



Graduate Program in Anthropology and
Environmental Policy

GRADUATE STUDENT HANDBOOK

2020-2021

Table of Contents

I.	Welcome	3
II.	Program Description.....	3
III.	AEP Faculty & Staff	4
IV.	Getting Set Up (UMAINE & AEP)	5
V.	PhD Course Requirements.....	6
VI.	MA course requirements.....	7
VII.	Other requirements.....	7
VIII.	Time Limits for Completion of Degree	8
IX.	Schedule of Progression	8
X.	Graduate Student Government & Grad School Links.....	12

I. WELCOME!

Welcome to the Department of Anthropology and the Anthropology and Environmental Policy (AEP) Graduate Program at the University of Maine. This handbook is intended to serve as an introduction to the program and your guide to the typical course of study in the AEP program. Because college, graduate school, and departmental policies change from time to time, please be advised that this document is subject to change and should be used as a guide rather than a definitive source of current policy. We encourage you to check with the Graduate Coordinator (Christine Beitzl), Department Chair (Greg Zaro) and/or the Assistant VP of Graduate Studies (Scott Delcourt) should you need clarification or guidance.

II. PROGRAM DESCRIPTION

The AEP program centers on understanding human-environmental relations in cross-cultural perspective and the pivotal role of this knowledge for implementing successful environmental policy. The program engages students in a multi-disciplinary framework bridging the environmental and social sciences with policy studies while focusing on the sociocultural impacts of, and responses to, local and global environmental change.

Students engage with faculty in cutting-edge research on the way social relations, human organization, cultural perceptions, inequality and ecological behavior affect the causes and consequences of local, national, and global environmental change. Students analyze social and cultural dimensions of policy that mitigate negative environmental consequences of this change while safeguarding or promoting human well-being. Areas of environmental policy and research include:

- Global Climate Change
- Energy Resources
- Coastal and Marine Resources
- Eco-tourism
- Forest Resources
- Land-Use and Agriculture
- Water Management
- Pollution Control
- Waste and Materials Management

The program core is a firm grounding in social and cultural theory, qualitative and quantitative methodology, and policy development and analysis. Students engage in methodological and specialized courses tailored to their specific environmental interests at the local, national, or international scale.

This handbook provides basic information about the general policies and procedures for the Ph.D. and MA programs in Anthropology and Environmental Policy. Please refer to the graduate school website for additional information about current requirements and policies for graduate students at the University of Maine: <http://www.umaine.edu/graduate/>

III. ANTHROPOLOGY AND ENVIRONMENTAL POLICY FACULTY & STAFF

Anthropology Administrative Assistant: Patricia Maher; 106A South Stevens; Tel: 581-1894; Email: patricia.maher@maine.edu

Anthropology Department Chair: Zaro, Gregory, Associate Professor, Department of Anthropology & Climate Change Institute, 242 South Stevens; Tel: 581-1857; Email: gregory.zaro@maine.edu

Graduate Program Coordinator: Beitzl, Christine, Associate Professor, Department of Anthropology, 228A South Stevens; Tel: 581-1893; Email: christine.beitzl@maine.edu

Other Anthropology Faculty:

