

ANTHROPOLOGY MAJOR'S HANDBOOK

COLORADO COLLEGE

(Revised Feb 3, 2023)

Also available on the Anthropology Department's web site:
<https://www.coloradocollege.edu/academics/dept/anthropology/resources/>

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WELCOME!

The faculty and staff of the Department of Anthropology welcome you as a new major! We are pleased that you selected anthropology as your focus of study and hope that you will continue to find your anthropology classes interesting and thought-provoking. All of us in the department are here to help you as you progress through your studies. You will work closely with your advisor in the department, but the rest of us are available to help you as well. A list of major requirements is included in this handbook; if you have any questions about the major, please let us know.

The Anthropology Department consists of five faculty members - four full time and one adjunct - and two support staff persons who keep everything running smoothly and efficiently. Areas of expertise within the department include biological anthropology, sociocultural anthropology, archaeology, and linguistics. Every year the department brings in visiting faculty members who offer new approaches, different subject matters, and expertise to our curriculum.

We urge you to participate in the various departmental activities throughout the year, including meetings of the Colorado College Student Anthropology Society. We also offer a variety of brown-bag lectures, picnics and informal gatherings. Check your mailbox and email for advance notice of these events. Once again, welcome to the department!

ANTHROPOLOGY DEPARTMENTAL MISSION

The Anthropology Department at Colorado College strives to provide students with an expansive outlook on human life through time and across space. We seek to fulfill the discipline's promise as one of the cornerstone subjects of a contemporary liberal arts education.

Colorado College's location and block plan format afford distinctive and unparalleled prospects for undergraduate anthropology students. We are able to expose students, anthropology majors and non-majors alike, to multiple opportunities for hands-on anthropological laboratory and fieldwork during the regular academic calendar year. Together with creative pedagogy and rigorous expectations for reading, writing, data gathering and critical qualitative and quantitative analysis, we aim to provide a second-to-none undergraduate educational experience in anthropology.

For a small department at a liberal arts college, ours is also unusual in representing all four subfields of American anthropology: 1) archaeology, which focuses on the material cultures and peoples of the past; 2) biological anthropology, which examines the evolution of human biology and behavior stressing the influence of culture on evolution; 3) linguistic anthropology, which addresses both the formal complexity of linguistic systems and the role that language plays in the regulating and negotiating of social life; and 4) socio-cultural anthropology, which stresses contemporary peoples, combining ethnography and cross-cultural comparison to portray the variability of human value systems, practices and organization. In continuity with the original four-field American vision, our challenge is to demonstrate for students how each subfield contributes to the overall knowledge of human life and how dialogue across subfields allows anthropological perspectives to be unrivaled in their holism.

ANTHROPOLOGY OFFICES (in Barnes Science Center) AND TELEPHONE EXTENSIONS:

<u>FACULTY</u>	<u>OFFICE</u>	<u>PHONE</u>
Krista Fish	314	6362
Sarah Hautzinger	304	6359
Scott Ingram	312	6361
Christina Leza	306	6131
Steven Schwartz	310	6824

VISITING FACULTY

Mark Mitchell (Block 1)	404	6825
Sayantana Saha Roy (Block 7)	308	6082

ACADEMIC ADMINISTRATIVE ASSISTANT

Suzanne Ridings	302	6358
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PARAPROFESSIONAL

Emma Ulbrich	408	6360
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IMPORTANT DATES

Major declaration: Students declaring a major in anthropology should do so by registration in fall of the junior year at the latest. At the same time, majors should obtain an advisor who is a faculty member in the Anthropology Department.

Progress through the major: Students should complete courses in at least three of the four subfields by the time they declare the major. These courses are prerequisites for advanced courses (most 300-level and a few 200-level courses) in the department.

Majors' meetings: Occasional required meetings are held to review the major requirements for graduation and important due dates, announce important forthcoming events, and answer student questions.

Anthropology Day: Seniors present their Senior Capstone research at a poster session held during the spring semester. This Anthropology Day poster session is a requirement for graduation and all majors are expected to attend.

Senior Capstone due dates:

Proposal	first Monday of Block 8, 12:00 noon (Junior year)
Complete draft of paper	first Friday of Block 6, 12:00 noon (Senior year)
Final draft (signed by your advisor)	second Monday of Block 7, 12:00 noon (Senior year)

ANTHROPOLOGY DEPARTMENTAL REQUIREMENTS (12 units):

Effective September 10, 2018

Major

Students majoring in anthropology must complete a minimum of twelve (12) units of course work, including the following requirements:

Two required, discipline-wide courses (taught in fall semester):

- AN215 Anthropological Theory
- AN315 Senior Seminar (intended as the capstone course for seniors) in Anthropology

Two Courses with the Department's "Methods" designation*

An additional 10 units of course work in the department**, distributed in the following categories:

- A minimum of one course in each of the 4 subfields (archaeological, biological, cultural, and linguistic anthropology). Crosslisted courses cannot satisfy the subdiscipline distribution requirement.
- At least three anthropology courses at the 300-level (in addition to [AN315](#). Note: all 300-level courses have prerequisites; 2-block courses count as one *course*, but two *units* in the major)
- At least two courses tagged "M" for significant methodological content
- [AN400 Research in Anthropology](#) cannot substitute for 300-level courses.
- Students must achieve a grade of **C- or higher** for credits to count towards the minor.

