

Requirements For the Ph. D. Degree In Evolutionary Anthropology

1. Preliminaries

Before registering for the first semester, The DGS will assign to each beginning graduate student a **temporary advisor** and a **supervisory committee** tailored to the student's interests. New students should discuss with their temporary advisors and supervisory committee the courses they need to take in their field of specialty.

A department **Graduate Curriculum Committee** (GCC) will review the student's past coursework and determine areas in need of satisfactory preparation in the department's **core areas** (see below). The standing committee is distinct from the student's temporary committee. It consists of the DGS (*ex officio*) and has broad representation by specialists in the core areas.

2. Responsible Conduct of Research (from the Graduate Bulletin):

All doctoral students at Duke University are required to complete a series of training sessions in the Responsible Conduct of Research (RCR). These sessions consist of two components: the first is an orientation workshop at a conference facility in Durham. All PhD students will subsequently attend a mandatory minimum number of RCR forums or other training experiences (including workshops and courses) scheduled throughout the academic year on individual topics related to responsible conduct of research. The number and content, as well as the annual schedule of, such forums, courses or workshops will be published at the beginning of each fall semester on the Graduate School Web site.

3. Course requirements:

Graduate Tutorial: During the first *four* semesters, all students must take the 2-semester departmental tutorial.

Core competencies: Also during the first *four* semesters, students must take four courses in any of six core areas. At least one of these courses must be outside the student's area of specialty. The definition of a 'core' area and determination about which courses are sufficiently broad and deep to fulfill the core requirements is determined by the GCC of the department and revisited as the faculty composition of the department changes. At the moment the core areas are: (1) evolutionary theory, (2) cognition, behavior & ecology, (3) paleontology, (4) morphology & physiology, (5) research design & statistics; and (6) genetics & genomics.

Specialty-appropriate courses: The student must also take such courses as recommended by the supervisory and dissertation committees to fulfill the needs of the specialty. Such courses are over and above the core course requirement.

4. Required writing experiences:

As mentioned in Section 7 of this document, students submit and defend a dissertation proposal at the preliminary oral examination for admission to candidacy to the Ph. D. When eligible, in the first year, students are encouraged to apply for a pre-doctoral fellowship to the National Science Foundation. Within the first two years of study students should either 1) work with their advisor and any other faculty member to write and submit a grant application for intramural or extramural research support, or 2) conduct research with their advisor or other faculty member and write up the results for submission to a peer-reviewed journal.

5. Teaching assistantships:

All graduate students are required to gain teaching experience as part of their professional training. It is expected that students will serve as teaching assistants for at least 2 semesters. This requirement may be fulfilled at any time during the student's program, but is usually met before the fifth year. Students shall be required to TA in the first semester of year unless they are funded from other sources, e.g., NSF Fellowship, research assistantship, internal graduate fellowship.

Interested students are encouraged to consider obtaining a **Certificate in College Teaching** offered through the Graduate School. See http://gradschool.duke.edu/prof_dev/cct/index.php.

6. Seminar Requirement:

All students must present a minimum of two seminars to the department. As noted in Section 7, prior to the preliminary examination, the student shall give a public seminar on the topic of the dissertation proposal. A second public presentation is part of the dissertation defense. Periodically, students are encouraged to present their work at department seminars.

7. Dissertation advisor and committee:

By the end of the third semester, the student must choose an advisor and the advisor must convene an initial meeting of the dissertation committee. Dissertation committees will consist of five faculty members, at least one of which will represent the student's minor (see below). The goals of the initial meeting are to assess the novelty and feasibility of the proposed dissertation topic, to ascertain whether the student needs to take any additional courses to demonstrate preparedness for the preliminary exam, and to decide the format of the written dissertation proposal (see below). If a student fails to meet with the committee before the end of the third semester, the DGS will notify the student of this fact in writing, and will discuss with the student's temporary advisor ways to resolve any difficulties.

8. Preliminary exam:

Preferably by the end of the fourth semester, but certainly by the end of the fifth semester, students must pass an oral preliminary examination to establish candidacy for the Ph.D. Two weeks prior to the exam, students must present to their committee members a written dissertation proposal. Prior to the oral examination, the student shall give a public seminar describing the dissertation proposal. Optimally the public presentation should occur immediately before the oral defense, but in any case, subject to the approval of the dissertation advisor, there should be a delay of no more than 2 months between the 'public' defense talk and the oral examination. The oral exam itself will be both specific and wide-ranging and is open to any member of the graduate faculty in addition to the dissertation committee. That is, it will cover the specific research areas addressed in the student's proposal, but it will also test both the student's depth of knowledge in his or her area of specialty and the student's breadth of knowledge in Evolutionary Anthropology as a whole.

9. Dissertation research defense and seminar:

Students will be expected to complete the degree requirements as soon as possible, but no later than the tenth semester.

When the dissertation research is completed, the student will present the written dissertation to the committee two weeks prior to the dissertation defense. Students are also required to present their results in a public seminar immediately preceding the defense.

