program must submit to the Graduate Studies Committee an application consisting of the following:

1. A written statement (1–2 pages) describing his or her background in archaeology, reasons for the proposed transfer, and goals for participation in the heritage management program.
2. A current transcript and list of all current courses.
3. A proposed program of study, containing a list of all courses required to fulfill the program requirements, identifying the required foreign language, and including a schedule for completion. Students should also identify their proposed area of topical concentration. See the Graduate School bulletin for program requirements.

Upon submission, the application will be reviewed by three Archaeology faculty members, including, under normal circumstances, Prof. Elia, Prof. Mughal, and another appropriate to the geographical area of interest.. Their decision will be considered by the Graduate Studies Committee and the committee's recommendation will be transmitted for endorsement by

the faculty at its next department meeting.

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