All Seniors must submit a Senior Capstone Project (these may take longer- or shorter-duration forms; consult with advisor(s) and Senior Capstone Guidelines)

Major requirements may be satisfied by no more than:

- two units of off-campus credit
- two units of independent Readings/Research ([400](#)), and
- two cross-listed unit taught by non-departmental faculty (e.g. ethnomusicology, political ecology, ethnography, religion, Race, Ethnicity, and Migration Studies (RM), or SW studies, etc.).** Crosslisted courses cannot satisfy the subdiscipline distribution requirement unless they are taught by departmental faculty.

Note: The department awards Distinction in Anthropology to students who present evidence of distinguished work. Consult page 14 for guidelines.

Minor

A minor in anthropology will consist of a minimum of five units of course work, to include the following:

- Courses in (at least) two of the four major subdisciplines (biological, cultural, archaeological, and linguistic anthropology-see list of courses table) as described in the major requirements.
- At least one course at the 300 level.
- Independent research courses ([AN400](#)) may not be counted toward the minimum five units of the minor.
- Minor requirements may be satisfied by no more than:
 - one cross-listed course unit taught by non-departmental faculty (e.g. ethnomusicology, political ecology, ethnography, religion, RM or SW studies, etc.).**
 - one unit of off-campus credit.
- Students must achieve a grade of **C- or higher** for credits to count towards the minor.

*See page 4.

** The Anthropology Department allows majors to earn up to two (2) credits, and minors one (1), from off-campus study programs to count towards the degree. We accept a broad array of (C), or Cognate, courses for a single credit, assuming the coursework undertaken while off-campus includes at least one course with an anthropological/cultural/societal dimension to it. A second course towards the major requires the proposed be a course be focused on disciplinary anthropology's thought and content (A). Courses taken off-campus are taught at the 300-level or above will transfer back to the department only at the 200-level to prevent off-campus study from replacing advanced study on campus. Students should submit course approval requests via Summit, which can be accessed at any time before or during your off-campus study. Please upload complete information about the course; you should also save syllabi and papers from your courses overseas, in case there are any additional questions when you get back to campus.

A—Anthropology Course. Serves for a 1st or 2nd course unit one of 12 major / 5 minor course units at the 200-level; does not fulfill subfield distribution. C—Cognate course. Serves for 1st but not a second 2nd off-campus credit, 208 topics, fulfills cultural subfield distribution.

<i>List of current anthropology courses</i>		<i>Requirement Met</i>	<i>Subfield</i>	<i>Critical Perspectives</i>	<i>Critical Learning</i>
AN 100	Human/Being – Anthropological Perspectives			G	
AN 101	Paleofantasies and Other Narratives of Human Evolution			I	CP
AN 102	Doing Cultural Anthropology			G or S	AIM, SHB
AN 105	Language and Culture		Linguistic	G or S	
AN 123	American Sign Language I				
AN 124	American Sign Language I				
AN 202	Human Biological Variation		Biological		
AN 204	The Body: Anthropological Perspectives				
AN 206	Doing Ethnography	Methods	Cultural		
AN 207	Primate Behavior, Ecology and Conservation		Biological		SA
AN 208	Topics in Anthropology:		Varies		
AN 210	Anthropology and the History of Ideas		Cultural		
AN 212	Language of Racism	300	Linguistic		SHB, EPUS
AN 215	Anthropological Theory	Req. Core Course AN215			
AN 217	Precolumbian Civilizations of Mesoamerica			G	
AN 219	Archaeology of the American Southwest	Methods	Archaeology	S	
AN 220	Doing Archaeology	Methods	Archaeology		HP
AN 221	Topics in Ethnomusicology			G	SHB
AN 225	Historical Archaeology		Archaeology		
AN 227	Collapse and Sustainability of Past Societies		Archaeology		
AN 230	Human Evolution		Biological	I	
AN 235	Global Health: Biosocial Perspective		Cultural	G	
AN 237	African Descendants in the Caribbean and Latin America		Cultural	G or S	SHB, EPG
AN 238	Genders and Sexualities in Latin America and the Caribbean		Cultural	G or S	
AN 239	Gender Diversity Across Cultures		Cultural	G or S	
AN 242	Anthropology of Food	Methods	Cultural	S	
AN 243	Hispanic Folklore of the Southwest	Methods	Cultural	S	
AN 245	Popular Culture		Cultural		
AN 256	Language Socialization	Methods	Linguistic	S	SHB
AN 258	Introduction to Linguistics		Linguistic		
AN 259	Native Peoples of the Southwest		Cultural	G or S	
AN 260	Language & Gender	Methods	Linguistic	S	AIM, SHB
AN 262	Studying Language as Social Action	Methods	Linguistic		
AN 270	Anthropocene		Cultural		SHB
AN 301	Human Osteology	Methods, 300	Biological	I	SA
AN 302	Human Ecology and Biology	Methods, 300	Biological	I	