- **Ettenger, Kreg**, Associate Professor, Department of Anthropology and Director of the Maine Folk Life Center, 106C South Stevens; Tel 207-581-1840; Email: kreg.ettenger@maine.edu
- **Hanes, Sam**, Associate Professor, Department of Anthropology, 228C South Stevens; Tel: 581-1885; Email: samuel.hanes@maine.edu
- **Hornsby, Stephen**, Professor, Department of Anthropology & Director of the Canadian American Center; Tel: 581-4226; Email: hornsby@maine.edu
- **Isenhour, Cindy**, Associate Professor, Department of Anthropology & Climate Change Institute, 102A South Stevens; Tel: 581-1895; Email: cynthia.isenhour@maine.edu
- **Johnson, Teresa**, Associate Professor, School of Marine Sciences, 200 Libby Hall; Tel: 581-4362; Email: teresa.johnson@maine.edu
- **Kelley, Alice**, Research Associate Professor, Climate Change Institute & School of Earth and Climate Studies, Bryand Global Sciences Center; Tel: 581-2056; Email: akelley@maine.edu
- **Neuman, Lisa**, Associate Professor, Department of Anthropology & Native American Studies, 116 South Stevens; Tel: 581-4489; Email: lisa.neuman@maine.edu
- **Newsom, Bonnie**, Assistant Professor, Department of Anthropology, 124 South Stevens Hall; Tel: 581-1894; Email: bonnie.newsom@maine.edu
- **Ranco, Darren**, Associate Professor, Department of Anthropology & Director of Native American Programs, 236B South Stevens; Tel: 581-1801; Email: darren.ranco@maine.edu
- **Sandweiss, Daniel H.**, Professor, Department of Anthropology & Climate Change Institute, 234A South Stevens Hall; Tel: 581-1889; Email: daniels@maine.edu
- **Sorg, Marcella**, Research Professor, Department of Anthropology, Climate Change Institute, and Margaret Chase Smith Policy Center, 246 South Stevens; Tel: 581-2596; Email: mhsorg@maine.edu
- **Waring, Tim**, Associate Professor, School of Economics, 200 Winslow Hall; Tel: 581-3157; Email: timothy.waring@maine.edu

IV. GETTING SET UP AT UMAINE AND IN THE AEP PROGRAM

Email: You should already have a MaineStreet and email account that were set up during the application or registration process. If you require assistance please contact IT Help Center in Room 17, Shibles Hall – 581-2506. Email is the primary means of communication between faculty/staff, university administration, and students. It is therefore important to check your UMaine email regularly.

Wireless Internet & Printing: The IT Help center can also help you to register your mobile devices and laptops on the wireless network and link your computer to the departmental printer. Please see Pat for more information about the copier identifier and password. We do ask that you only print professional materials and that you are judicious in your printing so that the department can continue to fund the costs associated with graduate student use.

Mail: Mailboxes for students are located in the main office of the Department. All incoming mail and applicable notices will be placed in your box.

Office Keys: We will have office assignments finalized during the first week of classes. Please see department admin Pat Maher for keys to your office, teaching classrooms (if applicable) and the building.

Maine Card: All new students will need to get a “Maine Card” at the card office on the first floor of the Memorial Union (Room 130).

Parking Permit: You can also purchase your parking pass at the Maine Card Service office in Memorial Union (Room 130). See <http://umaine.edu/parking/> for more information, including cost (TAs get the Faculty/Staff rate) and how to order online.

Library Tours: We highly recommend contacting the Fogler Library to register for a tour. The Social Sciences librarian Jennifer Bonnet (jennifer.l.bonnet@maine.edu, 581-3611) is very knowledgeable and helpful.

Payroll: If you are funded by the department and have questions about your account please see Pat Maher. You will likely need to fill out several forms and get them to the Payroll Office in Corbett Hall. The Payroll office can also help you to get set up for direct deposit.

Student Life and Recreation: UMO is home to an impressive recreation facility and campus activities. Check it out at <https://umaine.edu/campusrecreation/>

V. PHD COURSE REQUIREMENTS

Students entering the program with a Bachelor's degree will need to complete 60 Student Credit Hours, while those entering the program with a related Master's degree will need to complete at least 36 Student Credit Hours. A minimum of 24 student credit hours of course work (exclusive of thesis) must be at the graduate level (500 or above), unless petitioned.

All AEP Ph.D students must take 12 credit hours in the core curriculum courses. The remaining curriculum will be individually tailored to each student, depending on background, environmental focus area, and national or international environmental policy interest. Students are expected to work with their advisor and/or graduate committee when selecting appropriate elective courses for the degree program.

