

Updated: 02/22/2024

Handbook for Students in

# Applied Anthropology & Anthropology and Education

Department of International and Transcultural  
Studies Teachers College, Columbia University

Fall 2023 – Spring 2024

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## Introduction

This handbook provides Anthropology students with a description and overview of the requirements that they must fulfill during their academic program of study. In addition doctoral students should also check frequently for the latest updates to requirements by the Office of Doctoral Studies (ODS), <https://www.tc.columbia.edu/doctoral/>.

### **Program Description**

The M.A. (32 points) and Ed.M. (60 points) in Anthropology and Education give recent bachelor's degree graduates a specialized vantage point on educational processes through the social, cultural, political, and economic lenses of anthropology. Administrators, counselors, evaluators, research associates, and teachers in elementary and secondary schools can improve their work through fresh perspectives on educational issues, policies, and practices. The programs also enhance career paths in education, public service, and business that demand systematic understanding of the social and political issues raised such factors as inequality, governmental policies, social relations, migration, and various forms of population and linguistic diversity in the United States and other regions of the world.

Since 1968, Teachers College and the Department of Anthropology in the Graduate School of Arts and Sciences (GSAS) of Columbia University have implemented a Joint Program in Applied Anthropology that is certified by and serves students from both institutions. By this agreement, all applied anthropological instruction at Columbia University is administered through Teachers College. The Joint Program provides a thorough grounding in applied anthropology informed by theoretical, methodological, and critical approaches drawn broadly from sociocultural and linguistic anthropology and related disciplines. Students in the program already work or plan careers in NGOs, development, language policy, social justice, research, and civic initiatives and institutions.

The Ph.D. in Anthropology and Education prepares students to engage in scholarly writing and research, applied research and evaluation, or teaching and administrative responsibilities at colleges, universities, professional schools of education and medicine, research institutes, or state, federal, and international agencies, and bureaus. Students in the Ed.D. program follow a similar path, but with greater emphasis on administration and the specific complexities of schooling.

Students in both Ph.D. and Ed.D. programs design and complete a 75 points (credits) course of study, pass the program's certification and language exams, conduct anthropological field research, and write and defend a research proposal and dissertation.

## Anthropology Program Faculty

### **Professor Grey Gundaker**

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- *Anthropology Program Director*

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**Educational Background:** B.A. Bennington College, Ed.D., Teachers College, Columbia, Family and Community Education; Ph.D., Yale, Anthropology

**Scholarly Interests:** literacies and visual communication; historical anthropology; material, and expressive culture; landscapes; academic disciplines, knowledge systems and expertise; United States, Black Atlantic.

#### **Selected Publications:**

*No Space Hidden: The Spirit of African American Yards.* University of Tennessee Press. 2005 (Judith McWillie co-author)

*Signs of Diaspora / Diaspora of Signs: Creolization, Literacy, and Vernacular Practice in African America.* Oxford University Press. 1998

#### **Articles:**

Asserting Rights and Justice through Special Black American Yards. Ch. 8 in *Grappling with Monuments of Oppression and New Commemorations* edited by Christopher C. Fennell. Routledge, forthcoming.

“Design on the World: Blackness and the Absence of Sub-Saharan Africa from the History of Garden and Landscape Design.” In John Beardsley, ed. *Cultural Landscape Heritage in Sub-Saharan Africa*, Washington, DC: Dumbarton Oaks (Harvard University Press), 2016, 15-57.

"Give Me a Sign": Networks of Print & Practice in African America, 1770-1840. In Robert A. Gross and Mary Kelley, eds. *A History of the Book in America*, vol. 2., Chapel Hill: University of North Carolina Press, 2010, pp. 483-495.

“Hidden Education among African Americans under Slavery.” *Teachers College Record*, pp. 1591-1611. 2007



## Professor Nicholas Limerick

- *Associate Professor of Anthropology and Education*

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**Educational Background:** B.A., Emory University;  
Ph.D., University of Pennsylvania

**Scholarly Interests:** Linguistic and cultural anthropology, anthropology of education, social movements, the state, Indigeneity, multicultural citizenship, multilingualism, language revitalization, urban inequality, Latin America, Ecuador



### Selected publications:

*Recognizing Indigenous Languages: Double Binds of State Policy and Teaching Kichwa in Ecuador.* Oxford University Press, 2023.

### Articles:

Limerick, N. (2023). Linguistic Registers and Citizenship Education: Divergent Approaches to Content, Instruction, Kichwa Use, and State Relationships in Ecuador's Intercultural Bilingual Education. *American Educational Research Journal*, 60(2), 219-256.

Limerick, N. (2023). Commentary: Can Schools Revitalize Indigenous Languages? Some Updates. *International Journal of the Sociology of Language*, 280, 167-170.

Limerick, N. (2018). Attaining Multicultural Citizenship Through Indigenous Language Instruction: Successful Kichwa Misfires and the Modeling of Modernist Language Ideologies in Ecuador. *Journal of Linguistic Anthropology*, 28(3), 313-331.

Limerick, N. (2018). Kichwa or Quichua? Competing Alphabets, Political Histories, and Complicated Reading in Indigenous Languages. *Comparative Education Review*, 62(1), 103-124.

\*Received the George Bereday Award from the Comparative and International Education Society for the best *Comparative Education Review* article published in 2018.

\*Received the James E. Alatis Prize for Research on Language Planning and Policy in Educational Contexts from The International Research Foundation in 2020.

Limerick, N. (2019). Three Multilingual Dynamics of Indigenous Language Use that Challenge Standardized Linguistic Assessment. *Language Assessment Quarterly*, 16(4-5), 379-392.

Limerick, N. (2020). Speaking for a State: Standardized Kichwa Greetings and Conundrums of Commensuration in Intercultural Ecuador. *Signs and Society*, 8(2), 185-219.

Limerick, N. (2020). Indigenous Movements in Ecuador: The Struggle for Teaching Kichwa in Schools. *ReVista: Harvard Review of Latin America*, XIX(1), 1-6.

Limerick, N. (Early View Online). What's the Linguistic Variety of Audit Culture? Administering an Indigenous Language Proficiency Exam in Ecuador's Intercultural Bilingual Education. *Anthropology and Education Quarterly*.

Limerick, N. & N. Hornberger. (Early View Online). Teachers, Textbooks, and Orthographic Choices in Quechua: Comparing Bilingual Intercultural Education in Peru and Ecuador Across Decades. *Compare: A Journal of Comparative and International Education*.

## Professor Amina Tawasil

- *Lecturer*
- *Instructor, Oral History Workshop, the Middle East Institute, Columbia University*

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**Educational Background:** B.A., San Jose State University; M.A., Stanford University; Ph.D., Teachers College, Columbia University

**Scholarly Interests:** Specific to Middle East: women's mobility; women's Islamic education; gender; General: notions of *slow* work; apprenticeship as education; oral history; storytelling; labor migration; human trafficking; mass incarceration

### Selected Publications:

*Reading as Practice: The Howzevi (Seminar) Women in Iran and Clair de Lune*, Anthropology and Education Quarterly (March 2019).

*Towards the Ideal Revolutionary Shi'i Woman: The Howzevi (Seminar), the Requisites of Marriage and Islamic Education in Iran*, Journal of Women of the Middle East and the Islamic World 13(2015).

*The Howzevi (Seminar) Women in Iran: Constituting and Reconstituting Paths*. Dissertation Abstract, Journal of Middle East Women's Studies 11(2). July 2015.

### Web-based Publications:

*Contextualizing Exclusion: Lessons from Kambis*, Allegra Lab: Anthropology, Law, Art, World. September 16, 2015.

*Buses in South and North Tehran: Education and Schooling*, Allegra Lab: Anthropology, Law, Art, World. August 12, 2015.

*Measuring Up: Where Has the 'I' Gone in My Writing?*, Anthropology News. October 2014.

*Islamic Education and the Howzevi (Seminar) Women of Pirouzi-Tehran*, Anthropology News. June 2013.

*On the Edge of Protest in Tehran: Discontinuing, Shifting Boundaries*, Anthropology News. January 2013.

*Down on Vali Asr: Encounters with Tehran's Street Children*, PBS Frontline Tehran Bureau. May 2012.

## Professor Hervé Varenne

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- *Chair, Department of International and Transcultural Studies*

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**Educational Background:** License-ès-Lettres, Université d'Aix-Marseille; M.A., Ph.D., University of Chicago

**Scholarly Interests:** Culture and communication theory. Comparative study of education in and out of school. Family dynamics. Constraints and possibilities of the new technologies.

### Selected Publications:

*Americans Together: Structured Diversity in A Midwestern Town.* Teachers College Press. 1977.

*American School Language: The Rhetorical Structuring of Daily Life in a Suburban High School.* Irvington Publishers. 1983.

*Symbolizing America.* Editor. University of Nebraska Press. 1986

*Ambiguous Harmony: Family Talk in America.* Ablex. 1992

*Successful failure: The School America builds,* with Ray McDermott. Westview, 1998.

*Theoretical Perspectives on Comprehensive Education Series* with Ed Gordon, 3 volumes. Mellen. 2008 – 2010.

*Educating in Life: Ethnographies of challenging new normal, a collective book* with de Wolfe, Koyama, Oliveira, Samaddar, Scroggins, Souleles, Van Tiem, Wessler. 2019.



## Programs in Anthropology Staff

### **Caitlin Quinn**

- *Program Assistant*

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**Educational Background:** B.A., SUNY New Paltz;  
M.S.W., New York University

**Scholarly Interests:** feminist theory; queer theory; sociology of gender and sexualities;  
survivor advocacy; transformative justice



## Student Organization

### **Association for Educational Anthropology (AEA)**

#### **Mission Statement**

The Association for Educational Anthropology (AEA) promotes anthropological inquiry in education and supports reflexive praxis within both fields. Situated within the Programs in Anthropology at Teachers College, Columbia University, AEA comprises students, faculty, alumni, and community members in support of graduate student research and professional development.

#### **Vision Statement**

AEA seeks to share the varied and unique perspectives of anthropology with the broader academic community and to increase awareness of anthropology as a powerful lens through which academic research can be developed, and progressive societal action can be taken. This is to be achieved through an array of activities including but not limited to educational programming as well as social and political actions.

