

# **Anthropology Graduate Student Guide**

**2023-2024 Edition**

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## Contents

Program Basics.....	4
The Program of Studies.....	4
MA Program Options.....	4
General Anthropology MA:.....	5
Concentrations:.....	5
Mentors.....	5
Proseminars.....	6
Methods Courses.....	6
Language Tool Requirements.....	7
Transferring Credit Hours.....	7
Consortium Courses.....	7
Grades and GPAs.....	7
Continuous Registration and Incompletes.....	8
Deficiency Courses.....	8
Exception Requests.....	8
Independent Research.....	8
Internships.....	9
General guidelines for three internship credits are:.....	9
International development internships.....	9
Museum internships.....	9
Grades.....	10
Graduation.....	10
Culminating Project.....	11
Journal Paper.....	11
Master’s Thesis.....	12
Thesis proposal.....	12
Final stages.....	13
Ph.D. Program Phases.....	13
Phase One.....	13
Phase Two.....	14
Transfer of Credit.....	14
Department Jobs.....	14
Fellowships and Grants.....	15
Funds for Travel.....	16

Mail, E-Mail, and Web Resources.....	16
Research Partnerships.....	16
Housing and Taxes.....	17
Housing.....	17
Making Connections, Moving On.....	18
References from Faculty.....	18
Student and Alumni Groups.....	18
Washington Area Resources.....	18
Anthropology Department History.....	22
Important Dates in Department History.....	22
Academic Calendar 2020-2021.....	24
GW Anthropology Department Mission Statement.....	25
Points of Contact.....	26
Director of Graduate Studies (DGS).....	26
Administrative Staff.....	26
GW Resources .....	26

*Welcome to the GW Anthropology Department. We hope this document will help guide you through your graduate program. Please consult it along with key GW/ CCAS/ Anthropology Department websites.*

## **Anthropology Department History**

Smithsonian scientists Otis T. Mason (1838-1908) and John Wesley Powell (1834-1902) established Anthropology as a field of study at GW in the 1880s. At that time, anthropology was everywhere a four-field discipline, and this department proudly carries on that tradition.

## **Important Dates in Department History**

**1881** First anthropology instruction at GW (then the Columbian University).

**1892** Otis T. Mason and John Wesley Powell are made Professors of Anthropology. 1897 Anthropology is a separate academic department with Mason as chair.

**1908** Death of Otis T. Mason. Anthropology at GW is in eclipse.

**1917** Revival of anthropology at GW with the creation of the Dept. of Ethnology. Truman Michelson of the Bureau of American Ethnology is chair.

**1932** Retrenchment at GW includes anthropology being subsumed under Sociology.

**1959** The Sociology Department becomes Sociology and Anthropology. A full-time anthropologist, John Campbell, joins the faculty.

**1962-1967** Substantial expansion of anthropology enrollments and addition of faculty in sociocultural anthropology, linguistics, and New World archaeology.

**1965** Creation of a separate Department of Anthropology. **1970** Beginning of expansion of museum-related courses.

**1972** A graduate program in materials conservation is created by Prof. Robert Humphrey and Smithsonian conservator Carolyn Rose (MA 1976).

**1976** The materials conservation program is replaced by a broader Museum Studies Program, with Humphrey as its first director.

**1976** Alison S. Brooks helps establish the Anthropology for Teachers Program, which includes creation of the newsletter *Anthro.Notes*

**1981** First archaeology laboratory established in Bldg. V, formerly a fire department stable. **1986** Creation of the Geobiology Program allows doctoral study in biological anthropology. **1989** The Lewis N. Cotlow Fund is established to support anthropological research. The first award is made in 1991.

**1996** The Henry R. Luce Foundation agrees to fund an interdisciplinary professorship of human origins at GW. **1996** The Ann Gordon Webster Endowment is created to support non-traditional students who return to school for graduate work.

**1997** Bernard A. Wood becomes the Luce Professor of Human Origins.

**1997** Creation of the Discourse Laboratory under the direction of Joel Kuipers.

**1997** Establishment of the program in Hominid Paleobiology, replacing Geobiology.

**1997-98** Expansion of the Anthropology Department into three townhouses, two of them extensively renovated through the generosity of Philip Amsterdam (B.A. 1962).

**1999** Establishment of the Center for the Advanced Study of Hominid Paleobiology (CASHP)

**2001** Establishment of the Institute for Ethnographic Research (IFER)

**2001** IFER acquires *Anthropological Quarterly*, a peer-reviewed journal published since 1928.

**2004** Jane B. Hart (BA 1970) provides an endowment used to support speakers and prizes.

**2008** William Warren (BA 1967) provides endowments to support student research in archaeology and related fields

**2010** Establishment of the Capitol Archaeological Institute with Eric Cline as director.

**2011** Creation of a PhD program in Anthropology.

**2012** GW acquires the Koobi Fora Field School in Kenya.

**2015** Several faculty and all Human Paleobiology students move to the new Science and Engineering Hall (SEH).

## Program Basics

We are a four-field department (cultural, biological, linguistic, and archaeological), so our students get a grounding in all aspects of the discipline of anthropology, whether they are in a general program or have a master's program concentration.

## The Program of Studies

The Department's mission is to train students to think critically about method and theory in the four basic fields of anthropology. This mission underlies the process of mapping out a program of studies. At the start of your first semester, you must work out a program that meets both your own interests and the requirements of the Department and University. They will review your program requirements and any special issues there may be, and will help you select a faculty mentor whose interests most closely match yours.