Required core curriculum courses (12 credits minimum):

Both of these: (6 hours)

- ANT 500: Advanced Social Theory (3 credits)
- ANT 550: Anthropological Dimensions of Environmental Policy (3 credits)

Two of these: (6 hours) (Please note the third can serve as one of the ANT electives below)

- ANT 510: Climate, Culture, and the Biosphere (3 credits)
- ANT 564: Ecological Anthropology (3 credits)
- ANT 530: Human Dimensions of Climate Change (3 credits)

Sample of relevant elective courses available in Anthropology (9 credits minimum):

- ANT 420: Human Impacts on Ancient Environments (3 credits)
- ANT 462: Numerical Methods in Anthropology (3 credits)
- ANT 566: Economic Anthropology (3 credits)
- ANT 475: Environmental Archaeology (3 credits)
- ANT 553: Institutions and the Management of Common Pool Resources (3 credits)
- ANT 555: Resource Management in Cross-cultural Perspective (3 credits)
- ANT 597: Environmental Justice Movements in the United States (3 credits)

** Students should decide with their advisor and committee which elective courses are needed to complete their degree. In some cases, students may have non-ANT courses count toward this requirement with permission.*

Sample of relevant courses to meet the methods requirement (3 credits minimum):

- ANT 521: Geographic Information Systems I (3cr)
- ANT 522: Geographic Information Systems II (3cr)
- ANT 560: Research Design and Methods (3cr)
- SFR 528: Qualitative Data in Natural Resources (3cr)
- ECO 581: Agent-based Modeling (3cr)
- CMJ 604: Qualitative Communication Methods
- EHD 571: Qualitative Research: Theory, Design, Practice
- EHD 573: Statistical Methods in Education I

**Students are required to take at least three credit hours of a methodological course in anthropology or in another program (approved by the committee)*

Sample of elective coursework available in cooperating departments (6 credits minimum):

- ECO 450: International Environmental Economics and Policy (3cr)
- ECO 477: Economics of Environmental and Resource Management (3cr)
- ECO 571: Advanced Environmental and Resource Economics (3cr)
- ECO 582: Human Dimensions of Global Change (3cr)
- HTY 479: United States Environmental History (3cr)
- HTY 577: Environmental History (3cr)
- PHI 432: Environmental Philosophy and Policy (3cr)
- SMS 552: Coupled Human and Natural Systems (3cr)
- SMS 567: Knowledge and Participation in the Science Policy Process (3cr)
- WLE 431: Wildlife Management and Forestry (3cr)
- WLE 461: Human Dimensions of Fisheries and Wildlife Conservation (3cr)
- WLE 470: Wildlife Policy and Administration (3cr)

Responsible Conduct of Research and Thesis requirements (6 minimum/9 maximum):

Doctoral students must register for a minimum of 6 Graduate thesis/research credits (ANT 699), but no more than 9 may count toward the degree. Students will be graded with a pass (p) fail (f) or incomplete (i). Also, the Graduate School requires all students to take a one hour course to fulfill the Responsible Conduct of Research Requirement prior to conducting research (unless this requirement is fulfilled by a methods class approved to fulfill the RCR requirement) and before registering for a 4th thesis credit. This credit may be substituted for one of the 6 required thesis/dissertation credits. For more information: <http://www.umaine.edu/graduate/responsible-conduct-research>

VI. MA COURSE REQUIREMENTS

The non-thesis MA program requires completion of 30 credit hours of graduate coursework following the same guidelines as the PhD program (see Section V). All students must complete 12 hours of core requirements, with the remaining courses tailored to each student's background, environmental focus area, and national or international environmental policy interest. Students enrolled in the Ph.D. program will earn the M.A. degree once coursework requirements for the master's degree are completed.

VII. OTHER REQUIREMENTS

Funding-related requirements: Students receiving departmental funding (i.e. teaching assistantship) are eligible to register for up to 9 credit hours each semester and must register for at least 6 to maintain full time status (unless stipulated otherwise). Doctoral students who have been admitted to candidacy may maintain full-time enrollment status by registering for a minimum of one thesis or internship credit.

