



## DEPARTMENT of ANTHROPOLOGY

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# UNDERGRADUATE STUDENT HANDBOOK

for majors and minors in Anthropology

INCLUDING

PROGRAMS OF UNDERGRADUATE STUDY

2011 – 2012

## FACULTY

<b>Chair:</b>		Peter Biehl
<b>Assistant to Chair:</b>		Sara Eddleman
<b>Director of Undergraduate Studies:</b>		Phillips Stevens, Jr., 2011/ Vasiliki Neofotistos, 2012
<b>Distinguished Teaching Professor:</b>		Joyce Sirianni
<b>Professors:</b>	David Banks Deborah Reed-Danahay Joyce Sirianni Ezra Zubrow	Carol Berman Sarunas Milisauskas Barbara Tedlock
<b>Associate Professors:</b>	Ana Mariella Bacigalupo Peter Biehl Ann McElroy Phillips Stevens, Jr.	Warren Barbour Christine Duggleby Donald Pollock Tina Thurston
<b>Assistant Professors:</b>	Jaume Franquesa	Vasiliki Neofotistos
<b>Visiting/Adjunct Faculty:</b>	Tilman Lanz	Douglas Perrelli
<b>Associate Professor Emeritus:</b>	Stuart D. Scott	
<b>Professors Emeriti:</b>	Robert K. Dentan Keith F. Otterbein A.T. Steegmann, Jr.	Charles Frake Gerard L. Rosenfeld William W. Stein

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

# ABOUT THE UNDERGRADUATE PROGRAM

The undergraduate program in Anthropology offers a B.A. degree. It includes the subfields of Archaeology, Cultural Anthropology, Physical Anthropology and a Pre-medical/Pre-dental Concentration. Students declare specialization in one of these sub-disciplines when they register for the major (see below). For the Joint Major and the Minor in Anthropology, see p. 8.

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

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

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

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

Students in Cultural or Physical Anthropology may choose the **Pre-medical/Pre-dental Concentration** in preparation for application to professional schools of Medicine or Dentistry, or graduate study in Medical Anthropology. The Pre-medical/Pre-dental Concentration involves a series of recommended courses, listed on page 4. Students in this concentration can use their pre-med/pre-dent courses to satisfy most regular departmental requirements as stipulated on page 4.

Detailed descriptive materials concerning all departmental programs are available in the Department's Undergraduate Office.

## ADMISSION TO THE MAJOR

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

## TRANSFER

Transfer students must be accepted by the University prior to applying for major or minor status in the Department of Anthropology. The criteria for acceptance into the department are the same for transfer students as they are for SUNY/Buffalo students. Evaluation of courses taken at another school for department major credit is done by the department. Certain introductory courses, especially those taken at SUNY schools, have already been approved as satisfying our 106, 107, or 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. It is Department policy that at least 6 of the courses used for major credit must originate in the Department of Anthropology, SUNY at Buffalo.

## ADVISEMENT

The Director of Undergraduate Studies (DUS) and/or the Undergraduate Committee will assign each newly registered departmental major to a faculty Advisor, according to the concentration specified by the student. The student should devise a plan of study in consultation with the faculty advisor and should continue to discuss the progress of his/her program through further conferences with the faculty advisor, at least once every semester. Faculty advisors may suggest additional course work in another department. If the student's interest changes, he/she may request a different faculty advisor. Such requests should be made in writing to the Undergraduate Office in 380 Fillmore. The student should discuss his/her post-graduation plans with the advisor, and should expect the advisor to assist in applications for employment or graduate educational programs. **Note:** your Departmental Advisor is there to support your Anthropology program, and to help you in your post-graduate transition. For UB GenEd or other university academic requirements you should consult with CAS advisors in 275 Park Hall, 645-6883. (Make an appointment!) The CAS Advisor for Anthropology is Wendy Orosz, wendyoro@buffalo.edu.

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

## HONORS PROGRAM

Honors in anthropology is achieved by maintaining a g.p.a. 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 one or more faculty members.

In the Spring semester of their junior year, qualified students wishing to achieve honors in anthropology should gain consent from the faculty member(s) who will supervise their projects. They should apply to the Undergraduate Committee in writing, using the form available at the Undergraduate Office, by the end of their junior year, so that they can get started on the project over the summer, and address any Human Subjects issues that require IRB clearance. Honors students register for three hours of Independent Study (499) each semester of their senior year. For students graduating in June, the completed project must be finished and ready for outside review not later than March 15; for students graduating in February, the deadline for submission is October 15. The student should submit three copies of the final project to the Undergraduate Program Office in 380 Fillmore.