The Program of Studies Form lays out what you intend to do. Before completing it, make sure that courses you wish to take will be offered in the semester you plan to take them. You may complete the form in consultation with either your director of graduate studies (DGS) or your mentor, but in either case it requires your DGS's signature to be valid. Your file in the Department office always needs to contain a signed, up-to-date program of study as well as up-to-date contact information. If you do not complete a program of studies before the start of registration for your second semester, the dean's office will put a hold on your registration that can only be lifted by your DGS.

You may revise your program of studies whenever necessary, using a Program of Studies Revision Form. Do not assume that if you take courses without putting them in your program that they will be accepted for your degree.

Anthropology students may always take related courses in other departments and programs (e.g., Museum Studies), provided they are approved by the DGS and/or mentor. Also, graduate students frequently take upper-level undergraduate courses in anthropology (those numbered 3001-4008) for graduate credit.

GW's DegreeMap system, which tracks student academic progress, may classify such courses as "fallthrough courses." If so, your DGS can get them to apply to your degree by submitting a petition in DegreeMap. All Department forms are available on the website.

## **MA Program Options**

Ours is a four-field master's program in which students become conversant with all major parts of the discipline. The basic requirements apply to all master's degree candidates. Students must take at least three of four proseminars (Anth 6101-6104), but those with significant background in a field, as determined by evaluation of a student petition to the proseminar instructor, may waive one proseminar. Students who do waive a proseminar must, however, take one proseminar from Group A (6101 and 6103) and one from Group B (6102 and 6104), and must receive grades of B or better in order to continue in the program. These include earning 36 credit hours, including 3-6 hours of thesis credits, taking three out of the four pro- seminars (a waiver may be granted for an additional pro-seminar, see below). Other requirements are specific to the concentrations.

### **General Anthropology MA:**

Students prefer this option if they want to focus on topics (such as archaeology) outside the formalized concentrations, or who want a more solid general background before pursuing a Ph.D. The minimum requirement consists of 36 hours of course credits, including a capstone project, either a thesis or a journal paper. If you choose the thesis option, you must register for 3-6 hours of Thesis Research (Anth 6998-6999).

### **Concentrations:**

Program concentrations are available in International Development (ID), Museum Training, and Health, Science, and Society (HSS). Students normally declare a concentration when they enter the program (though this is not required). The concentration needs to be indicated on the Program of Studies Form and the dean's office should be informed of any changes so that students are properly coded. Double concentrations, such as ID and HSS, are permitted.

A thesis is not required for ID and Museum Training concentrators, but students wishing to write one may substitute 6 hours of thesis credit for course work.

Museum Training concentrators must include 12-15 hours of museum-related courses in their program. Most students arrange for one or more internships at local museums, registering for Anth 6230. Up to 6 hours of internship credit may be applied toward the degree.

International Development concentrators must take Anth 6302 and 6331; six hours chosen from Anth 6302, 6330, 6391, 6501, 6507; and an approved graduate-level course in quantitative analysis. Internships at public and private development agencies in the Washington area are encouraged; to receive academic credit, register for Anth 6330 after receiving approval from a faculty member in the Department

Health, Science, and Society concentrators take Anth 6505, 9 credits of sociocultural courses related to health, and 6 hours of research methods courses (such as Anth 6331). Several Public Health courses are among the electives. See our website for details.

Advisors for the concentrations are:

International Development, Prof. Steve Lubkemann, 994-4191, sl02@email.gwu.edu;

Health, Science, and Society, Prof. Barbara Miller, 994- 7257, barbar@email.gwu.edu

Museum Training, Prof. Jeffrey Blomster, 994-6079, 4880, blomster@email.gwu.edu.

## **Mentors**

By early in your second semester, you and your assigned advisor will work together as you move through the program. Your faculty advisor will advise you on course and internship selection, the capstone project, academic resources, and career prospects.

The Anthropology office (anth@gwu.edu) needs to know your mentor's name by March 1 of your second semester (November 1 if you entered in the spring). This can be done either by writing the person's name on your Program of Studies Form or by sending a separate written memo or email to Prof. Grinker or Wagner for inclusion in your office file. In consultation with your DGS, you can change your mentor at any point in your course of study. The change is noted in your digital file, but there is no special paperwork.

## **Proseminars**

The core of the graduate programs is a set of four "proseminars" (Anth 6101-6104) which survey the four main fields of anthropology: biological anthropology (6101), sociocultural anthropology (6102), archaeology (6103), and linguistics (6104). Anth 6102 and 6103 are offered each fall, and 6101 and 6104 are offered each spring. M.A. and Ph.D. students are expected to take three of the four proseminars, but students with significant background in a field, as determined by evaluation of a student petition to the proseminar instructor, may waive out of one proseminar (see below). All candidates must take at least two proseminars and pass any associated qualifying exercises. Incoming students who do not waive 6102 must take it in their first semester, except for students in the combined B.A. /M.A. program who are advised to wait until their second year to take it.