Maintenance of good standing requirement: Graduate students are expected to remain in "good standing" by maintaining a 3.0 GPA or higher to advance in the program. No student may accumulate more than 12 hours of C grades in a program of study for a Ph.D. Students receiving grades of C or lower in excess of these numbers will be considered as not having made satisfactory progress toward completing degree requirements. Also, please note that courses

with a grade of C or lower will not count toward the graduate degree unless recommended by the student's advisory committee and approved by the Dean of Graduate Studies.

Language requirement: The Anthropology Department does not, as a rule, require demonstrable proficiency in a second language as a requirement for graduation, but the advisor and committee may require proficiency depending on the student's area of interest.

VIII. TIME LIMITS FOR COMPLETING THE DEGREE

While all students work differently and some will move through the program faster than others depending on level of maturity, previous experience and personal circumstances. An MA degree can be completed within two years from the date of matriculation. All work for a doctoral degree must be completed within eight years of matriculation. Students must be admitted to candidacy (pass comprehensive examinations) within four years of registration as a doctoral student and the dissertation must be completed within four years of admission to candidacy.

If requirements for an advanced degree are not completed within the time specified, the candidate must file a petition for "Exception to Regulation" requesting an extension that must first be approved by the Anthropology Department and then by the Graduate School. If the student has broken enrollment and exceeded the time limit of his/her program, he/she must apply for readmission before being allowed to continue working toward the degree. Courses exceeding the time limit for the degree may be counted only if revalidated by the instructor. If the application for readmission is approved, the student's program of study will be revised in view of the work completed and/or revalidated.

XI. SUGGESTED SCHEDULE OF PHD PROGRESSION

Please note that our program has been designed to be highly flexible so the order of progression to follow is a suggestion but may not work in this order for all students. If you are a new student this semester, relax, get acclimated and work hard in your classes. As you begin your second semester you'll want to start thinking about the following:

Selection of Committee: All AEP PhD students are admitted under the guidance of an advisor, typically the faculty member they've requested or the faculty member whose research interests align most closely with the student's. Students should meet with their advisor at least once during their first semester to discuss research interests and ideas for committee composition. The faculty advisor will chair the dissertation committee and will work with the student to recruit other faculty members as early as possible in the student's course of study but no later than the beginning of the student's third semester. Dissertation committees must be composed of at least five members. All graduate committee members must have current Graduate Faculty status (check with the Graduate School if in doubt). At least one member of the committee must be from a department other than anthropology. Qualified individuals from other institutions may be included if the rest of the committee agrees; external committee members must be appointed as External Graduate Faculty by the Graduate School (please see the Graduate Coordinator to

process the paperwork). The advisory committee guides the student on course work and serves as the examining committee for the qualification exams and dissertation defense.

First Committee Meeting: Students are encouraged to have their first committee meeting by the end of their second semester, but no later than the end of the third semester. During this meeting, the student will create an agenda to discuss their proposed program of study and thesis topic.

Program of Study: The program of study is an outline of all academic work to be undertaken by a graduate student. It is planned by the student and his or her advisory committee as early as possible in the course of study. A doctoral student entering with a related master's degree should plan to submit the [Doctoral Program of Study Form](#) to the Graduate School upon completion of the first 12 credit hours, whichever comes first.

When the program of study is approved by the student's advisory committee and the Graduate School, it becomes the student's required curriculum. Changes in the program of study may be made by submitting a [Change in Program of Study](#) form approved by the student's advisory committee. It is the student's responsibility to obtain approval of major changes in the course of study at the time such changes are made.

Thesis Topic: Students are encouraged to submit a thesis topic and provisional research plan to their committee for feedback during their second or third semester.

Pre-Dissertation Fieldwork: Many students find it necessary to get into the field prior to finalizing their research design (e.g. to set up partnerships or sponsorships, identify field sites, etc) Funding to support pre-dissertation fieldwork and travel is available twice a year [by competition from the Graduate Student Government](#) (<https://umaine.edu/gsg/grants/>). The Department of Anthropology also has a small budget to support pre-dissertation fieldwork and conference travel. Students can request funding from the department by sending their GSG application to the Graduate Coordinator. Deadlines sync with the [GSG deadlines](#) (this year in September and February). Students are also encouraged to explore external funding opportunities with their advisor and faculty mentors.