The project is evaluated by the faculty advisor(s) and by the Undergraduate Committee. The decision whether to award Honors is based on the project thesis, grades, and other achievements. With an Anthropology g.p.a. of 3.75 or higher, and a superior honors project, the student may be granted Honors with Distinction.

## 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 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 g.p.a.* and an *Anthropology g.p.a.* of 2.0 (or better) through completion of their undergraduate program.

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

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

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

**APY 107** - Introduction to Physical Anthropology (offered Fall semester, and summer)

**APY 108** - Introduction to Archaeology (offered Fall semester, and summer)

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

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

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

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

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

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

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

**Three Electives** - Majors may choose electives from any of the APY courses listed on the following pages. (Four electives are required of students entering the major prior to Fall 2012.)

### C. One Course in Statistics:

Acceptable Statistics Courses include:

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

### D. A Practicum

The Practicum, conducted under the close supervision of one or more faculty members, is a project that involves the practical application of theory and/or the collection of new data for further theoretical analysis.

Students should plan to complete their Practicum in their senior year, if possible. The three sub-disciplines have established their own guidelines for satisfaction of the Practicum (see p.7).

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

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

**APY 312** Culture & Reproduction

**APY 345 & APY 346** Comparative Primate Anatomy AND Dissection Lab

**APY 348** Forensic APY Osteology

**APY 394** Relig/Healing in Nat. So.  
Am

**APY 448** Human Genetics: Legal &  
Ethical Issues

**APY 476** Health Care in the U.S.

**APY 477** Topics in Medical APY

**APY 545** Dental Anthropology (with  
permission of instructor)

## CURRENT ANTHROPOLOGY COURSES.

Below are courses that are offered fairly regularly. This is not an exhaustive list. Courses are 3.0 credits unless otherwise noted. The letters (a) and (p/t) indicate whether a course satisfies problem-oriented/theoretical or area study requirements, or either. xl indicates a cross-listed course that originates in another department. For repeatable and Special Topics courses (marked with \*), the description will tell. Consult each semester's course descriptions, available at the beginning of the prior semester on our website and in print in the literature racks outside the Undergraduate Office.

### ARCHAEOLOGY

- |   |   |
|---|---|
| 104 Great Sites: Romantic Archaeology (p/t) | 108 Introduction to Archaeology                 |
| 162 The First Americans (a)                 | 215 Historic Archaeology (p/t)                  |
| 238 Near & Middle East Prehistory (a)       | 239 Archaeology of NY Colonial History (p/t)    |
| 250 Special Topics in Arch. (var. cr.)      | 280 Arctic Archaeology (a)                      |
| 330 Prehistory of Europe (a)                | 331 Archaeology of the New World (a)            |
| 332 Arch. Of the American Southwest (a)     | 333 North American Archaeology (a)              |
| 335 Archaeological Field Methods (lec. p/t) | 338 Field Research in Arch. (var.cr., lab. p/t) |
| 353 Old World Prehistory (a)                | 360 Indians of NY State (a)                     |
| 367 Mesoamerican Archaeology (a)            | 368 Theories in Archaeology (p/t)               |
| 373 Indians of North America (a)            | *410 Special Topics (lec.)                      |
| 433 Archaeology of Eastern N. Amer. (a)     | 434 Approaches to Archaeology (p/t)             |
| 436 Geoarchaeology (4.0, p/t)               | 437 Celtic, Anglo-Saxon, Viking Arch. (a)       |
| 441 Anthropological Demography (p/t)        | 480 Collapse of Civilization (p/t)              |
| *494 Senior Seminar                         | *496 Internship (var. cr.)                      |
| *499 Ind. Study. & Research                 |   |