Those who feel they already have a good command of one or two fields of anthropology may seek to waive the requirement to take the proseminars in those fields. Students who do waive out of a proseminar, however, take one proseminar from Group A (biological anthropology and archaeology) and one from Group B (sociocultural anthropology and linguistic anthropology). Students may be allowed to waive a proseminar if their undergraduate coursework provides them with theory, practice, and methods equivalent to what will be provided in the graduate course. These students must receive a B or better in all relevant courses. A grade of B or above, however, is not the only consideration in granting a waiver. The proseminar instructor also considers syllabi, papers and other work submitted by the student. When submitting your waiver petition, talk to the instructor, providing as much relevant documentation as possible. Remember that each proseminar is only given once each academic year, so a failed attempt to place out may extend your time in the program.

To continue in the program, you must get a grade of B or better in all proseminars. In some cases, students lack a solid background in only one aspect of a field, such as archaeological theory. At the instructor's discretion, such students may be given the option of attending the proseminar classes dealing with that topic and writing a paper on it. If this paper is satisfactory, the proseminar is waived.

## **Methods Courses**

All MA students are required to take a methods course. Possibilities are Anth 6331 (Research Methods in Development Anthropology; required for ID concentrators), Anth 6531 (Methods in Sociocultural

Anthropology); Anth 6839 (Laboratory Research Methods in Archaeology); Anth 6203 (Preventive Conservation Concepts), and Anth 6204 (Preventive Conservation Techniques). Similar courses in Museum Studies and Public Health may be substituted with permission, as may appropriate field schools at GW or elsewhere.

## **Language Tool Requirements**

All students must demonstrate a “two-year proficiency” in a major foreign language, meaning the proficiency expected after two years of college work. Students with fewer than four semesters of language study need to pass a reading examination before the end of the third semester of graduate work. Your Program of Studies Form must specify whether you have already met the requirement or, if not, whether you will meet it by course work or examination.

Note: Course work toward language proficiency is not counted toward a graduate degree and is not paid for by CCAS funding packages. In some cases, students who need to pursue language study can do so by registering for Anth 8695, Linguistic Field Methods.

Reading (“tool”) exams in French, German, Spanish, Italian, and Arabic are given in the fall and spring semesters; they are administered by the Language Center in Phillips Hall. (<https://languagecenter.columbian.gwu.edu/>). When you sign in for the exam, put your DGS as your advisor and request that results be cc’d to the Anthropology Department office. Other languages may be accepted as tool languages, but demonstration of proficiency must be done by another means, such as an interview with a language instructor. Refresher courses in some languages are offered by the U.S. government- affiliated Graduate School (<http://www.graduateschool.edu/>).

Be sure that you have passed your language tool exam before the end of your third semester. Students who delay passing their tool requirement may also delay their graduation.

## **Transferring Credit Hours**

You may transfer into your M.A. program up to one quarter of the credits (9 hours) needed to graduate. These credits may be earned from other institutions, another degree program, or GW’s Office of NonDegree Students. Credits must have been earned within the previous two years with a grade of B or better. Courses that you were required to take as a condition of admission to the program (“deficiency courses”) cannot be counted toward your M.A. degree. To transfer credit, you must submit a Request Form (with an advisor’s signature) to the Columbian College dean’s office (Phillips Hall 107).

## **Consortium Courses**

GW is one of 14 institutions in the Consortium of Universities of the Washington Metropolitan Area (see <https://www.consortium.org/>). Degree candidates these schools can take courses at the others if they are not available at their home institution. Such courses may be included in your program of studies. See the Registrar’s site: <https://registrar.gwu.edu/consortium>.



## **Grades and GPAs**

Students must maintain a grade point average (GPA) of 3.0 to remain in good standing; furthermore, some students without strong undergraduate backgrounds are admitted on condition that they get no grades below B or grades of Incomplete during their first year.

Any grade below a B, including a B–, can lower your GPA below 3.0. Any grade of C+ or less (assuming all other grades are B or better) may cause the dean’s office to put you on probation for a semester, and to dismiss your degree candidacy if your performance remains unsatisfactory.

## **Continuous Registration and Incompletes**

As you plan your program, keep in mind that students should complete their M.A. in four years or less (two years is the recommended time), and are expected to maintain continuous enrollment until the degree is conferred. During semesters in which students are taking no courses but have not finished the program, they must register for one credit hour of Continuing Research (CCAS 0920, for master’s students, 0940 for doctoral, found in the class schedule under Columbian College).

Avoid both taking more courses than you can handle without requesting incompletes and taking too few courses and not completing requirements on time. Note that incompletes are only granted by prior arrangement with the instructor, and that this arrangement must include a deadline for completing required work. Students will be placed on “academic warning” if they receive an incomplete in the first 9 credits of their program, and no student can have more than one incomplete at any time.

Incompletes must be completed by the end of the following semester, unless your professor agrees to extend the deadline. In any event, all incompletes must be resolved within one calendar year or the University will change the grade to an F. Students who want an Incomplete should request an Incomplete Contract form from the Department or the dean’s office.

A grade of In Progress (IPG) may be granted for independent research and internship courses in which work is not completed by the end of the semester.

## **Deficiency Courses**

In some cases, students are admitted on condition that the student must take certain courses to make up for a lack of background in anthropology. In such cases, be sure to take such courses during the first two semesters. These courses need not be taken for graduate credit, but they must be upper-division undergraduate courses rather than introductory ones. They must be completed with a grade of B or better (substantiated by a transcript), and they do not count toward the credits you need for your M.A.

Deficiency courses may be taken at another school. Check with your advisor to be sure that the courses you select are appropriate to fulfill the conditions of your admission.

## **Exception Requests**

To request an exception to any CCAS requirement, you must submit a Graduate Student Petition Form signed by your DGS. The form is on the department website.