AN 306	Primatology	Methods, 300	Biological	I	
AN 308	Topics in Anthropology	300-Level	Varies		
AN 311	Language in Culture and Mind: Cognitive Anthropology	300, Methods	Linguistic		SA
AN 315	Senior Capstone	Req. Core Course AN315			
AN 320	Field Archaeology	300, Methods	Archaeology		SA
AN 321	Rio Grande: Culture, History and Region	300, Methods	Cultural	G or S	
AN 326	Religion & Ritual	300	Cultural	G	AIM
AN 331	Evolution, Science, and Society	300	Biological		
AN 328	Climate and Human Behavior		Archaeology		
AN 333	Evolution of Human Life Histories	300	Biological		
AN 371	Culture Contact and Writing Cultures	300, Methods	Cultural	G or S	
AN 376	Culture and Power: Political Anthropology	300, Methods	Cultural	G or S	
AN 377	Living in the Material World--Economic Anthropology	300	Cultural	G or S	
AN 380	Community-Based Field Course	300, Methods	Varies		
AN 400	Research in Anthropology	300	Varies		

✓ when complete	Course Number and Title	2 Methods Course (*M)	300-level (min three courses not incl. 315)	Sub-Field (need A, B, C, & L*)	# of Units
	215 Anthropological Theory (req. for all majors; intended for juniors)				1
	315 Senior Seminar in Anthropology (req. for all majors; intended for seniors)				1
Total three (or more) 300-level courses? (Not including 315)					
	At least one course in 4 major subfields (A, B, C, & L)?				
	At least 12 TOTAL UNITS?				

* A=Archaeological; B=Biological; C=Cultural; L=Linguistic

SENIOR CAPSTONE IN ANTHROPOLOGY

Introduction

See also: “*Senior Capstone Guidelines*” on page 14 and the *Senior Capstone Rubric* (attached) for more details on proposal requirements, advising, required components for final version, formatting and so on. Available at department website and (printed) in department office.

All senior majors must submit a Senior Capstone Project, which provides them with the opportunity to conduct their own independent research project or compose a synthesis of important research within the field of anthropology. Projects will typically take the form of an academic paper; students with adequate preparation may also propose alternatives such as an ethnographic film, museum exhibit, or applied project (each accompanied by a shorter paper). The Capstone program allows students to apply and demonstrate their training at the culmination of their undergraduate study, and also offers a counterpoint to the atomization of one-block-at-a-time by asking students to ponder a question longer, and to rethink and revise their first efforts. Options for capstone directions are as varied as four-field anthropology and CC’s departmental orientation: we encourage hard work, intellectual rigor, creativity and discovery. Seniors must all follow the same departmental deadlines for proposals and drafts, but their time investment in capstone can take longer- or shorter-duration forms, and you can tailor yours to your needs, interests, and priorities. Beginning in the 2018-2019 academic year a new rubric will be provided to help gauge progress on capstone projects.

Shorter-duration projects can be an anthropological paper you execute wholly in block 4’s required AN315, titled the Senior Seminar in Anthropology. A considerable portion of this course will be devoted to support capstone writing.

Longer-duration projects involve significant work before or after 315, and typically one (and up to two) independent research blocks (AN400 Research in Anthropology). A capstone advisor’s support is required for an additional AN400 block/s; there are no a priori GPA qualifications, but the professor will take previous performance into account in deciding whether to support. You might opt for the longer process if you **1)** desire and are prepared for a more in-depth and substantive experience; **2)** wish to use summer or pre-block 4 time for field or other research, and/or take an AN400 block; **3)** require IRB approval for earlier research; and **4)** wish to apply for departmental funding in support of your endeavor.

Advising: The professor teaching 315 in any given year will serve as a capstone project advisor; in cases where another faculty member brings considerable expertise or prior involvement to a particular project, that person may also serve as an advisor (who is primary versus secondary advisor can be worked out by the student, case by case).

Some general guidelines for capstone writing can be found in the *Chicago Manual of Style*, on the department website, and in Kate L. Turabian’s *A Manual for Writers of Term Papers, Theses, and Dissertations*, which can be obtained in Tutt Library or in the College Bookstore.

Proposal: Majors pursuing the Senior Capstone should work with a faculty member(s) to develop a proposal. See Capstone Guidelines for specifics on formatting and content. Proposals will be reviewed and approved by the department as a whole. The department reserves the right to offer suggestions, to request a revised proposal, or to reject proposals that do not meet the high standards of a Senior Capstone. In some cases, the department may recommend a second reader. Please note that your research topic can change (this can happen to experienced researchers!). Changes (e.g. change in research methods, shift in location) can be approved by your capstone advisor." Students don't need to submit a new proposal to the department unless they need to submit a new funding request.

The proposal is due by noon on **the first Monday of block 8 of your junior year**. Please submit your proposal digitally to the Academic Administrative Assistant in Barnes 302.

Blocks for Academic Credit

With prior planning with and approval from a supervising advisor for the block, students may register for AN400: Research in Anthropology for one or, in special cases, two blocks of independent capstone work. AN400 is also used for independent studies and non-Senior Capstone work. Students create their own subtitle for the course that is specific to the type of research they are performing. This subtitle will appear on official transcripts; use the chance to highlight aspects other than your final title (such as “Data Gathering on...” etc.). The title of the senior capstone will appear on official transcripts under AN450, whether or not the student chooses to take an independent study block. AN450 is NOT a course that is taken for credit or for which students register, it is simply the categorization given to Senior Capstone Work in order for the Registrar to monitor the requirement for the major and include the title of it on official transcripts.