The Minor

Upon the first meeting of the dissertation committee the student must declare a minor field. At least one member of the dissertation committee must represent the minor field, and will be charged with assessing the student's knowledge in the minor during the preliminary exam. The goal of the minor is to ensure that each student acquires a breadth of knowledge beyond his or her immediate specialty. Given the wide range of research areas represented in Evolutionary Anthropology, dissertation committees will have the freedom to determine the specific nature of the minor, so as to tailor it to the needs of the individual student.

Monitoring of student progress

Annual report: Students submit to the DGS a brief report summarizing their academic activities prior to the annual student evaluation meeting in the spring of each academic year. The graduate faculty will evaluate the progress of each student. The following options are possible: (i) continuation; (ii) continuation subject to improvement (concern); or (iii) dismissal from the program. Two consecutive "concern" decisions may lead to dismissal from the program. Students will receive

written notification of the results of this evaluation. Students are encouraged to discuss their progress at any time with their advisor and/or the DGS. The student's written progress report and the letter of the DGS summarizing the outcome of the annual faculty meeting will be placed in the student's folder as a record of the student's annual progress and evaluation.

Committee meetings: At least once yearly, the student shall meet with the provisional committee, and later the dissertation committee, to review the student's progress.

Scheduling committee meetings, preliminary exams, and dissertation defenses during the summer is strongly discouraged, because faculty members typically have research or other travel plans that must take precedence during this time. Summer meetings, exams, and defenses can only be scheduled by agreement of all members of the committee. In accordance with Graduate School regulations, such meetings can only be held while the summer semester is actually in session, and the student must be registered for the summer semester.

Masters Degree

Applicants who express a desire to obtain a Masters degree only will not be admitted to the program. However, students who decide to leave the program with a Masters degree will be permitted to do so. Evolutionary Anthropology Masters degrees will follow the standard regulations as described in the Bulletin of the Graduate School (page 46 of the 2012-2013 Bulletin).

Amendment to the Requirements

Changes to this document require a majority vote of the graduate faculty with primary appointment in the Department of Evolutionary Anthropology

Appendix 1. Graduate School requirements related to the dissertation (from the Graduate Bulletin)

The Dissertation. The dissertation is expected to be a mature and competent piece of writing, embodying the results of significant and original research. The dissertation must include a scholarly introduction that sets the context and importance of the research questions addressed in the study, separate chapter(s) presenting the research itself, and a final overview chapter summarizing the findings and significance of the dissertation project. One month before the dissertation is presented and no later than January 25 preceding the May commencement, July 1 for a September degree, and November 1 for a December degree, students must apply for graduation electronically by following the appropriate procedure in their student record. This application should indicate the approved title of the dissertation and must be approved by both the Director of Graduate Studies of the student's major department and the professor who directs the dissertation. The basic requirements for preparing the dissertation are prescribed in the *Guide for Electronic Submission of Thesis and Dissertations*, which is available on the [Graduate School Web site](#). The dissertation must be completed to the satisfaction of the professor who directs the dissertation (dissertation advisor), members of the student's advisory committee, and the Associate Dean of the Graduate School. The dissertation advisor must examine and approve the dissertation prior to submission to the Graduate School, as indicated by a letter to the Graduate School stating this approval. An electronic copy of the approved dissertation must be uploaded to UMI/Proquest for review and approval by the Graduate School at least two weeks prior to the defense. Deadlines for dissertation submission are posted on the Graduate School Web site and must be respected if the student wishes to receive the degree in the semester when the intention to graduate has been formally declared. All doctoral dissertations are submitted electronically to UMI/ ProQuest in Ann Arbor, Michigan and to DukeSpace in the Duke Libraries, where they are openly accessible online. See the [Graduate School Web site](#) for information about electronic submission and about procedures for obtaining a copyright, and the possibility of a temporary embargo before public accessibility. Abstracts are published in *Dissertation Abstracts International*.

Final Examination. A supervising committee of at least four members, who must have at least two weeks to read and review the completed dissertation before the final examination, administers the final examination. The final oral examination shall be primarily on the dissertation; however, questions may be asked in the candidate's major field. Except in unusual circumstances approved in advance by the Associate Dean, a final examination may not be scheduled when the university is not in session. A student must be registered during the term when he or she takes the final examination. Successful completion of the final examination requires at least four affirmative votes and no more than one negative vote. The sole exception

to this policy is that a negative vote cast by the chair of the examining committee will mean a failure on the examination. A student who fails the final examination may be allowed to take it a second time, but no earlier than six months from the date of the first examination. Permission to take the second examination must be obtained from the professor who directed the dissertation and the other examining committee members, as well as from the dean of the Graduate School. The same committee that conducted the first examinations must administer the second examination, and a second failure renders the student ineligible to continue work for the PhD degree at Duke University.

Deposit of the Dissertation. After passing the examination, candidates upload the final electronic version of the dissertation to ProQuest and DukeSpace prior to the relevant deadline. A student must be registered during the term when he or she submits the final version of the dissertation.