

Department of Anthropology | Stanford University
Procedures and Requirements for the Undergraduate Honors Program 2015-2016

The Honors Program in Anthropology provides eligible Anthropology students with an opportunity to conduct original ethnographic, field, lab, or library-based research under the guidance of a faculty advisor. All Anthropology majors are urged to consider applying for Department Honors program in Anthropology. By Winter quarter each year, interested Anthropology Majors of Junior standing may apply for admission to the Honors program by submitting an honors application, including a research topic/title of the proposed honors project, a two to four page abstract/proposal, a transcript, and a letter of reference from their faculty or honors advisor to the Undergraduate Student Services Specialist by the 15th of February during Winter Quarter in the junior year. Applications are selected and approved by the Undergraduate Review Committee.

APPLICATION REQUIREMENTS	HONORS IN ANTHROPOLOGY
Apply	No later than the 15 th of February during Winter Quarter of the Junior year for students planning fieldwork, lab, or library-based research. Apply in Axxess for the B.A. Major with Honors in Anthropology.
Select	A research project.
Enlist	An Anthropology faculty Honors Advisor (usually your Faculty Advisor)
Qualifications for Application	A 3.4 GPA in the Major and a 3.0 GPA overall minimum is required. No more than one "Incomplete" may be listed on the transcript at the time of application.
Submit	Hand in the Anthropology <i>Honors Application</i> no later than the 15 th of February during Winter Quarter of the Junior year. The application includes the project title, a two to four page project proposal, a transcript, and a letter of reference from the Honors Advisor who will supervise the student's Honors Project. The letter of reference can be emailed by the advisor directly to the Undergraduate Student Services Specialist.
Review of Application	Applications are reviewed by the Department of Anthropology's Undergraduate Committee, which selects the students who become candidates for Honors. Honors projects typically involve the formation of an exploratory research question and the generation of new data, either in the field, lab, or library.
Funding	Students interested in the Honors Program are especially encouraged to apply for summer research funding through the Department of Anthropology, the office of Undergraduate Advising and Research (UAR), and various of the area studies centers on campus (for example, Latin American Studies, African Studies). This process requires planning as the Spring deadline falls before the Honors application due date. In most cases, honors students apply for such funding in the Winter and Spring quarters of their Junior year.

HONORS REQUIREMENTS	HONORS IN ANTHROPOLOGY
Required Anthropology course work	Take the required Theory and Methods courses specified for the student's emphasis within Anthropology: <ol style="list-style-type: none"> 1. Culture & Society 2. Ecology, Environment, & Evolution 3. Medical Anthropology 4. Self-Designed Emphasis Enroll in ANTHRO 95B: Honors & Senior Paper (5 units minimum, 10 units maximum, with a grade of "A-" or higher may be awarded departmental honors) - must be taken in the <u>final quarter of the Senior year</u> .
Recommended	During late summer of the Junior year before enrolling as a Senior, attend Bing Summer Honors College (if offered); OR enroll in ANTHRO 94: Postfield Research Seminar, during Autumn Quarter of the Senior year.

Recommended Anthropology course work	ANTHRO 92A: Undergrad Research Proposal Writing Workshop (Autumn) ANTHRO 92B: Undergrad Research Proposal Writing Workshop (Winter) ANTHRO 93: Prefield Research Seminar (Spring only) ANTHRO 94: Postfield Research Seminar (Autumn only) ANTHRO 95: Research in Anthropology ANTHRO 96: Directed Individual Study
Completion of the Honors Paper	During Spring Quarter of the Senior year, the final version is submitted to the Honors Advisor (First Reader) , the Second Honors Reader, and the Student Services Specialist on or by May 13 th . Present the honor's paper at the department's honors and master's presentation event in Spring Quarter.
Final Paper Grade	Only papers that receive a letter grade of "A" or "A-" are considered honors quality. If a paper receives a "B+" or lower, the student receives Senior Paper status, and must remove their Honors request on Axess.
Department File Copy	The Department retains a bound copy of the Honors Thesis to be kept on permanent file for student review in the Department. This copy must be provided to the Student Services Specialist no later than May 13 th .

What Constitutes an Undergraduate Honors paper:

Format

- 30-60 pages in length
- Extended essay with subheadings or with distinct chapters
- AAA Documentation Style (http://www.aaanet.org/publications/style_guide.pdf)
- Must contain consistent referencing throughout

Grading

- Grading average between two readers grades receives a letter grade of "A" or "A-"

Readers

- First Reader: Honors Advisor (usually your Faculty Advisor)
- Second Reader: Suggested by Faculty Advisor, may be outside of Department

Content

- Depth
- Guidelines
- Qualitative Assessment
- Outline:
 - Table of Contents
 - Introduction
 - Literature Review
 - Contextualization of the question
 - Discussion on Methodology
 - Report on Fieldwork
 - Discussion of Results
 - Conclusion
 - Appendices

**Anthropology Honors Application
2015-2016**

Name:	SUID#:
Email:	Honors Advisor (First Reader):
Telephone:	Second Reader:
Major:	Second Major:
Graduation Qtr/Yr:	Minor:
Major GPA:	Cumulative GPA:

Proposed Title: _____

Does your project involve human subjects? Yes _____ No _____
 Will you be applying for UAR Major/Small Grants? Yes _____ No _____

Required Documents:

- ___ Proposal 2-4 pages (attach to this document)
- ___ Detailed Itinerary and Budget
- ___ Bibliography
- ___ Letter of recommendation from Honors Advisor (sent separately to Anahid Sarkissian)
- ___ Transcript (official or unofficial)

Coursework Timeline:				
Requirement	Dept/Course Number/Name	Qtr/Year	Units	Grade
1.	ANTHRO 90A, 90B, 90C. THEORY, based on designated Anthropology emphasis requirements.		5	
2.	ANTHRO 91, 91A, 91C. METHODS, based on designated Anthropology emphasis requirements.		5	
3.	ANTHRO 95B. Senior Paper (5 units minimum, 10 units maximum, must be taken in the final quarter of the Senior year).			

Student:

By signing this form I agree to meet the deadlines presented on the Honor’s Checklist and understand my Honor’s Thesis will be made available to the Stanford community.

Printed Name _____ Signature _____ Date _____

Honors Advisor:

By signing this form I take responsibility for advising this student on their honors research, especially in regards to the methods used and ethical issues that may arise.

Advisor:

Printed Name _____ Signature _____ Date _____

**Anthropology Honors 2015-2016
Checklist for Student Honors Candidates**

Junior Year
Autumn Quarter

September-December	<p>Meet with Faculty Advisor to explore and discuss research ideas and themes. Determine funding sources available to you through the department and university.</p> <p>Recommended Enrollment: ANTHRO 92A or 92B: Undergraduate Research Proposal Writing Workshop.</p>
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Junior Year
Winter Quarter

By February 15 th	<p>Apply for honors in asex and submit application materials to the Undergraduate Student Services Specialist.</p> <p>If applying for a research grant, submit all application materials by February 15th.</p> <p>Recommended Enrollment: ANTHRO 92A or 92B: Undergraduate Research Proposal Writing Workshop.</p>
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Junior Year
Spring Quarter

April-June	<p>Ensure all documentation for travel and funding (if awarded) is completed and submitted to the student services specialist. Detailed instructions will be sent to students upon acceptance into the Honors Program.</p> <p>Required Enrollment: ANTHRO 93: Prefield Research Seminar and/or ANTHRO 95: Research in Anthropology Seminar and/or ANTHRO 95: Research in Anthropology.</p>
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Junior/Senior Year
Summer Quarter

June-September	<p>Conduct Research</p> <p>Suggested enrollment in Bing Honors College during the 3 weeks prior to Autumn Quarter.</p>
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Senior Year
Autumn Quarter

By November 15 th	<p>Submit draft outline to 1st reader no later than November 15th to allow adequate review time. Schedule a meeting with their 1st reader well in advance of the November 15th deadline to allow time to incorporate feedback into the final outline. Begin discussing selection of 2nd reader during this time period.</p> <p>Recommended Enrollment: ANTHRO 94: Postfield Research Seminar (offered in Autumn quarter only).</p>
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Senior Year
Winter Quarter

By January 31st	<p>Honors candidates are expected to submit a draft sample chapter (including honors paper literature review, bibliography, and table of contents) to their 1st reader no later than the first day of Winter Quarter to allow faculty members sufficient time to review and comment on the work. Honors candidates should schedule a meeting with their 1st reader well in advance of the Jan 31st deadline to allow time for revisions, if necessary.</p> <p>Recommended Enrollment: Anthro 199: Senior and Master's Paper Writing Workshop</p>
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Senior Year
Spring Quarter

By April 4th	<p>Submit preliminary draft to honors advisor (1st reader). Honors candidates are responsible for scheduling an appointment with their 1st reader to receive feedback on the preliminary draft in sufficient time to allow for necessary revisions.</p> <p>Required Enrollment: Register for ANTHRO 95B for minimum of 5 units</p>
By May 13 th	<p>Students must submit the final draft of their Honors Thesis to their Honors Advisor (1st Reader), 2nd reader. Include The Honors Paper Signature Sheet and a copy of the honors program requirements as listed on the application when submitting final paper to the readers.</p>
By May 20 th	<p>After final edits are made, Honors Advisors must approve a student's Honors status by signing off on the Honors Paper Signature Sheet. The Signature Sheet must be submitted with signatures to the Student Services Specialist no later than May 20th. If a student does not receive a grade of "A-" or better on their paper, they must remove their Honors request via Axess.</p>

**Department of Anthropology
Undergraduate B.A. Honors Paper Signature Sheet
2015-2016**

Department of Anthropology
Stanford University

This paper is submitted by:

Student Name	Signature	Date
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In partial fulfillment for the Undergraduate Program, Bachelor of Arts with Honors in Anthropology at Stanford University.

Honors Advisor:

Name	Signature*	Date
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Second Reader:

Name	Signature	Date
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*Signature approves satisfactory completion of honors paper with a grade of A- or better.
Please return this signature sheet and a final bound copy of your Honors paper to Anahid Sarkissian in Building 50, Room 51N
no later than May 20th.