Institutional Review Board (IRB) approval

IRB approval is required for all research involving living human subjects. This means that if you intend to do interviews or other ethnographic investigation involving interpersonal contact, you must describe your research procedures and the measures you will take to ensure the safety and privacy of the people with whom you speak. **Plan ahead to meet the IRB's deadline for approval before you begin your research.** The application form and additional information can be obtained at the following link: <https://www.coloradocollege.edu/other/irb/#top>

Style Guide

The best general guide to the writing of papers in anthropology is the style used in the journals which are concurrent with the standards in your area of research. In general, the department recommends the style used by *Current Anthropology*, which can be found at:

https://www.journals.uchicago.edu/pb-assets/docs/journals/CA_style_guide-1438187265810.pdf

See the Senior Capstone Guidelines for details on style guide and formatting including pagination, title page, abstract, honor pledge, references, footnotes, graphics, figures, illustrations, tables, margins, line spacing, and fonts.

Submission Process

A complete draft of your paper is due on **Friday at 12:00 noon the first week of Block 6**. The final copy is due **Monday at 12:00 noon the second week of Block 7**. It is your responsibility to anticipate and avoid delays. Any Senior Capstone received after the specified due date may result in an “Incomplete” and a delay of graduation.

The final copy of your Senior Capstone is to be submitted to your Senior Capstone advisor(s) and a digital copy sent to the Anthropology Department Academic Administrative Assistant. A digital file must also be submitted to the Tutt Library via <https://coloradocollege.libguides.com/digitalCC>. If you want a personal copy, submit a hardcopy to the Tutt Library with \$10 as per the Tutt Library website <https://coloradocollege.libguides.com/c.php?g=849561&p=6077904>. If others who have helped during research, (e.g., faculty advisor/s, informants, other libraries, government agencies, etc...,) have requested a copy of your Senior Capstone Project, it is your responsibility to supply such copies.

Advisors will request a clean electronic copy of the final version by noon of the second Monday of Block 7. This award is presented at Honors Convocation during Block 8.

FUNDING OPPORTUNITIES

There are three principal sources of funding for student research. The first and most important is the **Venture Fund**, which is administered by the Dean's Advisory Committee. It is a competitive campus-wide award that supports travel and expenses. Because available funds diminish late in the year, students hoping to secure funding should submit a Venture Fund proposal well in advance of the projected research. The application form is available at the department website or in the department office. Students are encouraged to request letters of support for their application well in advance of the deadline each block.

The second source of funding is the department's Kathleen A. Jones Memorial Fund, established by the family of a 1980 graduate of the Anthropology Department. **Students must apply for a Venture Grant first before they are eligible to apply for funding from the Kathleen A. Jones Memorial Fund.** It is specifically for the support of majors engaged in research for the Senior Capstone or faculty-supervised projects. Most years faculty set a maximum cap on the amount a student can receive. All research funds are contingent upon department approval of a research proposal.

The third source of funding is the President's Special Projects Fund awarding between \$100 and \$500 to students one time during their four years at CC to "accomplish an academic project that will add to their liberal arts education experience at Colorado College."

The fourth source of funding is *Finney Family Field School Fund Award* created through the generosity of CC alumna Suzanne Finney and the Finney family, the *Finney Family Field School Fund* will cover or reduce expenses for students to participate in field schools outside of the state of Colorado.

Regardless of funding source, the department will require you to write and sign a thank-you note to the donors or the honorees of the fund, which should also provide an informative explanation of your research interests. You must save all receipts and make a careful accounting of your expenditures to the department.

If you would like to apply to external funding sources for your undergraduate research, you can get your search started by looking at a short list of opportunities on the Anthropology website, under "Resources for Students."

(https://www.coloradocollege.edu/academics/dept/anthropology/departamental_resources/student_resources.html)

INDEPENDENT STUDY IN ANTHROPOLOGY

The Anthropology Department offers AN400: Research in Anthropology as an option for independent study. Independent study units are intended primarily for anthropology majors wishing to do advanced work under the close supervision of a faculty member. Students writing a Senior Capstone may devote one or two research blocks to the capstone (although no blocks are required), but any student may wish to undertake an independent project. Students' ability to take independent study blocks relies upon gaining approval – and signatures on an Independent Study Drop/Add form – from the supervising faculty member and the department chair. As early as possible but no later than Monday noon of the last day of the block preceding the independent block, students should approach faculty members and propose the independent study; be prepared to justify the need for independent work, show what previous work lays a foundation for it. Students may count a maximum of two independent blocks toward their major requirements.

Students wishing to do an independent study should have taken at least one course in anthropology, preferably the introductory course in the area in which they wish to do additional work. Independent studies are not offered for courses already taught during the academic year or summer session. Independent study blocks are offered solely at the discretion of the faculty member, who may impose specific requirements in addition to the department's requirements.