**Email:** [aea\\_studentorg@tc.columbia.edu](mailto:aea_studentorg@tc.columbia.edu)

**Facebook:** [facebook.com/EdAnthro](https://www.facebook.com/EdAnthro)

**Twitter:** [twitter.com/Ed\\_Anthro](https://twitter.com/Ed_Anthro)

#### **2023-2024 Board Co-Chairs:**

**Skylar Hou**, [sh4289@tc.columbia.edu](mailto:sh4289@tc.columbia.edu)

**Alyssa Mountain**, [ajm2342@tc.columbia.edu](mailto:ajm2342@tc.columbia.edu)

**Reid Pierce**, [rrp2148@tc.colmbia.edu](mailto:rrp2148@tc.colmbia.edu)

## Courses in the Anthropology Program

**Note:** *ITS department-wide course numbers include certain types of internships, independent study, IP research and preparation, and dissertation research and preparation. Search under ITS in the online listings to register for these course numbers.*

### **ITSF 4010 Cultural and Social Bases of Education**

This course is designed as an introduction to cultural anthropology for educators and education researchers.

### **ITSF 4011 Contexts of Education**

Review of fundamental anthropological concepts for the analysis of educational institutions and processes around the world. *Instructor's Approval Required.*

### **ITSF 4012 Cross-cultural Studies of Learning**

Analyses of basic anthropological concepts, with particular reference to the influence of cultures and subcultures on the learning process, to education in multicultural classrooms, and to the relevance of psychological anthropology to educational issues. Four-point enrollment requires attendance at film showings before or after class and additional discussion sessions held at hours to be arranged.

### **ITSF 4014 Urban Situations and Education**

An introduction to the anthropological study of cities and how larger-scale urban relationships affect schooling. Emphasis is placed on understanding urban inequality.

### **ITSF 4016 Culture and Society in Africa**

A general survey of sub-Saharan Africa, using contributions from theoretical approaches to anthropological research in the area. Emphasis on socioeconomic, ideological and religious, educational, and political analysis of African communities.

### **ITSF 4018 Anthropology and Development in Africa**

This seminar considers issues and problems of development in sub-Saharan Africa. It examines specific development projects from different theoretical and empirical perspectives.

### **ITSF 4026 Technology and Culture**

An exploration of technologies, broadly defined, and the contexts of their development, use, and politics of distribution locally and globally, drawing on research in anthropology and related disciplines.

### **ITSF 4034 Dynamics of Family Interaction**

This course has been developed with practitioners of anthropology, educators, health professionals and globalization in mind. This course focuses on family as an agentive space where people construct with what they have around them. The course will begin with an overview of anthropological research on kinship and relatedness by exploring the various possibilities in the composition of a typical family, how the family is formed, and how belongingness is maintained in different parts of the world. The second portion of the course will be devoted to what impacts the family and vice versa. Finally, this course will engage categories

such as biological and social bases of family, honor, sexuality, love, wealth, religion, and institutions such as schools, the humanitarian/development/human rights regimes, and the nation-state. Ethnographic examples throughout the semester will focus on the socio-historical context, concreteness of actions, and use of resources.

### **ITSF 4902 Research Independent Study: Anthropology and Education**

Advanced masters students may register for research projects related to the IP or intensive individual study of some aspect of their concentration. Registration is only by permission of the instructor under whose guidance the work will be undertaken. Times for individual conferences will be arranged. Enrollment may be for 1 or more points each term, and registration is not limited to one or two terms. *Advisor Approval Required.*

### **ITSF 5000 Introductory Methods of Ethnography and Participant Observation**

This course provides training in knowledge-production through ethnographic research using participant-observation. Students will be able to gain an understanding of ethnography as a way of knowing how people do what they do. Part one of the course will be devoted to research design, which includes developing different types of research questions, selecting sites and anthropological methods suitable for answering these questions, and examining anthropological approaches for applied purposes. Part two of the semester consists of looking at the difficulties of conducting research driven by established categories like culture, as well as the challenges inherent in ethnography such as objectivity, representation, and ethical dilemmas. This half of the semester will be dedicated to helping students produce a research study proposal that they will present to their cohort. Throughout the course, students will be reading examples of ethnographic research relevant to policy-making in order to understand how approaches to ethnography have developed. The peer-review process will be heavily implemented in this course, where students are given the opportunity to evaluate and comment on each other's work. Students will be expected to study and read the assigned readings and be able to participate in class discussions on the course readings. This course is foundational for students who are doing ethnographic fieldwork for their master's IP or doctoral dissertation. There are no prerequisites.

### **ITSF 5001 Ethnography and Participant-Observation**

In an age in which big data is purported to solve contemporary human problems, Ethnography and Participant-observation have much to contribute. One contribution is that these make it possible to call into question the solutions put forth by way of representing human beings and their interactions with numbers. This course asks students to reflect more deeply upon what ethnographic research is and its role in scholarly and practical knowledge production. In the first of this series of courses (ITSF 5000: Introductory Methods of Ethnography and Participant-Observation), the emphasis is on operationalizing and designing a research project and writing a proposal that tightly integrates the general problem to be addressed and the method to be used. In this second course in the series, the emphasis is on the actual hands-on process of conducting fieldwork, recording of observations (field notes, mechanical recording and transcription), analysis, and on the writing of the final report. Readings and hands-on activities will be assigned. The semester will be divided into three modules: participant-observation, participant-observation with audiovisual, and virtual ethnography. Each module will involve data analysis and a write-up. This course will take place every Tuesday for 1 hour and 40 minutes. However, there will be a component that requires students and the instructor to meet outside for 2-3 Saturdays for 1 hour and 40 minutes for participant-observation work in place of the Tuesday meetings. This is the more advanced of the two courses on ethnography offered in the

department. Beginners in participant-observation research should enroll in ITSF 5000. It is possible to enroll in both simultaneously.

### **ITSF 5003 Communication and Culture**

This course covers theories and ethnographies from linguistic anthropology, or the study of how communication shapes and is shaped by social life. It considers examples from different educational contexts, such as literacy, exams, and teaching, and how they intersect with major categories of inequality such as race, class, and gender. Students are encouraged to think critically about communicative norms in institutions like schools and to apply the themes of the course to their own interests and backgrounds.

### **ITSF 5007 Race, Class and Schooling: Ethnographic Approaches**

This course asks how "race" and "class" shape and are shaped by schooling in the United States and other regions around the globe, privileging ethnography as the best way to find out how these broad concepts play out for diverse participants in diverse contexts, on the ground.

### **ITSF 5012 The Anthropology of the Caribbean and Postcolonial Society**

Caribbean experiences have been central to the development of postcolonial theory. This course draws on this work as well as research in anthropology and related fields to investigate how peoples in one of the most culturally and linguistically diverse regions on earth make sense of the past, flourish or just get by in the present, and envision workable futures in a globalizing and media saturated world.

### **ITSF 5013 Psychological Anthropology**

The concepts, theories, and methods of psychological anthropology. Cross-cultural studies of learning processes. Emphasis on recent work in the field, problems of cross-cultural methodology, and the study of socialization.

### **ITSF 5015 Political Anthropology: Labor, Race, and Belief**

This course considers the theories and concepts used by anthropologists and other social scientists in the analysis of political behavior and institutions. It analyzes contemporary theories for the study of power and their use in ethnographies of education. It also considers political topics, such as social movements and the state.

### **ITSF 5016 Anthropology and Education**

Introduction to the anthropological investigation of educative institutions (villages, neighborhoods, families, peer groups, schools, etc.) and of the policy issues anthropology addresses.

### **ITSF 5018 Drugs and Society**

Utilizing theoretical and methodological perspectives from social and cultural anthropology, this course is designed to explore the contextual dimensions of illicit drug use as well as other drug-related issues. A comparative, cross-cultural approach will be utilized and case material drawn from traditional as well as modern settings.

### **ITSF 5020 Practicum in Anthropological Field Techniques**

For anthropologists and non-anthropologists contemplating independent, qualitative research, this course provides hands-on experience in basic techniques for generating, recording, and

managing anthropological data in the field.

### **ITSF 5037 Global Literacies**

This course draws upon the anthropology of literacy, sociology of language, sociolinguistics, and critical, interdisciplinary studies of reading and writing to address basic questions about the nature of writing, reading, and graphic/material communication; the politics and processes of access to various systems; and the significance of various literacies around the world.

### **ITSF 5045 Globalization, Mobility and Education**

Drawing on the anthropology of globalization and sociology of immigration, the course reviews major theories of immigrant incorporation and exclusion processes, examines case studies of im/migrants, refugees, and displaced persons and their adaptation processes inherent in the process of migration, and considers educational practices and policies that develop in order to address mobility in diverse contexts. The course asks how cultural, social, political, and economic factors influence im/migrant incorporation, and how educators can facilitate im/migrant students' opportunities for learning through changes in policies, pedagogies, and curricula.

### **ITSF 5050 Language, Cultural Politics, and Education**

Over recent decades, discourses of multiculturalism and multilingualism have become standard in the educational initiatives of nation-states, multinational corporations, and nongovernmental organizations. In much of the world, practitioners no longer ask whether they should educate for diversity but rather how they should carry out such efforts within many existing alternatives. This course covers historical moments in which different types of multicultural and multilingual education have arisen; social theories about social inequality, language, and education that help us understand them; and examples of educational initiatives that reinforce or change inequity. Students are encouraged to consider radical possibilities for educational change.

### **ITSF 5610 First-year Colloquium in Applied Anthropology**

This course is a year-long critical review of important works in anthropology and education and applied anthropology. During the spring semester, students present proposals for their summer fieldwork before the members of both programs. Required of, and open only to, first-year doctoral students. Meets concurrently with ITSF 5611 during the spring semester. *Instructor's Approval Required.*

### **ITSF 5611 Advanced Ethnographic Methods and Analysis: From Fieldwork to Text**

How do you analyze field notes, discourse, and social media and contribute to larger theoretical questions and practical solutions? How do you write a paper based on qualitative and ethnographic research? This course asks students to reflect upon what qualitative research is and its role in scholarly and practical knowledge production. Topics include: relationships between evidence and theory; storing, transcribing, analyzing, and portraying ethnographic evidence; writing about people while shifting away from anthropology's colonial history; and authoring an above average draft of an article-length paper. It is required for second-year anthropology doctoral students, who will report on their completed summer fieldwork. This course is also open to doctoral students in other programs, as well as advanced anthropology master's students. Students are required to have already carried out pilot research that they will analyze during the class.