## **Independent Research**

A student registering for research courses (Anth 6995 and 8998) arranges to work independently with a faculty supervisor. At the end of the semester, the supervisor recommends a grade for the student and submits it to a departmental representative (graduate advisor), who enters the grade electronically.

Anth 6995 (Research) and 8998 (Advanced Reading and Research) are appropriate for independent work that is neither an internship nor thesis/dissertation research. M.A. students register for 6995, Ph.D. students should register for 8998. In both cases, students must submit to the department a Proposal for Graduate Research in Anthropology, signed by the faculty member supervising their work, by the end of the first week of class. The form is available from the department website. A paper registration form (available from the Registrar or the department) is needed to register for research and internship courses.

Note that Anth 6995 and 8998 are variable credit. You must specify the number for credits you want when you register or the system will automatically give you the lowest number (one for Anth 8998, three for Anth 6995). For details, see the Registrar's website ([registrar.gwu.edu/how-register](http://registrar.gwu.edu/how-register)).

If you plan to conduct fieldwork (as opposed to library research), you should be familiar with the ethical standards in anthropology available on the website of the American Anthropological Association ([aaanet.org](http://aaanet.org)). You are expected to comply with the standards of GW's Institutional Review Board; consult your faculty mentor and the IRB website ([departments.columbian.gwu.edu/psychology/research/irb](http://departments.columbian.gwu.edu/psychology/research/irb)) about these. If you have further questions about GW guidelines for research with living people, contact the Department's IRB representative, Prof. Miller. Normally, if your research is for a student project, is ethically supportable, is not physically invasive, protects the anonymity of human participants, and does not involve filming or photographing identifiable individuals, then your research is likely to be in the GW IRB "excluded" category, and you do not need to submit any forms to the IRB website.

## **Internships**

We offer for-credit internships at museums and at development-related organizations.

### **General guidelines for three internship credits are:**

The internship/position should involve around 100 hours of professional involvement; the student should keep "field notes" (a diary);

the student should reflect on their experiences while doing the internship; and, at the end, the student should submit a 12- page, double-spaced report (on the organization; their tasks and accomplishments; possible anthropological insights/critique of the organization and work; possible attachments such as trip reports, meeting notes, newsletters edited, or any other supporting material).

The key points of Anth 6330 are to work in an organization for a substantial period of time, to reflect in an anthropological way on the experience, and to report on it in a concisely and professionally.

### **International development internships**

Students concentrating in International Development are urged to gain professional experience and insights through an internship with a relevant organization. An internship is not, however, required. The best sources for information about internships include Craig's List, <https://www.idealists.org/>, faculty mentors, networking at various talks and events, the Anthropology Department listserv, and the OID

listserve (join GW's Organization for International Development by emailing [oid@gwu.edu](mailto:oid@gwu.edu)). Students who wish to earn GW credit (3 credits of Anth 6330) may do so after consulting with Prof. Lubkemann about the expectations. Most of our sociocultural faculty are happy to serve as Anth 6330 advisors.

### **Museum internships**

Many valuable internships are available, especially at the National Museum of Natural History and other parts of the Smithsonian. Prospective museum interns, before they complete registration, must obtain a special packet of forms from the Department website. One of these, the Statement of Expectations, needs to be signed by the internship supervisor and returned by the end of the first week of class to Prof. Blomster. Note that these are departmental forms, not registration forms, which must be submitted separately. A museum internship must deal with an anthropological problem or topic; internships limited to clerical work, event hosting, etc., are not acceptable and will not be approved. Museum interns perform at least 10 hours of relevant work for 15 weeks (assuming they are registered for three hours of credit).

Besides doing work at the museum, interns write an approximately 15-page research paper that relates their internship experience to a significant theoretical and/or methodological problem in anthropology. The grade is based both on the recommendations made by the internship supervisor on the Final Evaluation of Internship form and on this paper. This is an academic paper and should contain a substantial bibliography (at least 15 sources). The paper must be submitted to Prof. Brooks before the end of the final exam period for the semester in which the work was completed.

### **Grades**

The grade of I (Incomplete) is not given for internships. If the work schedule does not permit completion of an internship within one semester, the student should request an IPG (In Progress). Once the student has completed the work and been assigned a grade, the IPG disappears from the record. Both I and IPG grades may be awarded for Anth 6995.

Note that Anth 6230 and 6995 are variable credit. You must specify the number for credits you want when you register or the system will automatically give you the lowest number (one for Anth 6230, three for Anth 6995). For details, see the Registrar's website (<https://registrar.gwu.edu/how-register>).

### **Graduation**

Students must be registered for the semester or summer session in which they intend to graduate. They must file an application for graduation with the CCAS Graduate School office, and pay the thesis fee (if applicable) at the same time. Regulations about graduation are in the college's Graduate Student Handbook.

Graduation-related deadlines strict. Students wishing to graduate in the winter of 2020 must apply for graduation by October 1 and complete all requirements by December 15, 2020. Those wishing to graduate in the spring of 2021 must apply by February 1 and complete all requirements by April 15.