CREDIT FOR OFF-CAMPUS STUDY

Colorado College emphasizes the importance of off-campus study as part of an undergraduate education. Anthropology Department in particular encourages our majors and minors to pursue such opportunities, given the role of immersive learning in our discipline's construction of knowledge. Consult with your advisor and the department chair for advice about what kinds of courses and/or programs might both fit your interests and fulfill major or minor requirements. General credit for CC Approved Programs is usually straight-forward and includes language studies, culture area studies, and often field studies. The college makes the decision about what are acceptable (or not acceptable) academic credits for courses, programs, etc., while the department makes the decisions about which credits satisfy major requirements. A list of courses and programs which have previously been approved for credit within the anthropology major can be found [here](#); please note that you must still consult with the department if you wish to pursue these programs, this list means programs were approved *in the past* and will still need to be reconfirmed.

The Anthropology Department allows majors to earn up to two (2) credits, and minors one (1), from off-campus study programs to count towards the degree. We accept a broad array of (C), or Cognate, courses for a single credit, assuming the coursework undertaken while off-campus includes at least one course with an anthropological/cultural/societal dimension to it. A second course towards the major requires the proposed be a course be focused on disciplinary anthropology's thought and content (A).

A—Anthropology Course. Serves for a 1st or 2nd course unit one of 12 major / 5 minor course units at the 200-level; does not fulfill subfield distribution.

C—Cognate course. Serves for 1st but not a second 2nd off-campus credit, 208 topics, fulfills cultural subfield distribution.

Additional Policies:

- Courses taken off-campus that are taught at the 300-level or above will transfer back to the department only at the 200-level, to prevent off-campus study from replacing advanced study on campus.
- Students should submit course approval requests via Summit, which can be accessed at any time before or during your off-campus study. Please upload complete information about the course; you should also save syllabi and papers from your courses overseas, in case there are any additional questions when you get back to campus.
- In cases where the Anthropology Department is unable to determine before the off-campus study period whether a course qualifies, students can present additional supporting material (including syllabi, papers, exams, journals, textbooks, handouts, etc.) on return, in the form of a petition the Department.
- The Department will generally count 1 unit toward the major (for qualifying courses) even when the student is awarded only .75 general credit.

DEPARTMENTAL EQUIPMENT

In most cases, students should approach either the academic administrative assistant or the course instructor about using equipment for courses. Outside of the context of equipment use in a course, the Anthropology Department permits use of technical equipment by anthropology majors solely on the premises of the department (Barnes Hall on the Colorado College campus). In rare circumstances, the faculty may allow exceptions to this policy. Such exceptions could only occur through a formal petition filed with consent of the advisor and with a minimum of 2 weeks of advance notice, to be approved by the

Anthropology faculty. All students using department equipment will be required to sign a loaner agreement acknowledging their responsibility for the return of the equipment in good working condition.

DEPARTMENTAL AWARDS

Distinction in Anthropology

The Department of Anthropology offers an award of *Distinction in Anthropology* to senior majors in recognition of academic excellence in anthropology. Students ***become eligible*** to be nominated for *Distinction* if they

- (a) have a GPA of 3.8 or better in the major, and
- (b) receive a grade of A or A- on the Senior Capstone, and
- (c) are recommended by one or more Anthropology Department faculty member(s).

The awarding of *Distinction in Anthropology* is determined by vote of the faculty of the department. Recipients of departmental *Distinction* are listed in the Commencement program.

Courtney Cusick Memorial Award

The *Courtney Cusick Memorial Award* is named for senior anthropology major Courtney Cusick, who was killed in an automobile accident in 2002 on her way back to CC for her final semester. The award recognizes an outstanding Senior Capstone which clearly demonstrates strong argumentation, a sound inter-weaving of theory, method and data, meticulous research of primary sources, and a commitment to using multiple lines of evidence. Papers are nominated by capstone advisors for consideration by the department. This award is presented at Honors Convocation during Block 8.

The H. Marie Wormington Award

The Department of Anthropology presents the *H. Marie Wormington Award* for the outstanding graduating senior major. The criteria include

- (a) an excellent academic record;
- (b) commitment to the discipline of anthropology, especially in field research;
- (c) involvement in the department's program outside of coursework;
- (d) participation in college activities on behalf of anthropology.

Students are encouraged to submit nominations with supporting letters to the academic administrative assistant by the last day of block 6. This award is presented at Honors Convocation during Block 8.

THE COLORADO COLLEGE STUDENT ANTHROPOLOGICAL SOCIETY

The Colorado College Student Anthropological Society, SAS, was formed in the spring of 1995 to provide a forum outside the classroom where students could exchange and discuss ideas about the discipline of anthropology, and to provide student support for majors and minors. SAS governance varies according to the current cohort's interest, but typically students elect or appoint officers to lead the group.

The SAS also provides interested students with opportunities to present and discuss their research, for example, a slide show of experiences on an archaeological dig in Honduras. Occasionally, professors are invited to attend the meetings, thus adding to the discussion at hand. Additionally, SAS brings guest speakers in anthropology to the department and college, as well as organizing other events of interest (including discussions of graduate school programs, anthropological careers panels, film series, thematic celebrations). SAS is chartered by and receives funding from the Colorado College Student Government Administration (CCSGA); SAS may additionally raise funds or seek departmental assistance when needed.

For further information about SAS, including meeting times, please contact the department paraprofessional, who serves as a liaison between SAS and the faculty (Barnes 406, ext. 6363) or Suzanne Ridings (Barnes 302, ext. 6358).