**ITSF 6510 Education and Cultural Production**

Education intersects cultural production in myriad ways involving large scale planning, environmental interventions, institutions like museums and parks, heritage initiatives, media old and new, and individual and local projects. This course investigates these and other modes of cultural production through the lenses of semiotic theories, anthropology, and related fields.

**ITSF 6900/6902 Research Independent Study: Anthropology and Education**

Advanced students may register for intensive individual study of some aspect of their concentration. Registration is only by permission of the instructor under whose guidance the work will be undertaken. Times for individual conferences will be arranged. Enrollment may be for 1 or more points each term, and registration is not limited to one or two terms.

## **Anthropology Degree Program Requirements**

### Master of Arts in Anthropology and Education

#### **M.A. Fast Facts:**

- 32 total points
- Approx. 11 courses in a 1 ½ - 2 ½ year span
- 15 pts TC Anthro/9 pts TC complementary/8-9 pts directly related to student's goals
- Full-time or Part-time
- Integrative Project (Master Thesis/Article)

**Program Description** — The MA program in Anthropology and Education concerns the cultural, social, and linguistic dimensions of education. Our program offers insight to better understand inequalities, cultural differences, linguistic diversity, and the wealth of human life for educational purposes. We examine educational processes in schools and classrooms, in families, on street corners, in community centers, in churches, and in all other non-conventional education settings.

Anthropology is well positioned to answer some of the toughest questions of education and policymaking because it emphasizes spending time with and learning from people. The program highlights participatory ethnography: engaging in and observing human activities and conversing with people as a means of improving education and collaborating with local groups and organizations. As one of the only master programs in Anthropology and Education in the world, we offer a unique outlook on how to understand and support diverse approaches to education in and outside the classroom.

Our program offers students courses and related concentrations in a highly individualized fashion. We strive to maintain smaller entering cohorts to magnify every student's experience. In addition to core Anthropology courses, we encourage our students to take courses with other departments and programs at Teachers College and Columbia University, more generally. For example, many of our students take courses in the International and Comparative Education, Technology in Education, and Applied Linguistics programs.

The concentrations below help students organize individualized course selections into cohesive courses of study. Our students choose a concentration that most aptly fits their research or professional interests, while faculty work with students to create a course schedule that supports these interests. Below is a list of concentrations that serve as guidelines to you:

- Urban Education
- Culture and Communication
- Ethnographic Theory and Methods
- Education Beyond Schools
- Applied Anthropology



## **Urban Education:**

As the human population increases, moves around the globe, and settles in ever denser urban environments, we must develop new understandings of the populations educators face. To the classic issues regarding poverty and class stratification, or ethnic and racial multiplicity, new issues have arisen surrounding migration and the delocalization of many groups. Our emphasis in Urban Education introduces students to the issues and current thinking on how to reform educational institutions to serve populations in their conditions.

Careers for students who have emphasized Urban Education include working in governmental and non-governmental agencies concerned with the educational aspects of their work (in the worlds of medicine, communication, business, etc.) both in the United States and abroad.

Suggested programs of study include:

- 16 points in general anthropology
- 6 points in research methods techniques
- 10 points in courses related to specific issues in urban education (including courses in sociology, economics, international education, etc.)
- an internship in an urban educational institution
- an integrative project related to the course work and internship

## **Culture and Communication:**

Much of education has to do with communication. Teachers project their voices to classrooms of students. Students read and write, though how they do so may not coincide with the predominant languages or varieties of schools. Disagreements happen on playgrounds. Young people learn from grandparents and parents. Students take standardized exams, upon which schools can be judged as “failing.” Much, if not all, of education is communicative, and communication is inextricably linked to and indicative of cultural and linguistic differences.

Our emphasis on communication means that educational initiatives must be culturally and linguistically relevant and sustaining. We aim to re-think much of educational research through a more communicative-focused perspective that foregrounds diversity. This concentration encourages students to ask: How does communication happen? How can we, as researchers, teachers, policymakers, and activists, understand language? What consequences do ways of speaking and writing have for students, teachers, and administrators? And how do institutional conceptions of communication and identity complicate successful schooling and life for students?

Careers for students who have emphasized Communication & Culture include teaching, working in governmental and non-governmental agencies concerned with the educational or communicative aspects of their work (in the worlds of medicine, communication, business, etc.) both in the United States and abroad, curriculum design, and ethnographic consultation.

Suggested programs of study include, with 32 total points:

- 15 points in general anthropology (for example, courses like Communication & Culture; Languages, Cultural Politics, and Education; Dynamics of Family Communication; or other anthropology courses that the student sees as relevant)
- 3 or more points in ethnographic research methods techniques (to better be able to listen to others)
- 6 points in courses related to communication and/or culture outside of the anthropology program, including courses in bilingual education, applied linguistics, international education (where there are several courses on language policy and literacy), literacies etc.
- 6 points in courses outside the program that develop practical skills (such as about culturally relevant pedagogy) • an internship that applies the themes of the course of study • an integrative project related to the course work

### **Ethnographic Theory and Methods:**

This concentration seeks to combine critical approaches of the study of organizations, schools, and other kinds of institutions with close ethnographic observation and analysis. We train students in anthropological theory that considers various levels of social life, moving from the details of daily life to state governance and regimes of power, as well as across the globe with today's mobile flows of people, technologies, and ideas. This concentration combines this approach to theory with methods courses that help students systematically understand how to learn from people, not merely to study, measure, or evaluate them.

Students from this concentration are well prepared to apply to doctoral programs in anthropology, other social sciences, or education, as well as to seek jobs based on their methodological expertise. Increasingly companies, NGOs, and multinational corporations seek employees who can carefully observe, interview, and write up reports about how to improve their workplace, as well.

This two-year program builds on an apprenticeship model around a supervised research project. While students have much flexibility, they are encouraged to follow our colloquium sequence, including a first year focusing on readings foundational to anthropology; a course that meets with two years of cohorts and various faculty members to discuss the students' original research projects; and a second-year course that works with students to analyze the research that they have conducted. It also focuses on courses introducing ethnographic methods and techniques.

The first year culminates with a research proposal and summer ethnographic fieldwork. The second year develops what was started through courses and seminars that take the students through the analysis and writing of the research project they conducted at the end of their first year. For their paper for graduation, students end up with a draft of an article (around 25-30 pages) that has benefited from significant feedback of peers and faculty.

Suggested program of study includes:

- 15 points in general anthropology (courses like Social Contexts of Education, Cultural Foundations of Education, Globalization, Mobility, & Education, Anthropology of Education)

- 6 points in methodology (such as Introduction to Participant Observation and Ethnography, Advanced Ethnographic Methods, Introduction to Quantitative Methods)
- 6 points in complementary social science and educational courses that can enhance student expertise (such as international and comparative education, sociology of education, political science of education)
- 5 points in relevant electives (such as regional studies courses like Schooling Across the Americas; courses on culturally relevant pedagogy; organizational management, etc.)

### **Education Beyond Schools:**

Education is everywhere, from babies' first exploratory grabs and bumps to adults' groping encounters with new technologies. Schools actually account for relatively little of what we must learn to get along in everyday life. This concentration encourages close examination of settings and practices that fly beneath the educative radar, like sports or gardening or cooking, as well as those that more closely resemble schooling but take place elsewhere, like gyms, community centers, businesses, libraries, and museums.

Schooling itself also extends beyond school walls. For example, middle class American families take school-like behavior with them into all kinds of non-school places like the supermarket when a parent holds up an item and asks a child, "what is this?" or points at a clock and asks, "what time is it?" If judging the answer right or wrong is part of the sequence, then school-talk makes schooling present, beyond school. Further, doing school outside school prepares participants for school, while the education it takes for competency in many jobs like farming, waiting tables, and making things by hand can be arduous yet count for little in the world of credentials. Thus looking at education beyond schools not only helps us understand what happens around us but also how various trajectories on the way to expertise track with or fall outside relations of power.

Suggested programs of study include, with 32 total points:

- 15 points in general anthropology (for example, courses like Communication & Culture; Technology and Culture; Dynamics of Family Interaction; Globalization, Mobility and Education; or other anthropology courses that the student sees as relevant)
- 3 or more points in ethnographic research methods techniques (to better be able to learn from and with others)
- 6 points in courses outside of the anthropology program related to settings and practices through which educating takes place, including courses in media and technology, International & Comparative Education, Family & Community Education.
- 6 points in courses outside the program that develop practical skills (such as arts management or program assessment).
- an internship that applies the themes of the course of study (Note that students find their own internships. Some may be combined with Independent Study for course credit.)
- an integrative project focused on education beyond schooling

### **Applied Anthropology:**

Applied anthropologists learn from people what they need in order to contribute to reaching a

goal or solving a problem. For example, a past student studied disaster warning and response systems for her IP with the aim of designing a system to warn residents of impending mudslides. Another focused on how small farmer communities obtained and used government grants to improve crop yields. A recent MA graduate investigated ways to bring urban and rural Chinese students together online so that urbanites would be exposed to values beyond economic success and rural students could practice their English. Yet another interviewed members of arts groups about their civic contribution with an eye toward developing such a program herself.

Students with specific goals and projects in mind can thus build insights on method and strategy from their coursework, while planning an Integrative Project that reviews relevant anthropological literature or incorporates information on previous applied anthropological endeavors into an essay that can inform an actual proposal to gain support for the project.

Suggested programs of study include, with 32 total points:

- 9-12 points in general anthropology (for example, courses like Communication & Culture; Technology and Culture; Dynamics of Family Interaction; Globalization, Mobility and Education; or other anthropology courses that the student sees as relevant)
- 3-6 points in ethnographic research methods techniques (to better be able to listen to others)
- 6 points in courses outside of the anthropology program related to the contexts of your focal issues (health, language, policy, conflict, diversity)
- 6 points in courses outside the program that develop practical skills (mediation and peace-building, media and technology, planning...)
- an internship that applies the themes of the course of study (Note that students find their own internships. Some may be combined with Independent Study for course credit.)
- an integrative project related to the course work

# Master of Education in Anthropology and Education

**Ed.M. Fast Facts:**

Up to 30 of the required 60 credits may be transferred  
Approx. 20 courses in a 2 - 2 ½ year span  
Full-time or Part-time  
Integrative Project (Master Thesis or Article)

**Program Description** —

The Ed.M. in Anthropology and Education is concerned with the cultural, social, and linguistic dimensions of education. Our program offers insight to better understand inequalities, cultural differences, linguistic diversity, and the wealth of human life for educational purposes. We examine educational processes in schools and classrooms, in families, on street corners, in community centers, in churches, and in all other non- conventional education settings.