For summer graduation, students must apply by July 1 and complete requirements by August 15. Those who miss a deadline will have to register for the following semester for Continuing Enrollment (CE). The initial CE

enrollment is for zero credit hours; after three weeks, if the student is still not cleared for graduation, this will be changed to one credit hour. In either event, the graduation date will change. Therefore, for example, prospective summer graduates who finish their requirements during the first week of the fall semester will officially graduate in January. Although they have to reapply for graduation, they will not have to pay filing fees again. For more information, see [www.columbian.gwu.edu/grad/calendar.php](http://www.columbian.gwu.edu/grad/calendar.php)

If you have questions about University procedures, consult your DGS.

The Department hosts a commencement celebration for you, your family and friends, usually immediately before the Columbian College's May undergraduate graduation ceremony (May 16 in 2020). Graduates receive department certificates at the party and awards are announced.

## Culminating Project

In order to graduate with a master's degree in Anthropology, students must write either a culminating project, which is either a thesis or a journal paper. In either case, they must consult with and have their project approved by an advisor by the beginning of their final semester.

## Journal Paper

This exercise asks you to rework a course paper as a hypothetical or "mock" submission to an anthropology journal of your choice (such as *Cultural Anthropology*, *American Ethnologist*, *Journal of Archaeological Science*, etc.). Students should revise their papers in accordance with the selected journal's requirements; they are strongly encouraged to consider actually submitting their papers in consultation with their research director, though not all revised papers will be suitable for submission. No article written for this option shall be submitted to a journal without the written permission of both the student's research director and the reader.

Your research director is usually your mentor, but can be any Department faculty member. (Part-time and adjunct faculty may be directors but must be approved by the DGS). In consultation with the director, the student arranges for a second person — the "reader" — to review the paper before it is finalized. Both the director and the reader must formally approve the journal paper. Readers need not be GW faculty, but, if not, need to be approved by the graduate advisor. Once they are satisfied with the paper, both the director and the reader sign the Report on Culminating Project form, after which it goes to the director of graduate studies.

Tips for success:

1. Start working with your mentor early, by the end of your third semester at the latest (if you are full-time student) in selecting and shaping your topic.
2. Select a topic that is of interest to you and has relevance to possible future career or educational objectives. (Some students have used their journal paper as a writing sample in applying for a job).
3. Consult with Anthropology faculty in the field you are covering for tips about the key literature. Don't be shy; they want to help you.
4. Leave plenty of time for revising your draft journal paper in Mentors and readers should receive drafts for review by December 1 (for winter graduates), or April 1 (for spring graduates). Excellent work often goes through three or four serious revisions.

Final acceptance of a journal paper is shown by faculty signatures on the Report on Culminating Project form, found under Department Forms on the website. This must be done by January 15 for winter graduates, May 15 for spring. Electronic thesis (ETD) procedures do not apply.

## **Master's Thesis**

If your culminating project is a thesis, you should begin developing possible topics well before the completion of course work for the degree. Possible topics should be discussed with all appropriate faculty and should have a demonstrable basis in your course work.

You must register for no more than 6 credits of Thesis Research (Anth 6998 and 6999), either sequentially or during the same semester. This can be done online. These courses do not receive letter grades.

### **Thesis proposal**

Thesis proposals must be approved by two members of the faculty (see below). A Culminating Project Proposal Form, specifying the topic and the names of the thesis advisor and reader, must be submitted to and signed by the graduate advisor. Students should do this before the fourth week of the first semester of research. Submit another form if you decide to change the topic. These forms are available from the Department website.

Your thesis director is usually your mentor, but can be any full time department faculty member. (Parttime and adjunct faculty may be thesis directors but must be approved by the CCAS graduate dean). There must also be a second person to serve as reader, selected in consultation with the director; both the director and the reader must approve the thesis topic. Readers need not be GW faculty, but need to be approved by the graduate advisor.

If you plan to conduct fieldwork, become familiar with ethical standards in anthropology and be sure to comply with the requirements of GW's Institutional Review Board (see Independent Research, p. 8).

The thesis proposal should not exceed about 2500 words and should contain the following:

1. A working title.
2. A brief description of the subject and problem(s) to be studied, rationale, your thesis statement, and methods of analysis.
3. A preliminary analysis of the primary data involved: nature of the materials, location, limits, sampling techniques, etc.
4. Description of scholarly context: which scholars have studied similar problems; which scholars are most important as models for your work; what you anticipate to be your scholarly contribution?
5. A list of persons who have helped you develop the proposal.
6. Bibliography of key sources (about one page).

The scope of the thesis should be focused. Students should spend the equivalent of 20 hours a week for 13 weeks on the thesis project (the equivalent of 6 credit hours or two regular classes). The written product is usually between 75 and 200 pages in length, excluding bibliography. The thesis may be based on field or laboratory research or written sources and may be combined with an exhibit or a catalogue. Examples of successful theses are in the Department seminar room (HAH 202).

## Final stages

There are two stages of approval: approval by the department and electronic submission through ProQuest. Theses must be approved by the thesis director and the reader using our departmental form, the Culminating Project Report Form, which is submitted only to the department. The director must also sign off on the electronic form submitted with the thesis.

The deadlines are:

Submission of a final draft for faculty review: April 1 (spring), July 1 (summer), and Dec. 1 (winter).

Final submission of the approved thesis: May 15 (spring), August 15 (summer), January 15 (winter).

When one of these dates falls on a weekend, the deadline is the preceding business day. You can confirm with Rebecca Burns at CCAS (994-6210, [rebeccaburns@gwu.edu](mailto:rebeccaburns@gwu.edu)) about ProQuest deadlines and to allow for possible delays in getting your thesis into final shape.