ANTHROPOLOGY DEPARTMENT, COLORADO COLLEGE

SENIOR CAPSTONE GUIDELINES

Revised December 2015

Introduction

The Senior Capstone in Anthropology provides student majors with the opportunity to conduct their own independent research project or compose a synthesis of important research within the field of anthropology. Projects will typically take the form of an academic paper; students with adequate preparation may also propose alternatives such as an ethnographic film, museum exhibit, or applied project (each accompanied by a shorter paper). The Capstone program allows students to apply and demonstrate their training at the culmination of their undergraduate study, and also offers a counterpoint to the atomization of one-block-at-a-time by asking students to ponder a question longer, and to rethink and revise their first efforts. Options for capstone directions are as varied as four-field anthropology and CC's departmental orientation: we encourage hard work, intellectual rigor, creativity and discovery. Seniors must all follow the same departmental deadlines for proposals and drafts, but their time investment in capstone can take longer- or shorter-duration forms, and you can tailor yours to your needs, interests, and priorities.

Shorter-duration projects can be an anthropological paper you execute wholly in AN315 Senior Seminar in Anthropology. A considerable portion of this course will be devoted to support capstone writing.

Longer-duration projects involve significant work before or after 315, and typically one (and up to two) independent research blocks (AN400 Research in Anthropology). A capstone advisor's support is required for an additional AN400 block/s; there are no a priori GPA qualifications, but the professor will take previous performance into account in deciding whether to support. You might opt for the longer process if you **1)** desire and are prepared for a more in-depth and substantive experience; **2)** wish to use summer or pre-block 4 time for field or other research, and/or take an AN400 block; **3)** require IRB approval for earlier research; and **4)** wish to apply for departmental funding in support of your endeavor.

Advising: The professor teaching 315 in any given year will serve as a capstone project advisor; in cases where another faculty member brings considerable expertise or prior involvement to a particular project, that person may also serve as an advisor (who is primary versus secondary advisor can be worked out by the student, case by case).

Some general guidelines for capstone writing can be found in the *Chicago Manual of Style*, on the department website, and in Kate L. Turabian's *A Manual for Writers of Term Papers, Theses, and Dissertations*, which can be obtained in Tutt Library or in the College Bookstore.

Important Dates

- Junior Year
 - First Monday, Block 8: Proposal due as a digital file to the academic administrative assistant in Barnes 302 by noon.
 - Funding requests and IRB submission should happen at this time as well.
 - Shorter-term projects to be carried out in AN315 block 4 can satisfy the spring deadline with a shorter statement of intent; longer-term projects require full proposals at this time.
 - Second Monday, Block 8:
 - Acknowledgement of proposals and notification of approval for funding, or request for revisions will be sent to all rising seniors who have submitted a proposal

- Senior Year
 - First Friday, Block 6
 - Complete first draft due at noon
 - Second Monday, Block 7
 - Final copy due at noon to both your advisor and a digital file to the academic administrative assistant in Barnes 302

Please note that individual faculty members may require additional draft deadlines or an accelerated schedule. These should be discussed with your advisor before submitting your proposal.

Proposal

Majors pursuing the Senior Capstone should work with a faculty member(s) to develop a proposal that demonstrates:

- a) A clear research question, problem, proposition or hypothesis, and a thesis argument that responds to it.
- b) Evidence of adequate preparation in the form of coursework (including field or lab) and bibliographic research.
- c) A detailed work plan and timeline.
- d) A detailed estimated budget, if funding will be requested.
- e) Affirmation that IRB proposals have been submitted, or dates that it will be prior to beginning research with human subjects.

Your proposal should meet the following guidelines for review:

- **Introduction**
 - Short statement on the research problem.
 - Brief statement on previous literature.
 - Theoretical approaches that will be used in the proposal.
 - Proposed methodological approaches for the investigation.
 - Overall significance of the research problem.
- **Describe your research question or research objective**
 - The research question, or objective should be narrowly focused and ask “why,” “how,” or “what” about an issue of significance to anthropology.
 - Do not present a vast research topic as the object of investigation; instead, develop answerable questions in the context of the larger research topic.
- **How does your research build on existing scholarship in anthropology and related disciplines?**
 - It is important to clearly demonstrate that you have a good knowledge of the anthropological literature, as well as other disciplinary literature, relevant to your topic of research.
 - Be explicit in showing how your research will expand on previous findings.
 - Provide a clear and comprehensive discussion of the issues and demonstrate how your work fits into current theoretical and methodological debates in the field.
- **Research design**
 - What evidence will you need to collect to answer your research question? How will you go about collecting and analyzing this evidence?
 - You will need to clearly demonstrate that the evidence gathered and the analytical procedures proposed will realistically support the research goals expressed in your research question.

- A timeline for the Senior Capstone should be submitted.
- A feasible research plan with clearly defined procedures is much better than one so broad that it seems impossible to accomplish within the limits of the time available.
- **What contribution does your project make to anthropological theory and to the discipline?**
 - A successful application is one that emphasizes the contribution of the proposed research not only to the specific area of research being addressed but also to the broader field of anthropology.
 - Be explicit about the potential contribution of your research to anthropological knowledge, theory and method in the broadest possible sense.