The Ed.M. is for students who have already obtained a master’s degree and are looking to extend their knowledge of anthropology and/or education. Students can usually transfer up to 30 credits from their previous master’s degree. The program description reflects the same as broad goals the Master of Arts program developed to a greater degree.

Anthropology is well positioned to answer some of the toughest questions of education and policymaking because of its emphasis on spending time with and learning from *people*. The program highlights participatory ethnography: engaging in and observing human activities and conversing with people as a means of improving education and collaborating with local groups and organizations. As one of the only master programs in Anthropology and Education in the world, we offer a unique outlook on how to understand and support diverse approaches to education in and outside the classroom.

In addition to core Anthropology courses, we encourage our students to take courses with other departments and programs at Teachers College and Columbia University, more generally. For example, many of our students take courses in the International and Comparative Education, Technology in Education, and Applied Linguistics programs.

**Minimum point requirement** – Minimally, candidates for the Master of Education degree in Anthropology and Education take 40 points in courses related to the main fields of the discipline, including at least 25 points in sociocultural anthropology. This may include work at GSAS or in one of the other professional schools, or area institutes of the University. A minimum of three courses (9 points) must be taken in fields foundational to anthropology (economics, history, linguistics, philosophy, psychology, sociology).

An additional 20 points must also be taken to complete the course of study. These courses should be chosen to enhance the professional preparation of the student in his or her expected field of practice, whether it is in education, public service (either at home or abroad), business, etc. They may be organized to satisfy the requirements for a Master of Arts degree in a professional field. These courses may be taken at Teachers College, GSAS, one of the other professional schools, or area institutes of the University.

**Required courses** — No individual course is required, per se, for the Ed.M. in Anthropology and Education. However, courses offered by the department are all considered “core courses” and can be used to fulfill the core course requirements.

**Integrative project** — A non-course, advisor-approved, culminating project is a requirement of all masters’ degrees in Anthropology and Education. The exact nature of this requirement is determined with a faculty member. If the student has already completed an IP at TC during prior studies for the MA, they should consult with their advisor to design a suitable culminating project for the Ed.M.

**TC Breadth Requirement** — To satisfy college breadth requirements, master students must complete a minimum of 6 points in TC courses that are outside of their major programs. They can reach that 6-point threshold by any combination of courses that they choose in consultation with their advisors. Note that courses in the ICE Programs are outside the Anthropology programs and thus meet the breadth requirement.

**Transfer credit evaluation** — We encourage students to request for transfer credits as part of program planning. We regularly approve the transfer of credits even if the courses are not directly anthropological; however, if the program faculty determine that transfer credits are not directly related to anthropology, it must be clear that all remaining 30 points must have been cleared by us as anthropological. Up to 30 of the required 60 points may be transferred from graduate credit taken in a previous program outside of Teachers College to the extent that they fulfill some of the requirements listed above. In the case of students designing a joint M.A./ Ed.M. with other programs at the College, the requirements for both programs are combined.

### **Concentrations**

Ed.M. students can select from the list below to form cohesive courses of study or they can work out personalized courses of study with their advisor that meet the minimum point distributions for the degree. (See the MA section for full descriptions of concentrations.)

- **Urban Education**
- **Culture and Communication**
- **Ethnographic Theory and Methods**
- **Education Beyond Schools**
- **Applied Anthropology**

## Doctor of Education in Anthropology and Education (Ed.D.)

**Brief Program Description** —The program in Anthropology and Education’s disciplinary approach explores and contributes to better understanding of educational processes in schools and classrooms, institutions of higher education, and community organizations. This degree is designed for students who plan to engage in policy development and administrative responsibilities in school systems, colleges, universities, professional schools, research institutes, or state, federal, and international agencies and bureaus, as well as scholarly research and writing, applied research, evaluation, and teaching. The Ed.D. degree is awarded by Teachers College, Columbia University.

**Minimum Point Requirement** — The degree requires a minimum of 75 points of acceptable graduate credit, 45 points of which must be completed through Teachers College registration. These credits may be earned by course work, independent study, and guided research. The following breakdown illustrates acceptable course:

### *Major Courses (42 points)*

These courses prepare students with the requisite knowledge of the epistemological, theoretical, methodological, and substantive areas of anthropology. These courses aim to develop competency in the discipline while addressing the specific intellectual interests of the student.

### *Research Methods and Statistical Courses (9 points)*

These courses provide a thorough grounding in the study and practice of anthropological and ethnographic research methods as well as competency in related methods of statistical analysis.

### *Broad and Basic Area Courses (12 points)*

These courses focus on educational institutions, teaching and communication, persons and the learning process, and various forms of measurement and evaluation in cognate areas which prepare graduates to work with the knowledge and skills necessary for researching and working in a variety of formal and non-formal educational settings.

### *Electives (12 points)*

Additional courses can be taken to increase competence in comparative, regional or international studies, or to enhance technical skills used in conjunction with but outside of the major course of study. At least three of these courses (8-9 points) must be taken in fields foundational to anthropology (economics, history, linguistics, philosophy, psychology, sociology).

**Required Courses** — The only specifically required courses for the Ed.D. in Anthropology and Education are the two, year-long colloquium courses (ITSF 5610 and ITSF 5611). All other courses offered by the department are considered “core courses” and can be used to fulfill the core course requirements.

- ITSF 5610 (*First Year Colloquium in Applied Anthropology*) – Two-semester sequence to be taken during the student’s first year. B is the passing grade.
- ITSF 5611 (*Second Year Colloquium in Anthropological Method*) – Two-semester sequence to be taken during the student’s second year. B is the passing grade.

- Ten to twelve weeks of summer field research to be carried out at the end of the student's first year. Up to 6 points in ITSF 6910 Studies in Anthropology and Education may be earned for this research.
- Two ethnographic area courses. An "area" may be a geographic region as well as a substantial population with self-identifying members such as ethnic, gendered, and racialized groups, subcultures, professions, and transnational populations. One geographic regional ethnographic course must be taken from outside the student's main area of ethnographic interest; the other area course should be from within the student's area of specialization. If no area course focused within a student's primary area of interest is offered during the period of coursework, students will need to arrange an independent study focused on this area.
- One research paper on a topic of particular relevance to the student's dissertation interests or of particular significance in demonstrating the student's research skills. This paper can be based on the field research carried out at the end of the first year. The topic of the paper and the paper itself must be approved by two members of the faculty.
- The student must sit and pass three advanced examinations on topics relevant to his/her dissertation research.

Grade requirements ---\_An overall B+ average is expected. At least two-thirds of all credits taken through Teachers College prior to certification must be taken for an evaluative letter grade. Grades below B in any course taken through Teachers College will not be regarded as showing the above competence.

### Advisement and dissertation sponsorship

The programs do not assign an advisor at the time of admissions. Each student meets with the assembled faculty two or three times a year—at registration and at the ends of the first and second years. Students are expected to talk about their interests and plans with all members of the faculty.

By the second year, or after they have completed a third of the total required courses, students are required to ask one of the program faculty members to advise them on the organization of their examinations, on the preparation of their proposal, and other matters related to the dissertation process. Normally this faculty member becomes the sponsor of the dissertation. The faculty member should be chosen based on his or her theoretical, methodological, or area expertise.

As their interests change, students may decide to ask a different faculty member to serve as advisor. This process is relatively informal in the initial stages. By the time the proposal has been accepted and a sponsor has signed on the dissertation, changing this sponsor requires that a formal request be made to the Program Director, Department Chair, and ODS so that all involved are made aware of the change.



**Comprehensive Exam** —All doctoral students must pass the Advanced Certification Exam. It consists of three written examinations whose precise scope is approved by the major advisor or advisors and an oral examination which includes follow-up questions on the written exams. It is closely followed by passage of the dissertation prospectus.

These proctored examinations are administered live in one of the Program's offices unless special arrangements have been made through the Office of Access and Services for Individuals with Disabilities.

Typically, one written examination focuses on the ethnographic world region or specific population most relevant to the student's dissertation project; a second focuses on the theoretical perspectives most relevant to the proposed dissertation research; and the third focuses on anthropology and education.

The purpose of these examinations is to test the student's proficiency with key concepts and issues in anthropology as well as mastery of basic professional literature in the chosen areas of specialization. Certification shows that the student has attained competencies outlined in the course requirements as well as the methodological, arial, and topical knowledge necessary to conduct their proposed research and meet expectations of anthropological professionalism.

Each written examination is prepared and graded by two examiners, based upon bibliographies the student prepares in collaboration with the examiners, who, along with the student's advisor, must approve the final lists. Upon successful completion of the three written examinations, an oral examination is given (typically immediately preceding the dissertation proposal hearing — see next section). The student must pass the oral examination satisfactorily to advance to the dissertation proposal hearing.

### **Exam Preparation and Scheduling:**

1. Exams are best taken in the third year, even before all courses have been taken.
2. The Advisor for the exams must be a member of the core faculty of the Programs in Anthropology.
3. Assembly of bibliographies for the exams **MUST** start no later than early in the semester before the student plans to take the exam and minimally 6 months prior to the month of the exams. Ideally, students will begin assembling preliminary lists as soon as they enter the program, drawing on their coursework and independent reading.
4. Bibliography length is flexible within a range of 50 to 75 items. The final draft of each bibliography should include a brief statement (200 words) summarizing the main issues the exam addresses, as well as 5 questions that the bibliographies help to answer.
5. In initial meetings with the advisor 4-6 the exam readers will be selected. Readers must be approved by the advisor. At least 2 of the 6 readers must be members of the core faculty of the Programs in Anthropology. The other readers may come from the Program, elsewhere at TC, CU, or other institutions.
6. One of each pair of readers is designated First Reader. First Readers must be specialists in the topics focal to the exam and Second Readers must be conversant with those topics.
7. Students are expected to draft bibliographies in consultation with the readers in time for

the readers and the student's advisor to approve the bibliographies by the end of the semester prior to the exam.

