

## STEPS TO YOUR ANTHROPOLOGY MA DEGREE

**This is a general outline to guide you through the program; all forms mentioned below are available at the Graduate Education website in the “Forms, Petitions, and Guidelines” page. (<http://www.uwyo.edu/uwgrad/enrolled-students/forms/index.html>)**

Please keep a copy of this list for your own records and fill in the dates as each item is completed.

### **1. \_\_/\_\_/\_\_ 1st Semester: Decide on a primary academic advisor, complete the two MA core classes offered.**

*FAQ: How do I pick an advisor? Your advisor is someone you can turn to for advice and that will help guide you through your academic career and research pursuits. Pick an advisor whose interests, theoretical approach, research, and personality mesh with yours.*

*FAQ: Is my advisor necessarily my committee chair? Your advisor is often your committee chair, but you can change advisor and/or committee chair at any time throughout your graduate career.*

*FAQ: I have decided on an advisor, now what? Complete the “Change of Major” form available through the Graduate Education website.*

### **2. \_\_/\_\_/\_\_ 2nd Semester: If you have not done so already start developing Thesis or Plan B topic. The Plan B option requires more coursework than the thesis option. Discuss ideas with your advisor. Complete the two MA core classes offered.**

*FAQ: I feel like I just got here and I'm supposed to have a thesis topic already? YES, you NEED to start thinking about/developing a thesis topic as soon as possible. While few students can formulate the exact details of their thesis research during their first year of graduate coursework, you should, at a minimum, be able to develop areas of interests and some possible research topics that you can begin discussing with your advisor and other faculty members.*

### **3. \_\_/\_\_/\_\_ 2nd Semester: Establish your committee. Your committee should be composed of at least 3 faculty, of which at least one member must be Anthropology faculty (chair) and one member outside of the Anthropology faculty.**

*FYI: Actively pursue thesis development and set up a committee as soon as you can. You can establish your committee at any point prior to the semester of your graduation, but the sooner the better (also, if your thesis topic changes you can always reformulate your committee). Once a committee is established, fill out the “Committee Assignment/Change” form.*

*FAQ: How do I find an "outside" faculty member? Your thesis committee must be comprised of a minimum of three individuals: Chair (an Anthropology Department faculty member), "Outside" Member (a faculty member from any department outside of Anthropology), and any additional members you choose. Students usually select an "outside" member who is familiar with their thesis subject matter and can provide unique perspective/insights/assistance with their research. "Outside" members can be identified by participating in non-anthropology classes and seminars, by recommendation from anthropology faculty, and by seeking out members through your research experience. Depending on your thesis topic, it is worthwhile to explore the faculty interests in other departments (e.g., check out the faculty webpages for geology, chemistry, zoology, womens studies, or other relevant fields) in order to identify likely candidates.*

*FAQ: Can I ask someone not at the University of Wyoming to be on my thesis committee? Yes, there may be some logistical issues to be worked out (conference calls, Skype appointments, etc) but committee members do not have to be University of Wyoming faculty members. Discuss the inclusion of non-University of Wyoming faculty with*

*your committee chair.*

**4. \_\_/\_\_/\_\_ 3rd Semester: File a “Program of Study” form (Must be done no later than the beginning of the final semester).**

**5. \_\_/\_\_/\_\_ 3rd Semester: Prospectus Hearing- schedule with committee.**

*FAQ: What is a prospectus and why do I have to have a hearing about it? Once you have decided on a thesis topic and have established a committee, the next step is to prepare a prospectus and schedule a hearing. Your prospectus is a summary of your proposed thesis research; it is essentially a short document detailing what you plan to do. You will schedule a hearing with your committee members in order to discuss your thesis plans and work out any problems/issues/kinks with your prospective research. You will work out the details of your prospectus hearing and what should be included in a prospectus document/presentation with your committee chair.*

**6. \_\_/\_\_/\_\_ Complete coursework 3rd and 4th semester.**

*FYI: At this point in your graduate career you should have completed all of your core class requirements. You are free to take any graduate level courses that interest you and to begin enrolling for thesis hours. You need at least 4 credit hours of thesis research to graduate. You can also pursue independent research hours directed by the faculty member of your choice.*

**7. \_\_/\_\_/\_\_ Research and write thesis or Plan B paper.**

*FAQ: I need some lab/office space to conduct my research, where can I work? There is office and lab space set aside for graduate students in the Anthropology Building. Please consult with your advisor and/or the department head about arranging work space.*

**8. \_\_/\_\_/\_\_ Beginning to mid 4th semester work through several drafts of thesis or Plan B paper with your committee chair, then with the entire committee.**

*FYI: While working on your thesis be sure to maintain contact with your committee, especially your chair.*

**9. \_\_/\_\_/\_\_ Middle of Final Semester: Graduation forms due.**

*FYI: The “Anticipated Graduation Date” form must be filed and a fee paid prior to your graduation. Dates are provided on the Graduate Education page under “Graduation Information/Deadlines.”*

**10. \_\_/\_\_/\_\_ End of Final Semester: Schedule a thesis defense and submit a copy of your thesis to all committee members at least two (2) weeks before the scheduled defense.**

**11. \_\_/\_\_/\_\_ End of Final Semester: Thesis defense, schedule your defense to allow times to make suggested changes in your thesis as requested by your committee.**

*FYI: When your thesis is approved by all committee members you will need to have them sign a “Report of Final Examination” form.*

**12. \_\_/\_\_/\_\_ Provide the anthropology department chair an electronic copy (PDF) of your thesis.**

**12. \_\_/\_\_/\_\_ Graduate!**