### CULTURAL ANTHROPOLOGY

- |   |  |
|---|--|
| 106 Introduction to Cultural Anthropology | 168 Myth & Relig. Anc. World (a, p/t, xl CL)     |
| 203 Anthropology and Film (p/t)           | 217 APY of War (p/t)                             |
| *261 Cult. APY Topics                     | 262 APY and Justice (p/t)                        |
| 265 Peoples of SE Asia (a)                | 275 Intro to Medical APY (p/t)                   |
| 276 Intro. to Ethnomedicine (p/t)         | 304 Food & Culture (p/t)                         |
| 312 Culture & Reproduction (p/t)          | 315 Cross-Cult. Stud. Women (p/t, xl GGS)        |
| 320 Cognitive Anthropology (p/t)          | 323 APY & Education (p/t)                        |
| 324 Approaches to Stud. Relig. (p/t)      | 325 Contemp. Afr.-Carib. Relig. (a, p/t, xl AAS) |
| 343 Native American Literature (p/t)      | 366 Peoples of Asia (a)                          |
| 369 Peoples of Sub-Saharan Africa (a)     | 371 Afro-American Culture (a)                    |
| 377 Magic, Sorcery & Witchcraft (p/t)     | 380 Myth, Ritual, Symbol (p/t)                   |
| 382 Indians of South America (a)          | 384 Books of the Ancient Maya (a, xl ENG)        |
| 393 APY of Religion (p/t)                 | 394 Relig. & Healing: Native So. Amer. (a, p/t)  |
| 401 History of APY (p/t)                  | 402 Modern Europe (a)                            |
| 405 Ethnographic Film (p/t)               | *406 Adv. Soc. & Cult. Theory                    |
| 408 Ethnographic Field Methods (p/t)      | *410 Special Topics                              |
| 412 Culture & Astronomy (p/t)             | *420, 421 Special Topics                         |
| 432 Peoples of the Arctic (a)             | 447 Mythology of the Americas (a, xl ENG)        |
| 449 Mayan Civilization (a)                | 474 Urban Anthropology (p/t)                     |
| 476 Health Care in the U.S. (a)           | *477 Topics in Medical APY                       |
| 484 Cult. of Revolution in S. America (a) | 488 Kinship & Social Structure (p/t)             |
| 490 Economic APY (p/t)                    | 492 Political APY (p/t)                          |
| *494 Senior Seminar                       | *496 Internship                                  |
| *499 Indep. Study & Research              |  |

### PHYSICAL ANTHROPOLOGY

- |                                  |                                    |
|----------------------------------|------------------------------------|
| 107 Introduction to Physical APY | 226 Human Adaptation               |
| 245 Survey of the Primates       | 246 Intro. To Primate Behavior     |
| 248 Human Genetics               | *280 Special Topics                |
| 303 Physical Research            | 309 Social Organization of Animals |

344 Animal Communication  
348 Forensic APY/Osteology  
409 Primate Social Behavior & Organization  
417 Hum. Evol. Ecol. II, Subsistence  
444 Ethology Practicum  
457 Human Evolutionary Biology  
\*496 Internship

345/346 Comparative Primate Anatomy (lec and lab)  
350 Human Behavioral Ecology  
416 Hum. Evol. Ecology I, Reproduction  
443 Advanced Phys. APY  
448 Human Genetics: Legal & Ethical Issues  
495 Supervised Teaching  
\*499 Indep. Study & Research

**APY 496, Internship.** An Internship can give students valuable practical experience while introducing them to a specific profession. The Department does not maintain lists of agencies that offer internships; the interested student, perhaps with the advice of the faculty Advisor, should seek out such opportunities. The Office of Career Services (see p. 10) might be helpful. The terms of an Internship should be worked out before the semester(s) of registration, between the student, the faculty Advisor, and the agency supervisor. Such terms include: work description, hours, and how the student's performance is to be evaluated and a grade assigned. If the student simply wants transcript credit for the internship, he/she might register to be graded S/U, and the agency supervisor should write a formal letter of assessment for the student's file. For a letter grade, so that the internship can count toward the anthropology major, the student should report periodically to the academic Advisor, and submit reports, or a journal, and/or a final paper; and the agency supervisor is asked to submit a formal letter assessing the student's performance. The Advisor assigns a grade based on all agreed-upon criteria. Standard UB guidelines suggest that each credit requires 3 hours of work per week; but the host agency might have other expectations.

Students cannot register for 496 themselves. Once details are worked out, the student must complete an Internship Data Form (see p. 12) and bring it and any supporting documents to the Undergraduate Office for registration authorization. The student should then register for APY 496 and 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. 12).

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

**APY 499, Independent Study.** This course, with variable credits, is available for the student to pursue topics not covered by formal courses, or research leading to the Practicum or Honors project, under the direct supervision of a faculty advisor. Students cannot register for 499 themselves. The student **must** consult with a faculty advisor before registering for 499. Both student and advisor should complete the appropriate form (see p. 11), then the student should bring the form and any supporting documents to the Undergraduate Office for registration authorization. By University and SUNY policy, a detailed record of work accomplished under the 499 must be filed on that form, with appropriate signatures; if the student's work changes significantly during the semester, a new form must be completed and filed.

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

**Courses taken outside the Dept. of Anthropology** – At least six (6) of the courses used for UB major credit **must** be UB Department of Anthropology courses. Students may petition the Undergraduate Committee for acceptance of courses taken elsewhere, in other UB departments or in 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 106, 107, and 108. For any other requests students must use the appropriate petition form (see p. 11), available in the Undergraduate Office, and they must attach a copy of the syllabus of the course being petitioned. Students may petition any UB courses that might satisfy our requirements. Several faculty members with anthropological training are employed in other departments and schools, and many courses taught by non-anthropologists have clear relevance to the socio-cultural and methodological issues studied by anthropology.