8. While students are drafting bibliographies, they should also start choosing dates for each of their exams. This must be scheduled with the Anthropology Program Assistant. Note that exams are not scheduled in the summer.
9. The final drafts of each bibliography should be officially approved no later than 3 months prior to the student's exams. This means that bibliographies for Fall semester exams must be approved by the end of the Spring semester in May and Spring exam lists no later than the end of November.
10. Once each draft is approved, the student will have their advisor and each reader sign the 'Final Approval of ACE Bibliographies' form and send it in to the Anthropology Program Assistant along with the ACE Scheduling Form that indicates the dates of the student's exams for the following semester.
11. The readers of exams may edit the questions the students will be asked to answer during the exam.

#### Dissertation Proposal —

1. Although the language exam is not required for the Ed.D., students should be sure they have adequate competence in any field language(s) necessary for the dissertation research they will propose. Grant applications now require evidence of this.
2. After passing the comprehensive exam, an oral examination is given on the student's proposal for field research. It is typically held immediately after the oral component of the certification examinations.
3. The student's advisor forms a committee of two to three members of the core faculty of the Program and the student's dissertation sponsor. If the sponsor is different from the advisor, they will assume the role of official advisor subsequent to passage of the proposal oral exam.
4. Candidates must pass both the written and oral part of the examination to be recommended for certification. In the term the Dissertation proposal defense oral is held, students must be registered for ITSF 7500.

Dissertation Field Research — One to two years of original anthropological field research is required in preparation for the writing of the dissertation. In each term this post-proposal dissertation field research is held, students must be registered for ITSF 6200. This course grants full-time status and meets the requirements of Obligation for Continuous Enrollment from ODS.

Dissertation-- After completing a period of field research, the student starts writing. This is best done in close contact with the sponsor who determines when drafts are ready to be circulated to other members of the committee. When the sponsor and at least one other committee member deem the dissertation ready, a defense is set. The membership of the final committee is discussed in consultation with the sponsor. The candidate is required to register for continuous dissertation advisement (ITSF 8900) until the dissertation has received final approval.

Transfer credit evaluation — Of the 75 points required for the degree, a minimum of 45 points must be completed at Teachers College, and a maximum of 30 points may be transferred or earned in graduate courses from other recognized graduate schools.

Transfer Credit Policy:

We encourage students to request for transfer credits as part of program planning. We regularly approve the transfer of credits even if the courses are not directly anthropological however, if the program faculty determine that transfer credits are not directly related to anthropology it must be clear that:

1. that all remaining 45 points must have been cleared by us as anthropological; and that
2. should problems surface at exam time, we might require extra classes beyond the minimum.

Additional Requirements

Along with the faculty report of the examination and proposal, students are required to complete a “Program Plan” of study utilizing the college Degree Audit system. For more information on this, please see the ODS website under the tab Degree Audit. Upon administrative review by ODS, the student will be requested to acquire recommendation for the Master of Philosophy from the department. After receiving approval from the department, ODS will finalize the process with GSAS which signals a change of status, particularly as it relates to the student’s relationship to Columbia University.

Continuous Registration

The student becomes obligated to register for continuous dissertation advisement (ITSF 8900) until the dissertation has received final approval. The fees can be waived through a variety of means for at least four semesters (e.g., by registering for ITSF 6200: Fieldwork Outside the United States; leaves of absence; etc.)

## Doctor of Philosophy in Anthropology and Education (Ph.D.)

**Brief Program Description** —The program in Anthropology and Education offers a disciplinary approach that carefully explores and contributes to the analysis and understanding of educational processes in schools and classrooms, in families, community centers, in churches and in all settings globally where education may proceed. The Ph.D. degree is awarded through the Graduate School of Arts and Sciences of Columbia University.

### **General Program Requirements\***

#### *Minimum Point Requirement*

Each student develops, in collaboration with his or her advisors, a program of study in anthropology designed to establish a high level of competency. A minimum of 75 points of acceptable graduate credit is required for the Ph.D. These credits may be earned by course work, through independent study, and through guided research.

#### **Other requirements**

Along with the faculty report of the examination and proposal, students are required to complete a “Program Plan” of study utilizing the college Degree Audit system. For more information on this, please see the ODS website under the tab Degree Audit. Upon administrative review by ODS, the student will be requested to acquire recommendation for the Master of Philosophy from the department. After receiving approval from the department, ODS will finalize the process with GSAS which signals a change of status, particularly as it relates to the student’s relationship to Columbia University.

#### **Continuous Registration**

The student becomes obligated to register for continuous dissertation advisement (ITSF 8900) until the dissertation has received final approval. The fees can be waived through a variety of means for at least four semesters (e.g., by registering for ITSF 6200: Fieldwork Outside the United States; leaves of absence; etc.)

#### *Examination Credit*

Of the 75 graduate points required for the degree, a minimum of 45 must be taken for evaluative letter grade.

#### *Major Courses (45 points)*

These courses prepare students with the requisite knowledge of the epistemological, theoretical, methodological, ethnographic, and substantive areas of anthropology. These courses also aim to develop competency in the discipline while addressing the specific intellectual interests of the student. At least 40 of these points must be in anthropology courses.

At least 15 points of the anthropology requirements must be taken within the program. A minimum of 25 points of the 40 points of the anthropology course requirements must be taken at Teachers College or in other faculties of Columbia University. Up to 15 points in anthropology courses may be taken at other graduate institutions who are members of the Inter-University Doctoral Consortium, to satisfy the major course requirements.

Several required kinds of courses must be taken (24 points): the four semester sequence of

colloquium (plus summer field research), which represents the core training module of the program (12 points); two area courses, one within and one outside of one's focus (6 points); two sub-field courses in linguistic anthropology, as most other courses will be in cultural anthropology (6 points), and research methods courses beyond the colloquium (6 points), which must include at least one methods course uncommon to anthropology (such as statistics).

### *Foreign Language Requirement*

Both programs in Anthropology and Education and Applied Anthropology require a high level of proficiency in one language other than English. For more information, see Appendix D of the ODS Ph.D. Requirements Bulletin.

From the outset of their studies students should begin ensuring that they have adequate competence in any field language(s) necessary for the dissertation research they will propose. In some cases necessary field languages differ from those covered by the language examination, which focuses on languages of scholarship.

The purpose of the exam is to test reading knowledge of a language of scholarship. Spoken fluency is a plus but in some cases insufficient preparation for the written translation of scholarly texts. Students should keep this in mind and prepare accordingly. Passage of the language exam is required for admission to candidacy, the M.Phil. degree, and ABD status, which is required by many dissertation grants such as the Wenner Gren and NSF. Therefore students should complete the exam prior to the qualifying exam and dissertation proposal defense.

## Specific Requirements and Typical Course of Study

### *Specifically required of all students:*

- ITSF 5610 (*First Year Colloquium in Applied Anthropology*) — Two-semester sequence to be taken during the student's first year.
- Ten to twelve weeks of summer field research to be carried out at the end of the student's first year. Up to 6 points in ITSF 6910 Studies in Anthropology and Education may be earned for this research.
- ITSF 5611 (*Second Year Colloquium in Anthropological Method*) — Two-semester sequence to be taken during the student's second year.

### *Other course requirements:*

- *Two area courses:* Two ethnographic area courses. An "area" may be a geographic region as well a substantial population with self-identifying members such as ethnic, gendered, and racialized groups, subcultures, professions, and transnational populations. One geographic regional ethnographic course must be taken from outside the student's main area of ethnographic interest; the other area course should be from within the student's area of specialization. If no area course focused within a student's primary area of interest is offered during the period of coursework, students will need to arrange an independent study focused on this area.

- *Research Methods courses*: Six points besides the colloquium sequence. These courses should be chosen to provide a thorough grounding in anthropological research methods, such as Introductory Methods of Ethnography and Participant Observation plus a different kind of methods course (outside the program):
  - Introduction to Statistical Analysis
  - Quantitative Methods in International and Comparative Education
  - Network Analysis
  
- *Subfield courses*: Two courses in linguistic anthropology or sociolinguistics. Some possible courses include:
  - Language, Cultural Politics, and Education
  - Communication and Culture
  - Language and Its Limits (GSAS)
  
- *Electives (15 points)*: Most, if not all, of these courses should be seminars in social theory and/or ethnography that relate to the topics of the student's research. Mainly these will be in anthropology at Teachers College, GSAS's Department of Anthropology, or elsewhere within the consortium where students find the most relevant courses.

Grade Requirements --- An overall B+ average is expected. At least two-thirds of all credits taken through Teachers College prior to certification must be taken for an evaluative letter grade. Grades below B in any course taken through Teachers College will not be regarded as showing the above competence.

Transfer Credit Policy:

We encourage students to request for transfer credits as part of program planning. We regularly approve the transfer of credits even if the courses are not directly anthropological however, if the program faculty determine that transfer credits are not directly related to anthropology it must be clear that:

1. that all remaining 45 points must have been cleared by us as anthropological; and that
2. should problems surface at exam time, we might require extra classes beyond the minimum.

Transfer credit evaluation — Of the 75 points required for the degree, a minimum of 45 points must be completed at Teachers College, and a maximum of 30 points may be transferred or earned in graduate courses from other recognized graduate schools.

## Language:

Both programs in Anthropology and Education and Applied Anthropology require a high level of proficiency in one language other than English. To demonstrate this please see Appendix D in the ODS Ph.D. Requirements Bulletin. The programs are committed to the fundamental importance of language skills for anthropological research, whether for gaining access to secondary literatures in a foreign language, to utilize works in other intellectual traditions, or in primary research. Evidence of appropriate language training is now required by granting agencies, and advanced language skills are a requisite for making contributions to many fields of anthropological inquiry.

Language training should be considered central to a student's program of graduate training. Language courses are not generally calculated as part of the regular course load, and they do not satisfy GSAS requirements for graded courses. First- and second-year students should seek advice from the faculty about gaining advanced proficiency in a principal research language to satisfy the program requirement. Thereafter, the dissertation sponsor should be consulted.

