

ANTHROPOLOGY THESIS COMMITTEE PROCESS

By the second year of classwork, graduate students should be thinking seriously about what they want to do for a thesis project. Before beginning any work on a prospective project (including applying for grants), the following steps must be completed in the order indicated, using the attached forms, which must all be filed with the Anthropology Department office.

1. **Select a Thesis Advisor**

Your Thesis Advisor is the faculty member who will guide you through the lengthy process of developing a masters thesis, and who will eventually chair your Thesis Committee. Once your proposed Thesis Advisor has agreed, you need to submit a **Thesis Advisor Form** which requires you to obtain not only the signatures of the Thesis Advisor and Department Chair, but also the signature of the Course Advisor who had previously been advising you for course registration. If your proposed thesis project will involve access to data or a site already being researched by another faculty member or research associate who is not serving as your Thesis Advisor, you will also need to obtain the signature of the Principal Investigator of that project.

2. **Form a Thesis Committee**

In consultation with your Thesis Advisor, and once you have a preliminary idea for a thesis project, you should approach prospective members of your Thesis Committee, following the appropriate membership guidelines indicated for the Anthropology or Historical Archaeology specialization. Once all the members of your proposed committee have agreed, you need to submit a **Masters Thesis Committee Form** (in the appropriate specialty) with the signatures of all members, as well as the Department Chair.

3. **Write a Thesis Prospectus and get it approved by your committee**

In consultation with your Thesis Advisor (now your Chair) and the rest of your Committee, you should develop a suitable Thesis Prospectus in accordance with departmental standards. Once the final draft of your Prospectus has been approved by all members of your committee, you need to submit a **Prospectus Approval Form** with all their signatures.

Once your Thesis Prospectus has been approved, you will finally be able to proceed with the research phase of your thesis.

ANTHROPOLOGY THESIS ADVISOR FORM

Graduate students should submit this form to the department as soon as they choose a thesis advisor who will advise them on committee formation and prospectus development (this may differ from the previous course advisor, who must sign below as well). This form should be submitted as the *first* of three forms, as shown in the following sequence:

1. Thesis Advisor Form
2. Masters Thesis Committee Form
3. Prospectus Approval Form

All three forms should be submitted *before* beginning work on an approved thesis project. This form may also be used if changing thesis advisors before the Masters Thesis Committee Form has been submitted (after that point, a new Committee Form must be submitted).

Student Name: _____

New Thesis Advisor:

Signature	Printed Name	Date
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Project Principal Investigator: (must be completed only if the proposed thesis involves data from a site or project with a different Principal Investigator than the Thesis Advisor)

Signature	Printed Name	Date
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Previous Course Advisor or Thesis Advisor:

Signature	Printed Name	Date
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Department Chair:

Signature	Printed Name	Date
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<i>Office Use Only</i>
____ Departmental database updated

ANTHROPOLOGY MASTERS THESIS COMMITTEE

ANTHROPOLOGY SPECIALIZATION

Student Name: _____

Requirements:

- Student must have completed one year of coursework
- Committee must consist of at least three members of UWF faculty
- Committee Chair must have a Doctorate in Anthropology, and the remainder of the Thesis Committee members must have graduate degrees
- Majority of Thesis Committee members must have graduate degree in Anthropology
- Committee members must agree to serve on the Thesis Committee by signing below

Committee Chair:

Signature	Printed Name	Field	Date
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Members:

Signature	Printed Name	Field	Date
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Signature	Printed Name	Field	Date
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Optional Members:

Signature	Printed Name	Field	Date
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Signature	Printed Name	Field	Date
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Department Chair:

Signature	Printed Name	Date
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____ Departmental database updated	____ Thesis Advisor Form on file

ANTHROPOLOGY MASTERS THESIS COMMITTEE

HISTORICAL ARCHAEOLOGY SPECIALIZATION

Student Name: _____

Requirements:

- Student must have completed one year of coursework
- Committee must consist of at least three members of UWF faculty, two with graduate degrees in Anthropology and one in History
- Committee Chair must have a Doctorate in Anthropology
- Committee members must agree to serve on the Thesis Committee by signing below

Committee Chair:

Signature	Printed Name	Field	Date
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Members:

Signature	Printed Name	Field	Date
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Signature	Printed Name	Field	Date
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Optional Members:

Signature	Printed Name	Field	Date
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Signature	Printed Name	Field	Date
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Department Chair:

Signature	Printed Name	Date
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____ Departmental database updated	____ Thesis Advisor Form on file

Prospectus Approval Form

Student Name: _____

Title of Thesis:

Committee Signatures:

Committee Chair Signature	Printed Name	Date Approved
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Committee Member Signature	Printed Name	Date Approved
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Committee Member Signature	Printed Name	Date Approved
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Committee Member Signature	Printed Name	Date Approved
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Attach a copy of the approved prospectus to this signed form and submit it to the department for your official file.

Office Use Only

____ Departmental database updated

____ Thesis Advisor Form on file

____ Masters Thesis Committee Form on file