Human Subjects Approval: Before conducting fieldwork, students will be required to obtain approval from the University of Maine Institutional Review Board (IRB). Once the student has approval from their committee on their exploratory or final proposal, the student must then complete Human Subjects training (a CITI course) and submit an application to UMaine's Internal Review Board. Information about CITI training can be found here: <https://www.citiprogram.org>

Dissertation Proposal Defense: Before submitting proposals for external dissertation research funding and human subjects approval, the student must provide the committee with a Dissertation Proposal. This may be done before, at the same time as the qualification exams, or at a later date. The proposal must include central elements of a grant proposal including background information, a brief review of relevant literature, primary research questions, working hypotheses, sampling strategies and an outline of planned methodologies. Students are required to orally present and defend their proposal (open to the public - about 30-45 min for presentation and 15 minutes for questions) and to defend their proposal with their committee

(closed session, typically 1 hour). The committee may require revision before approving the proposal.

External Funding: Once the student has approval on their proposal from their committee the student is free to submit their proposal or external funding. If not already completed by this point, the student must complete Human Subjects training (a CITI course) and submit an application to UMaine's Internal Review Board.

If your research will require additional funding, we highly encourage you to apply to both internal and external sources of support. Depending on your area of specialization you may be eligible for the following:

Examples of Internal Fellowships (requires nomination by the department):
Chase Distinguished Research Assistantships
Janet Waldron Doctoral Research Fellowships

Examples of External Research Support:
National Science Foundation Doctoral Dissertation Improvement Grant
Wenner Gren Foundation for Anthropological Research Fellowship
Social Science Research Council Dissertation Fellowship
Fulbright Fellowship
Fulbright Hays Doctoral Dissertation Research Abroad Fellowship
Inter-American Foundation (IAF) Grassroots Development Fellowship
Switzer Foundation Environmental Fellowship

Process for submitting an External Research Proposal:

1. Contact your advisor to discuss potential submissions **at least three months prior to the deadline** to discuss the timeline and requirements
2. Read the **WHOLE** solicitation for the funding mechanism you're applying for. Ensure that you are aware of eligibility and all requirements
3. At least one month prior to the deadline review the Office of Research and Sponsored Programs website for internal review deadlines. External funding proposals must be run through the UMaine Office of Research and Sponsored Programs for approval before funding requests can be submitted.
4. Two weeks before the deadline send your draft budget, draft budget justification and abstract to the Office of Research Administration. Also, please be advised that in many cases your advisor must run your proposal through an internal review process called PARS (Proposal Automated Routing System) as well.

Qualification Exams: The written comprehensive exam will ideally be held at the end of the fourth semester (entering with Master's degree), or at the end of the sixth semester (entering with a Bachelor's degree). The written exam will be open-book and consist of a number of questions to be completed over the course of seven days. Questions, which will draw from four broad categories (1-3 questions in each category), will be created by the Ph.D. student's dissertation committee. The categories for each of the four questions are: Sociocultural Theory in Anthropology; Environmental Anthropology; Environmental Policy; and Regional &

Methodological Applications. The first three categories center on core courses in the PhD program, while the last category (Regional Applications) will be tailored, in consultation with the student, to his/her research area.

During the semester(s) prior to the exam, students are required to compile (and become familiar with) bibliographies for each of the four categories. These will be generated in consultation with the dissertation committee and finalized/submitted no later than four weeks prior to the exam. Exam questions will be formulated with reference to these bibliographies.

Approximately two to four weeks after completion of the written exam the student will meet with the committee to orally defend the written exam. Based on performance, the committee will assign one of the following designations: pass; pass provisionally; or fail. If the student is passed with provisions the committee will give the student a deadline by which revisions must be complete. If the deadline is not met the designation will convert to a fail and the student will be encouraged to withdraw from the program.