Proposals will be reviewed and approved by the department as a whole. The department reserves the right to offer suggestions, to request a revised proposal, or to reject proposals that do not meet the high standards of a Senior Capstone. In some cases, the department may recommend a second reader.

The proposal is due by noon on **the first Monday of block 8 of your junior year**. Please submit your proposal digitally to the academic administrative assistant in Barnes 302.

Blocks for Academic Credit

With prior planning with and approval from a supervising advisor for the block, students may register for AN400: Research in Anthropology for one or, in special cases, two blocks of independent capstone work. AN400 is also used for independent studies and non-Senior Capstone work. Students create their own subtitle for the course that is specific to the type of research they are performing. This subtitle will appear on official transcripts; use the chance to highlight aspects other than your final title (such as “Data Gathering on...” etc.). The title of the senior capstone will appear on official transcripts under AN450, whether or not the student chooses to take an independent study block. AN450 is NOT a course that is taken for credit or for which students register, it is simply the categorization given to Senior Capstone Work in order for the Registrar to monitor the requirement for the major and include the title of it on official transcripts.

Institutional Review Board (IRB) approval

IRB approval is required for all research involving living human subjects. This means that if you intend to do interviews or other ethnographic investigation involving interpersonal contact, you must describe your research procedures and the measures you will take to ensure the safety and privacy of the people with whom you speak. **Plan ahead to meet the IRB's deadline for approval before you begin your research.** The application form and additional information can be obtained at the following link:

<https://www.coloradocollege.edu/other/irb/#top>

Components of a Senior Capstone

At the minimum, a Senior Capstone must include the following sections:

- Title Page
- Abstract
- Honor Pledge
- Table of Contents
- References Cited

We recommend the following sections and format, although section headings may change and subsections may be added as appropriate to the capstone topic.

- Title Page (separate page)
- Abstract (separate page)
- Honor Pledge (separate page)
- Table of Contents (separate page)
- Table of Figures, Table of Graphs, etc.
- Acknowledgements (separate page)
- Introduction

Literature Review
 Research Design or Methodology
 Results
 Discussion
 Conclusion
 Endnotes
 References Cited (separate section)
 Appendices (separate section)

Page Limitations

Capstones are limited to 35 – 50 (note that those looking for publication may need to edit down to fewer pages) pages of running text, not including title pages, references cited, and appendices. They should resemble tight, publishable journal articles, which are informed by and are conversant with the relevant literature. Page allotment extensions can occasionally be negotiated with an advisor.

Style Guide

The best general guide to the writing of papers in anthropology is the style used in the journals which are concurrent with the standards in your area of research. In general, the department recommends the style used by the *American Anthropological Association* (AAA). Individual capstone advisors may have different recommendations, so it is best to check with them before committing to a citation style. Citation styles and style guides are listed below.

American Anthropological Association (AAA):

<https://www.americananthro.org/StayInformed/Content.aspx?ItemNumber=2044>

Current Anthropology:

https://www.journals.uchicago.edu/pb-assets/docs/journals/CA_style_guide-1438187265810.pdf

American Journal of Physical Anthropology (AJPA):

https://laverne.libguides.com/ld.php?content_id=5102150

Society for American Archaeology (SAA):

https://www.journals.uchicago.edu/pb-assets/docs/journals/CA_style_guide-1438187265810.pdf

Pagination

Preliminary pages: Includes title page, table of contents, lists of tables, graphs, and illustrations, and preface. Use small Roman numbers (i, ii, iii, etc.). Title page is page i, but the number does not appear.

Text: Use Arabic numbers (1, 2, 3, etc...) at top center or top right. Every page to be numbered consecutively, including tables, graphs, illustrations, references cited, etc.

Title Page

Although the title page is your first preliminary page, no number appears on the page. The text for the title page should be the same font and size as that which you use in the rest of your paper. All title page text should be centered except the lines for “Approved” and “Date,” which should be aligned left. You should follow the condensed format provided below.

Title

A SENIOR CAPSTONE PROJECT

Presented to

The Department of Anthropology

The Colorado College

By

Author's Name

Year

Approved: _____

Date: _____

Abstract

The abstract immediately follows the title page, but is not paginated. It should be a concise (250-word maximum) summary of your argument, single spaced. No citations should be included in your abstract.

Honor Pledge

Following the abstract, the Colorado College Honor Code must be typed out and signed by the author.

On my honor, I have neither given, nor received, any unauthorized aid on this project. Honor Code Upheld.

Endnotes and Footnotes

Consult your advisor on the type of notes you should use in your capstone. Footnotes must be placed at the bottom of the typed page on which the footnoted materials appear. Endnotes are placed at the end of the paper, and are not included in the page count. Please keep notes to a minimum. Use of notes is appropriate when a content note or a notice of permission granted may be called for. This makes the manuscript easier to read and verify. Only use notes when it is absolutely necessary to include the information, but would interrupt the flow of thought if introduced into the text.

In-Text Citations

In-text citations include the author's name, date of publication, and page numbers when providing a direct quotation. In-text citations are given in parentheses within the running text or at the end of block quotations, and keyed to a list of References Cited which is listed at the end of the paper.

