

STEPS TO YOUR ANTHROPOLOGY PhD 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 (if not before): Select Primary Advisor/Committee Chair**
(designate your advisor by completing the "Change of Major" form).
- 2. __/__/__ 1st Semester: Discuss program and dissertation goals with your Primary Advisor/Committee Chair**
- 3. __/__/__ 1st semester: Select Dissertation/Graduate Committee (5 faculty)**
Your dissertation/graduate committee will serve as advisors for your dissertation research and oversee your PhD Preliminary Exams. Your committee must include at least one faculty member from outside of the Anthropology department and 3-4 Anthropology faculty members (preferably at least 1 from outside of your main subfield). Designate your committee by completing the "Committee Assignment/Change" form.
- 4. __/__/__ 1st and 2nd Semesters: Take 2 required courses: Professionalism in Anthropology (ANTH 5880) and Teaching and Learning in Anthropology (ANTH 5890).**
- 5. __/__/__ 3rd Semester: Meet with Committee to discuss Dissertation plans and Preliminary Examination topics. File your "Program of Study" form.**
- 6. __/__/__ Continue completing content course credit hours.**
You must have at least 18 content course credit hours before scheduling your Preliminary Examination.
- 7. __/__/__ Take 6-24 hrs of Internships (1-2 semesters)**
- 8. __/__/__ Maintain a Teaching, Internship, and Research Portfolio**
Self-Assessment of your progress in the program.
- 9. __/__/__ Language and Research Tool Requirements**
File Certification of Research Tool Requirements form with the Graduate School (must be done before scheduling the Preliminary Exam). Language and research tool requirements will be determined by the student's advisor, and may not be applicable to all students. Information on this requirement is available on page 24 of the Graduate Bulletin.
- 10. __/__/__ Schedule the written and oral portions of the Preliminary Examination.**
- 11. __/__/__ Take the Preliminary Examination, pending committee approval, file a “Report on Preliminary Examination for Admission to Candidacy” form.**
Your exam must be completed at least 15 weeks prior to your dissertation defense.
- 12. __/__/__ Complete teaching experience: GA and stand alone undergraduate courses.**
This may be done before your Preliminary Examination.
- 13. __/__/__ Continue periodic meetings with your individual committee members to discuss progress towards your dissertation.**

14. __/__/__ Work through several dissertation drafts with your advisor. Distribute a completed draft to your committee and schedule a dissertation defense.

Copies of the dissertation must be in the hands of the student's committee at least three weeks prior to the scheduled defense date.

16. __/__/__ Middle of Final Semester: File Graduation Forms.

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.”

17. __/__/__ Schedule and complete your Dissertation Defense.

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

18. __/__/__ Provide the anthropology department chair an electronic copy (PDF) of your dissertation.

19. __/__/__ Graduate!