The purpose of the language proficiency exam is to test reading knowledge of a language of scholarship. Spoken fluency is a plus but in some cases insufficient preparation for the written translation of scholarly texts. Students should keep this in mind and prepare accordingly. Passage of the language exam is required for admission to candidacy, the M.Phil. degree, and ABD status, which is required by many dissertation grants such as the Wenner Gren and NSF. Therefore students should complete the exam prior to the qualifying exam and dissertation proposal defense.

## Advisement and dissertation sponsorship

The programs do not assign an advisor at the time of admissions. Each student meets with the assembled faculty two or three times a year—at registration and at the ends of the first and second years. Students are expected to talk about their interests and plans with all members of the faculty.

By the second year, or after they have completed a third of the total required courses, students are required to ask one of the program faculty members to advise them on the organization of their examinations, on the preparation of their proposal, and other matters related to the dissertation process. Normally this faculty member becomes the sponsor of the dissertation. The faculty member should be chosen based on his or her theoretical, methodological, or area expertise.

As their interests change, students may decide to ask a different faculty member to serve as advisor. This process is relatively informal in the initial stages. By the time the proposal has been accepted and a sponsor has signed on the dissertation, changing this sponsor requires that a formal request be made to the Program Director, Department Chair, and ODS so that all involved are made aware of the change.

## Certification as Doctoral Student, Dissertation, and Completion of Program

All students are required to go through the following steps:

**Comprehensive Exam** —All doctoral students must pass the Advanced Certification Exam. It consists of three written examinations whose precise scope is approved by the major advisor or advisors and an oral examination which includes follow-up questions on the written exams. It is closely followed by passage of the dissertation prospectus.

These proctored examinations are administered live in one of the Program's offices unless special arrangements have been made through the Office of Access and Services for Individuals with Disabilities.

Typically, one written examination focuses on the ethnographic world region or specific population most relevant to the student's dissertation project; a second focuses on the theoretical perspectives most relevant to the proposed dissertation research; and the third focuses on anthropology and education. Students must pass all three exams.

The purpose of these examinations is to test the student's proficiency with key concepts and issues in anthropology as well as mastery of basic professional literature in the chosen areas of specialization. Certification shows that the student has attained competencies outlined in the course requirements as well as the methodological, arial, and topical knowledge necessary to conduct their proposed research and meet expectations of anthropological professionalism.

For each exam students submit five questions that they would like to answer related to their topic, along with 50 to 75 sources for each exam (see more information below about exam specifics). Students should develop these lists and questions with the advice of two faculty examiners for each exam who, along with the student's advisor, must approve the final lists. The exam is taken at a computer in the office for three hours. Students will have access to a hard copy of their bibliography while taking each exam. Upon successful completion of the three written examinations, an oral examination is given (typically immediately preceding the dissertation proposal hearing — see next section). The student must pass the oral examination satisfactorily to advance to the dissertation proposal hearing.

### Exam Preparation and Scheduling:

Exams are best taken in the third year, even before all courses have been taken. Students may find it helpful to spend one semester applying for grants, which will yield a proposal. This process will also be helpful for finding sources for exams. The following semester, as they wait to hear back on the grant applications, would be an ideal time to study for and take exams and then defend the proposal. This would be mean that they focus on exams during one semester, if not before.

The advisor/coordinator for the exams must be a member of the core faculty of the Programs in Anthropology.

Assembly of bibliographies for the exams **MUST** start no later than early in the semester before



the student plans to take the exam and ideally 6 months prior to the month of the exams. Students can begin assembling preliminary lists as soon as they enter the program, drawing on their coursework and independent reading.

Bibliography length is flexible within a range of 50 to 75 items. The final draft of each bibliography should include a brief statement (200 words) summarizing the main issues the exam addresses, as well as 5 questions that the bibliographies help to answer.

In initial meetings with the advisor 4-6 the exam readers will be selected. Readers must be approved by the advisor. At least 2 of the 6 readers must be members of the core faculty of the Programs in Anthropology. The other readers may come from the Program, elsewhere at TC, CU, or other institutions.

One of each pair of readers is designated First Reader. First Readers must be specialists in the topics focal to the exam and Second Readers must be conversant with those topics.

Students are expected to draft bibliographies in consultation with the readers in time for the readers and the student's advisor to approve the bibliographies by the end of the semester prior to the exam.

While students are drafting bibliographies, they should also start choosing dates for each of their exams. This must be scheduled with the Anthropology Program Assistant. Note that exams are not scheduled in the summer.

The final drafts of each bibliography should be officially approved no later than 3 months prior to the student's exams. This means that bibliographies for Fall semester exams must be approved by the end of the Spring semester in May and Spring exam lists no later than the end of November.

Once each draft is approved, the student will have their advisor and each reader sign the 'Final Approval of ACE Bibliographies' form and send it in to the Anthropology Program Assistant along with the ACE Scheduling Form that indicates the dates of the student's exams for the following semester.

The readers of exams may edit the questions the students will be asked to answer during the exam. On the exam, students choose three of the five questions to answer.

### Dissertation Proposal —

From the outset of their studies students should begin ensuring that they have adequate competence in any field language(s) necessary for the dissertation research they will propose. In some cases necessary field languages differ from those covered by the language examination, which focuses on languages of scholarship.

After passing the comprehensive exam, an oral examination is given on the student's proposal for field research. It is typically held immediately after the oral component of the certification examinations. The oral examination, also called the dissertation proposal defense, lasts for around an hour. The student briefly presents their research (<10 minutes), and the faculty members discuss and ask questions about the project.

The student's advisor forms a committee of two to three members of the core faculty of the Program and the student's dissertation sponsor. If the sponsor is different from the advisor, they will assume the role of official advisor subsequent to passage of the proposal oral exam.

Candidates must pass both the written and oral part of the examination to be recommended for certification. In the term the Dissertation proposal defense is held, students must be registered for ITSF 7500.

**Dissertation Field Research** — One to two years of original anthropological field research is required in preparation for the writing of the dissertation. In each term this post-proposal dissertation field research is held, students must be registered for ITSF 6200. This course grants full-time status and meets the requirements of Obligation for Continuous Enrollment from ODS.

### **Dissertation**

After completing a period of field research, the student starts writing. This is best done in close contact with the sponsor who determines when drafts are ready to be circulated to other members of the committee. When the sponsor and at least one other committee member deem the dissertation ready, a defense is set. The membership of the final committee is discussed in consultation with the sponsor. In the final term of defense, all Ph.D. students must register for TI 8900, a course that signals to GSAS that a Ph.D. defense is being held.

### **Additional Requirements**

Along with the faculty report of the examination and proposal, students are required to complete a "Program Plan" of study utilizing the college Degree Audit system. For more information on this, please see the ODS website under the tab Degree Audit. Upon administrative review by ODS, the student will be requested to acquire recommendation for the Master of Philosophy from the department. After receiving approval from the department, ODS will finalize the process with GSAS which signals a change of status, particularly as it relates to the student's relationship to Columbia University.

### **Continuous Registration**

The student becomes obligated to register for continuous dissertation advisement (ITSF 8900) until the dissertation has received final approval. The fees can be waived through a variety of means for at least four semesters (e.g., by registering for ITSF 6200: Fieldwork Outside the United States; leaves of absence; etc.)

# Doctor of Philosophy in Applied Anthropology (Ph.D.)

**Brief Program Description** — Teachers College and GSAS of Columbia University initiated and implemented a joint program of Applied Anthropology. This program trains graduate students registered at either graduate school. By this agreement, all applied anthropological training is administered through Teachers College. The joint program offers a course of study and thorough training in applied anthropology that is certified by both institutions and capitalizes on the strength of the university's faculty. This program focuses on the complex issues involved in applying anthropological knowledge and approaches to matters of policy concern in economic and community development, education, medicine, psychiatry, businesses and corporations, institutional programs, and ecological and environmental change.

## **General Program Requirements\***

### *Minimum Point Requirement*

Each student develops, in collaboration with his or her advisors, a program of study in anthropology designed to establish a high level of competency. A minimum of 75 points of acceptable graduate credit is required for the Ph.D. These credits may be earned by course work, through independent study, and through guided research.

### **Other requirements**

Along with the faculty report of the examination and proposal, students are required to complete a "Program Plan" of study utilizing the college Degree Audit system. For more information on this, please see the ODS website under the tab Degree Audit. Upon administrative review by ODS, the student will be requested to acquire recommendation for the Master of Philosophy from the department. After receiving approval from the department, ODS will finalize the process with GSAS which signals a change of status, particularly as it relates to the student's relationship to Columbia University.

### **Continuous Registration**

The student becomes obligated to register for continuous dissertation advisement (ITSF 8900) until the dissertation has received final approval. The fees can be waived through a variety of means for at least four semesters (e.g., by registering for ITSF 6200: Fieldwork Outside the United States; leaves of absence; etc.)

### *Examination Credit*

Of the 75 graduate points required for the degree, a minimum of 45 must be taken for evaluative letter grade.

### *Major Courses (45 points)*

These courses prepare students with the requisite knowledge of the epistemological, theoretical, methodological, ethnographic, and substantive areas of anthropology. These courses also aim to develop competency in the discipline while addressing the specific intellectual interests of the student. At least 40 of these points must be in anthropology courses.

At least 15 points of the anthropology requirements must be taken within the program. A minimum of 25 points of the 40 points of the anthropology course requirements must be taken at

Teachers College or in other faculties of Columbia University. Up to 15 points in anthropology courses may be taken at other graduate institutions who are members of the Inter-University Doctoral Consortium, to satisfy the major course requirements.

Several required kinds of courses must be taken (24 points): the four semester sequence of colloquium (plus summer field research), which represents the core training module of the program (12 points); two area courses, one within and one outside of one's focus (6 points); two sub-field courses in linguistic anthropology, as most other courses will be in cultural anthropology (6 points), and research methods courses beyond the colloquium (6 points), which must include at least one methods course uncommon to anthropology (such as statistics).

### *Foreign Language Requirement*

Both programs in Anthropology and Education and Applied Anthropology require a high level of proficiency in one language other than English. For more information, see Appendix D of the ODS Ph.D. Requirements Bulletin.