Admission to candidacy: Admission to candidacy signifies the student has successfully fulfilled all degree requirements except for completing the dissertation. This includes both the qualification exams and the dissertation proposal defense. Graduate students in doctoral programs will be admitted to candidacy when the Graduate School is informed the student has successfully passed the comprehensive examination and has met any other departmental requirements. All students admitted to candidacy may maintain full-time status by registering for a minimum of 1 thesis credit. A student must be admitted to candidacy within four years of registration as a doctoral student. All work for a doctoral degree must be completed within four years of admission to candidacy.

Dissertation Preparation: A publication entitled "Guidelines for Thesis Preparation" is available on the Graduate School website at <http://www.umaine.edu/graduate/system/files/files/Thesisguidelines.pdf>. Every student should be familiar with this publication. The Graduate School must have a tentative copy of the dissertation no later than 24 hours prior to the final defense. It is the student's responsibility to be aware of Graduate School policy regarding dissertation format and presentation, and exam (defense) scheduling. All exams need to be scheduled with the student's committee and with the Graduate School. Forms for these events are available at the Graduate School. The scheduling of a summer defense is discouraged. The full Graduate Catalog can be accessed on-line at <http://gradcatalog.umaine.edu/index.php?catoid=28>.

In addition, the Graduate School's staff is available to assist graduate students in both academic and personal matters. The staff can offer advice concerning admission, registration, degree requirements, dissertation format, procedures for changing programs, availability of fellowships and scholarships, and catalogs and brochures of other universities. Students are encouraged to contact the Anthropology Department office concerning any questions for which additional information is needed.

Dissertation Requirements: Once all course requirements have been met and your dissertation is complete to the satisfaction of your major advisor and committee members, you should plan

your dissertation defense in collaboration with your committee. It is required that you notify all members of the Department of Anthropology faculty of the date, time, and place of your defense at least 2 weeks in advance. This can be accomplished with help from the Administrative Assistant, Pat Maher, in that she can help you with the mailings and postings of the date and time of defense.

Final Actions, Forms and Signatures: To obtain a Ph.D. degree at the university, the following forms must be signed and turned in to the graduate school:

1. Submit a notice of Oral Exam to the Graduate School – two weeks prior to the defense.
2. Submit a tentative copy of the dissertation and form to the Graduate School office at least 24 hours prior to the defense.
3. Successfully defend the dissertation (check defense deadline with the Graduate School).
4. Submit a copy of the Final Thesis Acceptance Form demonstrating an affirmative vote of the committee (The original form will be attached to the final dissertation, along with other required doctoral forms and the UMI microfilming fee.
5. Completion of Requirements form – Signed by Graduate Coordinator one month after graduation.

Check with the Graduate School (581-3217) for any updates to this checklist. It is the student's responsibility to consult with the Graduate School staff to ascertain appropriate due dates.

X. GRADUATE STUDENT GOVERNMENT & USEFUL RESOURCES

Graduate Student Government (GSG) is active on UMaine's campus and has traditionally had high levels of participation from the Anthropology Department. GSG runs a Grad Expo every year and runs a competition to fund pre-dissertation field work and travel expenses. They also have social and other interesting events. We recommend GSG as a great way to meet others with similar interests on campus. For more information visit: <http://www2.umaine.edu/gsg/>

Graduate School Home page: www.umaine.edu/graduate/

Graduate School Constitution: www.umaine.edu/graduate/system/files/files/constitution.pdf

Policies of the Graduate School: www.umaine.edu/graduate/system/files/files/policies.pdf

Thesis guidelines: <http://www.umaine.edu/graduate/system/files/files/Thesisguidelines.pdf>

[Request for Exception to Regulation:http://www.umaine.edu/graduate/system/files/files/ETR.pdf](http://www.umaine.edu/graduate/system/files/files/ETR.pdf)

Graduate School Forms: www.umaine.edu/graduate/studenthub/