The Culminating Project Report Form is available from the Anthropology website. *The Electronic Theses and Dissertations Approval Form* is available from the ETDS website. Carefully review the official procedures at [www.etsadmin.com](http://www.etsadmin.com).

The final copy must be prepared according to the booklet Information Concerning Master's Theses and Doctoral Dissertations (<https://library.gwu.edu/etd>). There are specific requirements about margins, pagination, and the format of the title page. (See the Departmental Forms page for a sample of the latter). The ETD site advises you to "format your bibliographies in the approved style of your discipline," which for anthropology usually means the APA (American Psychological Association) style. An introduction to this is online at the Purdue Writing Lab:

[https://owl.purdue.edu/owl/research\\_and\\_citation/apa\\_style/apa\\_style\\_introduction.html](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_style_introduction.html).

## Ph.D. Program Phases

As the master's program, the Ph.D. program is a four-field endeavor that builds on our long-standing partnership with the Smithsonian Institution and access to Washington, DC's archival collections and policy-making institutions. The degree requires 72 total credit hours, including at least 12 and at most 24 hours of Dissertation Research (Anth 8999). Forty-eight of the 72 credits must be taken in the pre-candidacy stage (before completing the General Examination). Prof. Sarah Wagner is the director of the Ph.D. program and should be consulted about all requirements.

### Phase One

- Three core proseminars (Anth 6101-6104)
- A research methods seminar;
- A professional skills and ethics seminar; ■ Elective course work.

All students are required to demonstrate proficiency in one foreign language; the student's graduate committee reserves the right to require an additional language if needed for fieldwork or archival research.

A 3-credit internship in anthropology and public life at a Washington, DC area institution — such as Congressional offices, public radio and television, or the Smithsonian Institution — responsible for communicating anthropological knowledge to diverse audiences (recommended).

## Phase Two

- Prepare a research proposal that meets funding agency guidelines.
- Take a written General Examination in at least three major areas of concentration (e.g., a general field in anthropological theory, a geographic area, and a thematically defined field).
- Following successful completion of the General Examination, there will be an oral defense of the student's research proposal. Students who pass will advance to candidacy for the Ph.D.
- Candidates must complete a dissertation that demonstrates their ability to do original research. Since Ph.D. candidates work closely with a small number of faculty, applicants should consult our faculty list in order to identify appropriate mentors or advisors.
- Doctoral candidates, both full-time and part-time, have an overall eight-year time limit for completion of all degree requirements.

## Transfer of Credit

An entering student who has a relevant master's degree may be awarded up to 24 hours of course credits. Entering students who do not hold a master's degree may request up to 24 semester hours of credit toward a doctoral degree for acceptable post-baccalaureate, graduate-level course work that meets the criteria of the CCAS graduate student manual, found at [columbian.gwu.edu/graduate-resources](http://columbian.gwu.edu/graduate-resources). Students who wish to transfer credit into their program should consult Prof. Feldman as early as possible and arrange for the department to petition. Only rarely and with good reason will more than 24 semester hours be transferred. (One such reason is if the courses were taken as part of a GW master's degree within the same discipline.)

This request should be submitted within the student's first year in the program. Department Jobs, Grants, and Other Resources

## Department Jobs

The Department has a variable number of full-time graduate assistantships, which are usually awarded to Ph.D. students. GAs help instructors of large undergraduate (usually freshman) courses and perform other academic duties. We sometimes hire master's students to teach discussion and lab sections; they have the similar duties to full-time GAs but are paid a course-by-course salary.

Each semester, there are usually several positions available as assistants ("graders") for particular courses; these opportunities are advertised by e-mail at the start of each semester.

There are occasionally work-study positions for graduate student assistants. These exist during the academic year (work-study aid is not available in the summer). Students who think they may be eligible

for this form of aid should consult the Office of Fellowships and Graduate Student Support in Rice Hall (994- 6620; e-mail [gradfell@gwu.edu](mailto:gradfell@gwu.edu); website [www.gwu.edu/~fellows](http://www.gwu.edu/~fellows)). Actual hiring for work-study jobs is done by another office, the GW Career Center at 1922 F St. Check out [www.gwu.edu/~career](http://www.gwu.edu/~career). The Office of Graduate Student Support also has information on other funding opportunities.

The Institute for Ethnographic Research (IFER), directed by Prof. Grinker, employs a half-time editorial assistant to work on the journal *Anthropological Quarterly* and a part-time administrative assistant. Research assistant positions are also available with professors with grant-funded research projects. Check with the Department office or online at GWork (<https://gwu-csm.symplicity.com/students/index.php>) for opportunities. Faculty members sometimes have funding to hire research assistants.

## Fellowships and Grants

Students are strongly encouraged to apply for sources of outside support. The Office of Sponsored Research (<https://research.gwu.edu/sponsored-projects>) maintains a website with many useful links to funding sources. In addition, the Anthropology Department, the Columbian College, and various area studies Institutes may provide support for graduate students interested in fieldwork and language training. In the Anthropology Department, the Ann Gordon Webster Endowment provides awards to women who are returning to school at a non- traditional age or whose education has been interrupted by family obligations. The awards are made by faculty nomination each year.

The Lewis N. Cotlow Bequest is used by the Department to support field research by students. Students may obtain grants (up to about \$2000) through this fund to pay for travel and other research expenses; the money cannot be used for tuition or fees.