From the outset of their studies students should begin ensuring that they have adequate competence in any field language(s) necessary for the dissertation research they will propose. In some cases necessary field languages differ from those covered by the language examination, which focuses on languages of scholarship.

The purpose of the exam is to test reading knowledge of a language of scholarship. Spoken fluency is a plus but in some cases insufficient preparation for the written translation of scholarly texts. Students should keep this in mind and prepare accordingly. Passage of the language exam is required for admission to candidacy, the M.Phil. degree, and ABD status, which is required by many dissertation grants such as the Wenner Gren and NSF. Therefore students should complete the exam prior to the qualifying exam and dissertation proposal defense.

## Specific Requirements and Typical Course of Study

### *Specifically required of all students:*

- ITSF 5610 (*First Year Colloquium in Applied Anthropology*) — Two-semester sequence to be taken during the student's first year.
- Ten to twelve weeks of summer field research to be carried out at the end of the student's first year. Up to 6 points in ITSF 6910 Studies in Anthropology and Education may be earned for this research.
- ITSF 5611 (*Second Year Colloquium in Anthropological Method*) — Two-semester sequence to be taken during the student's second year.

### *Other course requirements:*

- *Two area courses:* Two ethnographic area courses. An "area" may be a geographic region as well as a substantial population with self-identifying members such as ethnic,

gendered, and racialized groups, subcultures, professions, and transnational populations. One geographic regional ethnographic course must be taken from outside the student's main area of ethnographic interest; the other area course should be from within the student's area of specialization. If no area course focused within a student's primary area of interest is offered during the period of coursework, students will need to arrange an independent study focused on this area.

- *Research Methods courses*: Six points besides the colloquium sequence. These courses should be chosen to provide a thorough grounding in anthropological research methods, such as Introductory Methods of Ethnography and Participant Observation plus a different kind of methods course (outside the program):
  - Introduction to Statistical Analysis
  - Quantitative Methods in International and Comparative Education
  - Network Analysis
- *Subfield courses*: Two courses in linguistic anthropology or sociolinguistics. Some possible courses include:
  - Language, Cultural Politics, and Education
  - Communication and Culture
  - Language and Its Limits (GSAS)
- *Electives (15 points)*: Most, if not all, of these courses should be seminars in social theory and/or ethnography that relate to the topics of the student's research. Mainly these will be in anthropology at Teachers College, GSAS's Department of Anthropology, or elsewhere within the consortium where students find the most relevant courses.

Grade Requirements ---\_An overall B+ average is expected. At least two-thirds of all credits taken through Teachers College prior to certification must be taken for an evaluative letter grade. Grades below B in any course taken through Teachers College will not be regarded as showing the above competence.

#### Transfer Credit Policy:

We encourage students to request for transfer credits as part of program planning. We regularly approve the transfer of credits even if the courses are not directly anthropological however, if the program faculty determine that transfer credits are not directly related to anthropology it must be clear that:

3. that all remaining 45 points must have been cleared by us as anthropological; and that
4. should problems surface at exam time, we might require extra classes beyond the minimum.

Transfer credit evaluation — Of the 75 points required for the degree, a minimum of 45 points must be completed at Teachers College, and a maximum of 30 points may be transferred or earned in graduate courses from other recognized graduate schools.

## Language:

Both programs in Anthropology and Education and Applied Anthropology require a high level of proficiency in one language other than English. To demonstrate this please see Appendix D in the ODS Ph.D. Requirements Bulletin. The programs are committed to the fundamental importance of language skills for anthropological research, whether for gaining access to secondary literatures in a foreign language, to utilize works in other intellectual traditions, or in primary research. Evidence of appropriate language training is now required by granting agencies, and advanced language skills are a requisite for making contributions to many fields of anthropological inquiry.

Language training should be considered central to a student's program of graduate training. Language courses are not generally calculated as part of the regular course load, and they do not satisfy GSAS requirements for graded courses. First- and second-year students should seek advice from the faculty about gaining advanced proficiency in a principal research language to satisfy the program requirement. Thereafter, the dissertation sponsor should be consulted.

The purpose of the language proficiency exam is to test reading knowledge of a language of scholarship. Spoken fluency is a plus but in some cases insufficient preparation for the written translation of scholarly texts. Students should keep this in mind and prepare accordingly. Passage of the language exam is required for admission to candidacy, the M.Phil. degree, and ABD status, which is required by many dissertation grants such as the Wenner Gren and NSF. Therefore students should complete the exam prior to the qualifying exam and dissertation proposal defense.

## Advisement and dissertation sponsorship

The programs do not assign an advisor at the time of admissions. Each student meets with the assembled faculty two or three times a year—at registration and at the ends of the first and second years. Students are expected to talk about their interests and plans with all members of the faculty.

By the second year, or after they have completed a third of the total required courses, students are required to ask one of the program faculty members to advise them on the organization of their examinations, on the preparation of their proposal, and other matters related to the dissertation process. Normally this faculty member becomes the sponsor of the dissertation. The faculty member should be chosen based on his or her theoretical, methodological, or area expertise.

As their interests change, students may decide to ask a different faculty member to serve as advisor. This process is relatively informal in the initial stages. By the time the proposal has been accepted and a sponsor has signed on the dissertation, changing this sponsor requires that a formal request be made to the Program Director, Department Chair, and ODS so that all involved are made aware of the change.

## Certification as Doctoral Student, Dissertation, and Completion of Program

All students are required to go through the following steps:

**Comprehensive Exam** —All doctoral students must pass the Advanced Certification Exam. It consists of three written examinations whose precise scope is approved by the major advisor or advisors and an oral examination which includes follow-up questions on the written exams. It is closely followed by passage of the dissertation prospectus.

These proctored examinations are administered live in one of the Program's offices unless special arrangements have been made through the Office of Access and Services for Individuals with Disabilities.

Typically, one written examination focuses on the ethnographic world region or specific population most relevant to the student's dissertation project; a second focuses on the theoretical perspectives most relevant to the proposed dissertation research; and the third focuses on anthropology and education. Students must pass all three exams.

The purpose of these examinations is to test the student's proficiency with key concepts and issues in anthropology as well as mastery of basic professional literature in the chosen areas of specialization. Certification shows that the student has attained competencies outlined in the course requirements as well as the methodological, arial, and topical knowledge necessary to conduct their proposed research and meet expectations of anthropological professionalism.

For each exam students submit five questions that they would like to answer related to their topic, along with 50 to 75 sources for each exam (see more information below about exam specifics). Students should develop these lists and questions with the advice of two faculty examiners for each exam who, along with the student's advisor, must approve the final lists. The exam is taken at a computer in the office for three hours. Students will have access to a hard copy of their bibliography while taking each exam. Upon successful completion of the three written examinations, an oral examination is given (typically immediately preceding the dissertation proposal hearing — see next section). The student must pass the oral examination satisfactorily to advance to the dissertation proposal hearing.

### Exam Preparation and Scheduling:

Exams are best taken in the third year, even before all courses have been taken. Students may find it helpful to spend one semester applying for grants, which will yield a proposal. This process will also be helpful for finding sources for exams. The following semester, as they wait to hear back on the grant applications, would be an ideal time to study for and take exams and then defend the proposal. This would be mean that they focus on exams during one semester, if not before.

The advisor/coordinator for the exams must be a member of the core faculty of the Programs in Anthropology.

Assembly of bibliographies for the exams **MUST** start no later than early in the semester before

the student plans to take the exam and ideally 6 months prior to the month of the exams. Students can begin assembling preliminary lists as soon as they enter the program, drawing on their coursework and independent reading.

Bibliography length is flexible within a range of 50 to 75 items. The final draft of each bibliography should include a brief statement (200 words) summarizing the main issues the exam addresses, as well as 5 questions that the bibliographies help to answer.

In initial meetings with the advisor 4-6 the exam readers will be selected. Readers must be approved by the advisor. At least 2 of the 6 readers must be members of the core faculty of the Programs in Anthropology. The other readers may come from the Program, elsewhere at TC, CU, or other institutions.

One of each pair of readers is designated First Reader. First Readers must be specialists in the topics focal to the exam and Second Readers must be conversant with those topics.

Students are expected to draft bibliographies in consultation with the readers in time for the readers and the student's advisor to approve the bibliographies by the end of the semester prior to the exam.

While students are drafting bibliographies, they should also start choosing dates for each of their exams. This must be scheduled with the Anthropology Program Assistant. Note that exams are not scheduled in the summer.

The final drafts of each bibliography should be officially approved no later than 3 months prior to the student's exams. This means that bibliographies for Fall semester exams must be approved by the end of the Spring semester in May and Spring exam lists no later than the end of November.

Once each draft is approved, the student will have their advisor and each reader sign the 'Final Approval of ACE Bibliographies' form and send it in to the Anthropology Program Assistant along with the ACE Scheduling Form that indicates the dates of the student's exams for the following semester.

The readers of exams may edit the questions the students will be asked to answer during the exam. On the exam, students choose three of the five questions to answer.

### Dissertation Proposal —

From the outset of their studies students should begin ensuring that they have adequate competence in any field language(s) necessary for the dissertation research they will propose. In some cases necessary field languages differ from those covered by the language examination, which focuses on languages of scholarship.



After passing the comprehensive exam, an oral examination is given on the student's proposal for field research. It is typically held immediately after the oral component of the certification examinations. The oral examination, also called the dissertation proposal defense, lasts for around an hour. The student briefly presents their research (<10 minutes), and the faculty members discuss and ask questions about the project.

The student's advisor forms a committee of two to three members of the core faculty of the Program and the student's dissertation sponsor. If the sponsor is different from the advisor, they will assume the role of official advisor subsequent to passage of the proposal oral exam.

Candidates must pass both the written and oral part of the examination to be recommended for certification. In the term the Dissertation proposal defense is held, students must be registered for ITSF 7500.

**Dissertation Field Research** — One to two years of original anthropological field research is required in preparation for the writing of the dissertation. In each term this post-proposal dissertation field research is held, students must be registered for ITSF 6200. This course grants full-time status and meets the requirements of Obligation for Continuous Enrollment from ODS.