## **The Practicum**

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

Upon conclusion of the practicum, a "Record of Practicum" form (see p. 11 for details), completed and signed by the student and approved and signed by the practicum supervisor, must be submitted to the departmental Undergraduate Studies Office for entry into the student's academic record.

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

### **Guidelines for the Practicum by Sub-discipline**

#### **Archaeology**

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

#### **Cultural Anthropology**

For students in Cultural Anthropology, the practicum involves some investigation into an original problem, usually using ethnographic methods in a field situation. Specific investigative methods and reporting of results are determined in consultation with the project advisor. The practicum may be satisfied through APY 499 (Independent Study) which is supervised closely by a faculty member; or through a formal course in which an appropriate project is a central requirement, with the course instructor's approval. Occasionally the practicum can be conducted through an Internship (APY 496), or through a Study-Abroad experience (see p. 6).

#### **Physical Anthropology**

Students concentrating in Physical Anthropology should ascertain from their faculty advisor which course he/she advises the student to use to satisfy their Practicum requirement. Courses most frequently used are: APY 443 (Advanced Physical Anthropology); APY 444 (Ethology Practicum); APY 494 (Senior Seminar [with permission of the instructor]); APY 495 (Supervised Teaching); when appropriate and with the approval of the adviser(s), APY 496 (Internship) or APY 499 (Independent Study) focusing on a faculty research project. Please note that not all sections of APY 443, APY 494, APY 496 or APY 499 will fulfill the Practicum requirement. You will need to ascertain from the instructor whether any particular section of these courses will do so in a given semester. Although not oriented to physical anthropology, APY 338 (Archaeological Field School), can also be used to satisfy the Practicum requirement.

## **JOINT MAJORS in Anthropology**

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

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

## **MINORS in Anthropology**

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

Minors should follow the same registration procedures as described on p. 2 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:  
**APY106, APY107 and APY108**  
**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:  
**APY105 and APY106**  
**plus 4 Anthropology electives**  
**(including one Area Study course at 200-level or above)**

**PHYSICAL Anthropology** - minimum of **6 required courses** including:  
**APY105 and APY107**  
**plus 4 Anthropology electives**  
**(including one Area Study course at 200-level or above)**

**MEDICAL Anthropology** - minimum of **7 required courses** including:  
**APY106 and APY107**  
**APY275**  
**plus 4 Anthropology electives**  
**(including one Area Study course and 3 other APY electives which are to be chosen from the list of recommended Pre-medical/Pre-dental Concentration courses on p. 4)**

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

## **OTHER THINGS YOU SHOULD KNOW**

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

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

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

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

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

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

**ANTHROPOLOGY CLUB** – All majors and minors are automatically members of The Undergraduate Anthropology Club, which meets frequently for special events including movies, guest lectures, field trips, social gatherings, holiday parties, etc. The Club's budget and activities are managed by four Officers, elected by the membership at the end of each academic year: President, Vice President, Secretary, and Treasurer. The Club is supported by your mandatory fees; club members will conduct supplemental fund-raisers, for club expenses or for charitable causes. The Club is active and its programs are interesting and varied, and we urge all students to participate. The DUS is ad hoc Faculty Adviser 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 g.p.a. of 3.5. The Faculty Advisor is the Department Chair, Dr. Peter Biehl, who will contact eligible students in the Spring semester. Among the benefits of membership is eligibility to apply for a \$5,000 scholarship for graduating seniors. For further information, visit their website at <http://lambdaalpha1.homestead.com/home.html>

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

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

## **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 g.p.a. and activities, then forwarded to Albany where final SUNY-wide candidates are selected.

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

**Lucia Maria Houpt Award** the outstanding graduating senior in the Department, based on g.p.a., Departmental service, and University-wide service, selected by the DUS and Undergraduate Committee.

**Marion Dickson Award for outstanding Junior** based on overall and Departmental g.p.a. 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. honors and awards, cont’d.

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

Election to **Phi Beta Kappa**, the nation’s oldest and most prestigious honors society (established on Dec. 5, 1776, at the College of William & Mary), is offered to outstanding juniors and seniors by a Committee of the UB Chapter. Criteria are g.p.a. over 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. g.p.a. of 3.5), or *summa cum laude* (“with highest praise;” cum. g.p.a. of 3.75) are bestowed by UB upon conferral of degree.

## **DEPARTMENTAL FORMS**

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

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

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

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

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

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

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

**Application for HONORS Program** – A student applying for the departmental Honors Program must maintain a 3.5 departmental GPA. Directions are on the form.

**Application for Department Commencement Award** – students are urged to self-nominate, or to nominate other students for certain special focus awards: Cantor, Klein Family, Van Ness – see p. 11.

**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. Vasiliki Neofotistos (neofotis@buffalo.edu).**

revised 12/11