The deadline for applying is the first Friday in March (March 1 in 2019). Grant recipients are required to present a report on their research in a public forum.

If you are interested, start planning your research early. Cotlow Awards are not normally given to people who will graduate before concluding their research and presenting their results. All members of the Department will work with students on their applications. For more information, see our website and confer with your DGS.

The *William Warren Endowment* supports student work in archaeology and paleontology. The money can be used to cover airfare, room and board, and tuition expenses while doing fieldwork. For information, contact Profs. Brooks, Cline or Blomster. The *Shirley H. and Robert L. Richards Endowment Scholarship* supports graduate students in four CCAS departments, one of which is Anthropology.

## Funds for Travel

All graduate students are entitled to \$600 per academic year in funding for travel to conferences or meetings at which they are presenting. In order to use scholarly travel funding you must apply for it before going to the conference; apply early in the year if you are considering the trip. Applications must be approved by the Department chair. If you do not apply for your travel allotment before your trip, you



will not be allowed to use the funds for that trip. Please use the Scholarly Travel Request form in the signature of the anth@gwu.edu email.

## Mail, E-Mail, and Web Resources

Anthropology MA students who are Gas have mailboxes in the Department's office with the Anthropology Ph.D. students.

All students must get accounts on the University's email system. The Department preferentially uses email to notify you of events; those without accounts may get the news late. GW e-mail accounts give you access to Blackboard, where course materials are posted; ALADIN, a program containing the library holdings of the Consortium schools; and to research tools such as Anthropological Literature. Apply through it.gwu.edu. Gelman Library has many resources for research and an online research guide (go to libguides.gwu.edu).

The Department's website contains event announcements, course schedules, faculty profiles, Department forms, and much more. You should also visit the websites of the Human Paleobiology Program (cashp.gwu.edu), and Anthropological Quarterly (aq.gwu.edu).

## Research Partnerships

The Department collaborates in teaching and research with numerous GW departments and programs, area universities, the Smithsonian Institution, and other organizations. Colleagues include:

The Capitol Archaeological Institute, established in 2010 to advance archaeological research and preserve cultural heritage. Prof. Eric Cline (Classics and Anthropology) is director.

The Slave Wrecks Project, directed by Prof. Stephen Lubkemann, with partners in the Smithsonian and several African institutions.

- The **GW Diaspora Research Program** of the Elliott School by Prof. Steve Lubkemann
- The **Culture in Global Affairs (CIGA)** program at the Elliott School, established by Prof. Barbara Miller. It is involved in GW's **Global Gender Initiative**. Prof. Miller is the director of both.
- The **GW Institute for Neuroscience** and **GW Mind-Brain Institute**, of which Prof. Chet Sherwood is a member.
- The **Museum Studies Program** and **American Studies Program**.
- The **Departments of Prevention and Community Health** and of **Global Health** in the School of Public Health and Health Sciences

The Smithsonian Institution, especially the Department of Anthropology at the National Museum of Natural History. A 2010 agreement between GW and the Smithsonian has led to several joint endeavors and research opportunities for students.

## **Housing and Taxes**

### **Housing**

Finding affordable housing in the DC area can be a challenge. GW's resource for on- and off-campus housing is the Community Living and Learning Center ([offcampus.students.gwu.edu/finding-home](http://offcampus.students.gwu.edu/finding-home), 994-7221). Other useful non-commercial webpages are those of Georgetown University ([studentliving.georgetown.edu/off-campus](http://studentliving.georgetown.edu/off-campus)), and American University ([www.american.edu/ocl/housing/Off-Campus-Housing-Postings.cfm](http://www.american.edu/ocl/housing/Off-Campus-Housing-Postings.cfm)).

### **Tax Benefits**

Some students are eligible for a tax credit for tuition paid and some who are paying student loan interest may be eligible for a tax deduction. GW's memberships in NAGAP (National Association of Graduate Admissions Professionals) and NAGPS (National Association of Graduate and Professional Students), give graduate students access to their resources. NAGPS has a webpage devoted to these issues: [nagps.org/topics/taxes](http://nagps.org/topics/taxes).

## **Making Connections, Moving On**

### **References from Faculty**

Faculty are usually eager to write letters of reference for you when you apply for a job or another academic program. To get the best results, include with your request, as relevant, (1) a copy of your transcript, (2) a copy of the application statement you are sending to the program or employer, (3) copies of summary comments for any paper or projects you did for the professor whose recommendation you are soliciting. You may also wish to include a résumé. It is wise to discuss with the professor exactly what you are looking for so that the letter can be tailored to your needs.

### **Student and Alumni Groups**

Among student-organized events is Anthropocinema, a series of film screenings with discussion and refreshments.

The Anthropology Department has a vast pool of successful alumni. Information on many of them, grouped by career field, can be found at [anthropology.columbian.gwu.edu/alumni](http://anthropology.columbian.gwu.edu/alumni). The GW Anth social media accounts on Facebook and Twitter report on alumni, faculty, and students.