### **Dissertation**

After completing a period of field research, the student starts writing. This is best done in close contact with the sponsor who determines when drafts are ready to be circulated to other members of the committee. When the sponsor and at least one other committee member deem the dissertation ready, a defense is set. The membership of the final committee is discussed in consultation with the sponsor. In the final term of defense, all Ph.D. students must register for TI 8900, a course that signals to GSAS that a Ph.D. defense is being held.

### **Additional Requirements**

Along with the faculty report of the examination and proposal, students are required to complete a "Program Plan" of study utilizing the college Degree Audit system. For more information on this, please see the ODS website under the tab Degree Audit. Upon administrative review by ODS, the student will be requested to acquire recommendation for the Master of Philosophy from the department. After receiving approval from the department, ODS will finalize the process with GSAS which signals a change of status, particularly as it relates to the student's relationship to Columbia University.

### **Continuous Registration**

The student becomes obligated to register for continuous dissertation advisement (ITSF 8900) until the dissertation has received final approval. The fees can be waived through a variety of means for at least four semesters (e.g., by registering for ITSF 6200: Fieldwork Outside the United States; leaves of absence; etc.

## **Standard Policies and Procedures for All Degree Levels and Programs**

**Statement on Satisfactory Progress:** Students are expected to make satisfactory progress toward the completion of degree requirements. Program faculty will annually review each student's progress. Where there are concerns about satisfactory progress, students will be informed by the program faculty. If a student is performing below expectations, they may be required to complete additional course work. The program will provide a plan and timeline for remediation, so students know the expectation for them to continue in the program. If satisfactory progress is not maintained a student may be dismissed from the program.

**Services for Students with Disabilities:** The College will make reasonable accommodations for persons with documented disabilities. Students are encouraged to contact the Office of Access and Services for Individuals with Disabilities for information about registration (301 Zankel Hall). Services are available only to students who are registered and submit appropriate documentation.

**Statement on Academic Conduct:** A Teachers College student is expected to refrain from any conduct, including cheating, plagiarizing, or purchasing documents submitted for academic evaluation, which calls into question their academic and/or professional probity. Decisions regarding academic evaluation in all aspects of students' work at the college, including coursework, certification examinations, clinical or field experiences, and preparation of dissertations, are within the sole jurisdiction of the faculty concerned, including as appropriate, the department or program staff members. Disciplinary actions (e.g., reprimand, suspension, or dismissal) in cases of academic misconduct can be imposed by the Vice Provost or the Committee on Student Conduct.

**Resolution of Student Academic Program Concerns:** Any student who has a concern regarding an academic matter may seek assistance. The procedure for resolving academic program concerns (see note of grade correction process in this section of the handbook) begins with either the faculty member (if the concern is related to a course) or the student's advisor. If the student is not satisfied with the response or resolution achieved at this first level, or if speaking with the faculty member presents a conflict of interest for the student, the student should proceed to speak with the Program Director in the area in which the academic concern resides. If the student is not satisfied with the response or resolution achieved through the Program Director, the student should proceed to speak with the Chair of the academic department in which the academic concern resides. If the student is still not satisfied with the response or resolution achieved through the Department Chair, or if speaking with the Department Chair presents a conflict of interest for the student, the next step is to contact the Office of the Vice Provost. At any stage of the process, students are welcome to seek the advice and guidance of the Ombudsman, who is charged with attempting to informally resolve student dissatisfaction of an academic nature on a completely confidential basis.

**Grade Correction Procedure:** The instructor for a course has the responsibility for setting the requirements for a course and making an evaluation of students' work. Once a grade has been given, the instructor is not free to change the grade unless the instructor indicates to the Registrar that an error was made in the original grade transmitted. If a student believes that an error has been made, he/she must take the initiative in bringing about the necessary correction prior to the conclusion of the semester immediately following the semester in which the course was taken. The normal procedure for effecting a correction would be through direct discussion between the student and the instructor. If redress cannot be attained through such discussions, the student may next appeal to the department chairperson of the department offering the course. If resolution cannot be attained through appeal, the student may next appeal to the Dean. In situations where the student feels that such an appeal process might not be in the student's interest, counsel and assistance can be sought from the Office of the College Ombudsman and the Office of the Vice Provost.

### **Continuous Registration**

All students must register every semester until all requirements for the graduate degree have been satisfactorily completed unless a leave of absence has been requested and approved. The leave of absence is approved based on sustained illness, family leave, or national military service, usually for no longer than a year.

Applications for the request of a leave of absence are available through the Office of the Registrar. For doctoral students who are post-proposal, a Personal Exemption or Waiver may be possible. For more information, consult the Office of Doctoral Studies Ed.D. or Ph.D. Requirements Bulletin.

**Statement on Communications:** Teachers College students have the responsibility for activating the Columbia University Network ID (UNI), which includes a free Teachers College email account. As official communications from the College — e.g., information on graduation, announcements of closing due to severe storm, flu epidemic, transportation disruption, etc. — will be sent to the student's Teachers College email account, students are responsible for either reading email there or for utilizing the mail forwarding option to forward mail from their Teachers College account to an email address that they will monitor.

## General Requirements for the Ph.D. and Ed.D. Degrees

### **Continuous Registration**

All students must register every semester until all requirements for the graduate degree have been satisfactorily completed unless a leave of absence has been requested and approved. The leave of absence is approved based on sustained illness, family leave, or national military service, usually for no longer than a year.

Applications for the request of a leave of absence are available through the Office of the Registrar. For doctoral students who are post-proposal, a Personal Exemption or Waiver may be possible. For more information, consult the Office of Doctoral Studies Ed.D. or Ph.D. Requirements Bulletin.

### **Completion of course requirements**

The first major step in the process of completing an Ed.D. or Ph.D. degree is to achieve the status of doctoral candidate. To satisfy the requirements for certification as a doctoral candidate, a set of required and elective courses must be completed in a timely manner.

Students who will need to transfer credits accumulated from institutions other than Teachers College or from other departments will need to apply for a transfer of credit. It is advisable to have transfer credits done by the end of the first year of study, but it must be completed prior to the completion of the certification exam process to ensure that the student has met all requirements and is ready to begin the dissertation process. The transfer of credits policy, procedures, contact information, and FAQ are available through the Office of the Registrar's website:

<https://www.tc.columbia.edu/registrar/resources/transfer-credits/#tab-10303444>

Up to 30 credits may be transferred from another institution and be applied to the 75-credit Ph.D. requirement. Up to 45 credits may be transferred from another institution and be applied to the 90-credit Ed.D. requirement.

### ***Transfer Credit Policy***

We encourage students to request for transfer credits as part of program planning. We regularly approve the transfer of credits even if the courses are not directly anthropological however, if the program faculty determine that transfer credits are not directly related to anthropology it must be clear that:

1. that all remaining 45 points must have been cleared by us as anthropological; and that
2. should problems surface at exam time, we might require extra classes beyond the minimum.

### **Program Plan**

With the assistance of his or her advisor, doctoral students must detail the projected course of study to satisfy the department's requirements and those of the program. This can be performed using the *Ed.D. or Ph.D. Program Plan* on the college Degree Audit system. The doctoral student guide can be found on the ODS website under the tab Degree Audit. Before this can be completed, if students have any credits to be transferred (as noted above), that must be completed

first so that those approved transfer classes can be seen on the Degree Audit system. The program plan itself should be completed in the term that ITSF 7500 is taken as the student will become recommended for certification or the Master of Philosophy degree upon completion of the dissertation proposal hearing.

## Checklist of Steps for Doctoral Certification

To be certified as a Doctoral candidate, doctoral students must satisfactorily complete the following eight requirements:

1. A minimum of 75 points of coursework satisfying the required courses for the Program.
2. File an approved Program Plan of Study with ODS, (including applying for the transfer of credit with ODS at the start of the doctoral program if necessary).
3. Pass the foreign language requirement (Ph.D. Students only).
4. Pass the three Certification Examinations.
5. Prepare and defend a dissertation proposal, have it approved and filed with the appropriate forms with ODS.
6. Work with the Anthropology Program Office and ODS to apply for M.Phil. degree (Ph.D.) or Certified Doctoral Candidate (Ed.D.).
7. Complete the dissertation and defend it at a Dissertation Oral Defense.
8. Deposit the dissertation manuscript online, following the final document preparation requirements.

### Important Steps Toward the Dissertation Defense

1. File an “Intent to Defend” application with ODS early in the semester you plan to defend.
2. Submit an application for an oral defense date.
3. Deposit the dissertation online, as per instructions from GSAS (Ph.D.) or ODS (Ed.D.).

The handbook was developed with the most up to date information about doctoral degree requirements. This information can also be found on the ODS website ([www.tc.columbia.edu/doctoral/](http://www.tc.columbia.edu/doctoral/)).

## Other Useful Information

<b>Office</b>	<b>Location</b>	<b>Telephone</b>	<b>Service</b>
<b>Admissions</b>	301 Bldg. 528	(212) 678-3710	Transfer of credit applications; re-applications for change of degree level, program, and department.
<b>TC NEXT (Career Services)</b>	157 Bldg. 528	(212) 678-3140	Information on employment and internship opportunities.
<b>ITS Department Office</b>	357 Grace Dodge	(212) 678-3947	General information, special enrollment, Department Chair signature.
<b>Office of Doctoral Studies (ODS)</b>	324 Bldg. 528	(212) 678-4050	All matters related to doctoral study policies and procedures including forms pertinent for the program plan, dissertation proposal hearing, dissertation defense, and the depositing of final version of the defended dissertation.
<b>Anthropology Program Office</b>	375 Grace Dodge	(212) 678-3309	General questions about the program, college policy and procedures.
<b>Housing/ Residence Halls</b>	107 Whittier	(212) 678-3235	Information on housing.
<b>Office of International Students and Scholars (OISS)</b>	L5 Whittier Hall	(212) 678-3939	Assistance for international students.
<b>Bursar</b>	133 Thompson	(212) 678-3056	Payment of tuition and other fees.
<b>Registrar</b>	324 Bldg. 528	(212) 678-4050	Course registration, permission to register, change of grade, teacher certification, course withdrawal, requests for transcripts, certification to Government, degree application, certificate of equivalency.
<b>Financial Aid</b>	310 Bldg. 528	(212) 678-3714	Applications for financial aid.
<b>Graduate Student Life &amp; Development</b>	155 Bldg. 528	(212) 678-3690	Student organizations, graduate writing center, discount tickets for events.