References Cited

This is NOT a bibliography. It should be single spaced for each entry and double-spaced between entries. Entries are listed alphabetically by author's last name, and chronologically when there is more than one work by the same author. In general, the department recommends the style used by *Current Anthropology*, which can be found at:

http://www.press.uchicago.edu/dms/ucp/journals/general/docs/CA_style_guide.pdf

Graphics, Figures, Illustrations, and Tables

All figures, photos, illustrations, and maps should be labeled as "Figure (number)" with consecutive numbering. Tables should similarly be numbered consecutively, but should be labeled as "Table (number)" with their numbers progressing separately from the figure numbers. Each figure or table must be referenced at least once within the text of the capstone. The figure or table should be placed immediately following the paragraph in which it is first referenced or in an appendix. A caption must be provided in the same font type and size as the main text for each figure and table. If a figure or table has been taken from someone else's work, it must be cited in the caption, with a full citation in the References Cited Section.

Margins, Line Spacing, and Fonts

Your Senior Capstone should be printed with a 12 point font. Text must be doubled spaced. Indent first line of paragraphs 1 tab stop (½ inch). Footnotes must be single spaced. Long, quoted passages five or more lines should be single spaced and indented one tab stop (½ inch); do not use quotation marks for block quotes.

The left margin must be 1-1/2 inches (to allow for binding); the right, top and bottom margins must be one inch. Do not include pagination in the inch margin - nothing should be within this inch margin. A ragged right margin is preferable to a right justified margin.

Submission Process

A complete draft of your paper is due on **Friday at 12:00 noon the first week of Block 6**. The final copy is due **Monday at 12:00 noon the second week of Block 7**. It is your responsibility to anticipate and avoid delays. Any Senior Capstone received after the specified due date may result in an "Incomplete" and a delay of graduation.

The final copy of your Senior Capstone is to be submitted to your Senior Capstone advisor(s) and a digital copy sent to the Anthropology Department academic administrative assistant. A digital file must also be submitted to the Tutt Library via <https://coloradocollege.libguides.com/digitalCC>. If you want a personal copy, submit a hardcopy to the Tutt Library with \$10 as per the Tutt Library website <https://coloradocollege.libguides.com/c.php?g=849561&p=6077904>. If others who have helped during research, (e.g., faculty advisor/s, informants, other libraries, government agencies, etc....) have requested a copy of your Senior Capstone Project, it is your responsibility to supply such copies.

Advisors will request a clean electronic copy of the final version by noon of the second Monday of Block 7.

Anthropology Senior Capstone Project Paper RUBRIC

Criteria	Level 1	Level 2	Level 3	Level 4
Rationale	No clear rationale or a weak rationale for the project	Some rationale presented, begins to motivate the work	Provides and discusses a suitable rationale	Persuasive and creative rationale
Methodological Approach	Not clear what methods were used or why, or an inappropriate methodology	Methodology is generally appropriate and properly executed	Methodology clearly described and justified, well-chosen and appropriate, and well-executed	Creative and sophisticated methods
Analysis of data/evidence	Draws on little or no evidence, mostly relies on assertions or opinions, or evidence not clearly presented	Some appropriate use of evidence but makes few or simplistic connections, evidence is over- or under-interpreted	Good analysis, makes appropriate connections, evidence is interpreted reasonably	Fully exploits the richness of the data/evidence and new insights are provided in interpretation
Overall Scholarly Context	Does not demonstrate awareness of relevant scholarly literature, over-relies on too few sources	Demonstrates a reasonable awareness of the literature	Demonstrates broad awareness and situates capstone work within the relevant literature	Makes a contribution to the field, or identifies a new direction for investigation while situating capstone work within the relevant literature
Understanding and use of anthropological scholarship	Demonstrates little or no understanding of anthropological scholarship relevant to the research topic / question(s)	Demonstrates some understanding; may include misunderstandings or miss important elements of cited scholarship	Demonstrates solid understanding and use in the original analysis of phenomena under study	Provides fresh, new insights about connection between relevant anthropological scholarship and topic; situates topic contextually in an original way
Synthesizing of scholarly works and concepts	Does not appropriately cite anthropological scholarship and concepts	Cites appropriate scholarship and concepts but in a list-like fashion, with no or little synthesis	Appropriately cites and synthesizes concepts with good connections made to research topic	Synthesizes concepts in an original way, providing new insights and making contributions to the field
Thesis Argument(s)	Weak, invalid or no argument; perhaps a simple assertion	Some arguments valid and well-supported, some not	Main argument(s) valid, systematic and well-supported	Argument(s) both well-supported and compared to related and conflicting scholarly arguments

Criteria	Level 1	Level 2	Level 3	Level 4
Use of anthropological theory to support argument(s)	No or little reference to relevant anthropological theory in development of argument(s)	Some reference to anthropological theory but weak connections made to argument(s), may include misunderstandings or miss important elements of the cited theory	Good use of anthropological theory in the development of argument(s) with good connections made and solid understanding of cited theory	Strong use of theory to support original argument(s) and proposes new theory or new ways of approaching existing theories.
Organization of project paper/presentation	Poor organization: ideas do not flow logically from beginning to end, no narrative arc	Weak organization: some flow but it is inconsistent across the paper/presentation as a whole; some sections are better organized than others	Good organization: Flow and narrative arc are generally good, not interfering with "following the story"	Excellent organization: Flow and narrative arc are flawlessly smooth and contribute to development of thesis argument(s)