## Washington Area Resources

The DC area is rich with opportunities for research, internships, employment, and self- enrichment. A number of anthropological organizations and related institutions are based here, including:

Alexandria Archaeology: <https://www.alexandriava.gov/Archaeology>  
American Anthropological Association <http://www.americananthro.org/>  
American Association of Museums [www.aam-us.org](http://www.aam-us.org)  
Archeological Society of Maryland, Inc. [www.marylandarcheology.org](http://www.marylandarcheology.org)  
Dumbarton Oaks (Pre-Columbian Div.) <https://www.doaks.org/research/pre-columbian>  
National Park Service Archeology and Ethnography Program: [www.cr.nps.gov/history](http://www.cr.nps.gov/history)  
Society for American Archaeology: [www.saa.org](http://www.saa.org)  
Washington Assn. of Professional Anthropologists (WAPA): <https://wapadc.org/>  
The Textile Museum: <https://museum.gwu.edu/>  
The National Museum of Health and Medicine (<https://www.medicalmuseum.mil/>)

These organizations offer student memberships and some use student interns. WAPA organizes monthly talks and is a valuable resource for internship and job seekers.

### Sample Calendar for Completing the Master's Program

*Typical schedule for students entering the program in a fall semester.*

<u>Fall I</u>	<u>Manual Page</u>
Map out your program of studies .....	2
Decide about language requirement .....	6
Take Anth 6002 and/or 6001 .....	4
Identify your mentor by end of semester .....	4
 <u>Spring I</u>	
Revise program of studies if necessary .....	2
Submit internship paperwork by end of first week .....	8
Fulfill language requirement by end of semester .....	6
Complete all deficiency courses by end of semester .....	8 Take
Anth 6003 and/or 6004 (unless waived).....	4 Apply for
funding for summer between II and III .....	17
 <u>Fall II</u>	
Revise program of studies if necessary .....	2
Submit internship paperwork by end of first week .....	8
Decide, with mentor, on culminating project .....	11

Get thesis proposal approved, if applicable .....	13
Register for Anth 6998 if writing a thesis .....	13

**Spring II**

Revise program of studies if necessary .....	2
Submit internship paperwork by end of first week .....	7
Submit culminating project by the deadline .....	14
Register for Anth 6999 if writing a thesis .....	13 Present
results of Cotlow research, if applicable .....	18 Apply for
graduation by CCAS deadline .....	11

Anthropological Quarterly is a leading refereed journal of sociocultural anthropology published by the GW Anthropology Department. It was founded in 1928 by the Catholic University of America with the title Primitive Man and acquired by IFER in September, 2001. The editor is Prof. Richard Grinker.



The Center for the Advanced Study of Human Paleobiology (CASHP) is a research center based at the department.

CASHP's mission is to research fundamental problems in human evolution, act as a catalyst for interdisciplinary research programs involving scientists from around the world, and promote interdisciplinary research through training and education.

## Undergraduate Courses for Graduate Credit

The following undergraduate anthropology courses have no exact graduate equivalents and may be taken for graduate credit by arrangement with the instructor. The same is true for some special topics courses. These are all 3000- or 4000-level courses; 2000-level ones may be petitioned for graduate credit.

3402 Human Evolutionary Anatomy	3708 Anthropology of Africa
3403 Forensic Anthropology	3709 Japanese Culture through Film Laboratory
3404 Human Variation	3801 African Roots from <i>Australopithecus</i>
3408 Evolution of Human Families	to Zimbabwe
3411 Primatology	3802 Human Cultural Beginnings
3412 Hominin Evolution	3803 Old World Prehistory: First Farmers
3413 Evolution of the Human Brain	to First Cities
3502 Cultural Ecology	3804 Origins of the State and Urban Society
3503 Psychological Anthropology	
3507 Kinship, Family, and Community	3805 Archaeology of Israel and Neighboring Lands
3508 Art and Culture	
3509 Symbolic Anthropology	3806 Art and Archaeology of the Aegean Bronze Age
3513 Human Rights and Ethics	
3521 Ethnographic Film	3808 Archaeology and the Celts
3601 Language, Culture, and Cognition	3812 The Aztec empire
3602 Ethnographic Analysis of Speech	3813 Archaeology of North America
3603 Psycholinguistics	3814 Ancient Mexican Civilizations
3701 North American Native Peoples	3822 Archaeology in Film and Television
3702 Anthropology of Latin America	3823 Archaeology of Ritual and Religion
3703 Cultures of the Pacific	3833 Mesoamerican Field Research
3704 Cultures of Southeast Asia	3834 Mediterranean Field Program
3705 Anthropology of East Asia	4008 Capstone Seminar: Contemporary Anthropological Theory
3707 Anthropology of the Middle East	



Under a cooperative agreement, scholars from GW and the Smithsonian engage in collaborative research. Prof. Stephen Lubkemann works with curator Paul Gardullo on an international project to locate, document, and secure shipwrecks from the era of the slave trade.



Profs. Joel Kuipers, Alex Dent and curator Joshua Bell study the political ecologies of cell phones and the new cultural patterns associated with their use.



The Capitol Archaeological Institute aims to protect and preserve cultural heritage through advocacy programs and initiatives by utilizing the multitude of diplomatic and governmental resources in the DC area. It also offers an academic setting that provides unique opportunities for students, academics and professionals through lecture series, academic programs, and research opportunities. Prof. Eric Cline is the director.

## **Academic Calendar 2020-2021**

Tuesday, Aug 25 – **Department Grad Student Orientation**

Monday, Aug 31 – **Fall Classes Begin**

Monday, Sept 7 – **Labor Day**

Friday, Oct 9 – **Fall Break**

Sunday, Nov 15 – **Deadline to Apply for Winter Graduation**

Wed-Fri, Nov 25-27 – **Thanksgiving Break**

Tuesday, Dec 8 – **Designated Friday**

Friday, Dec 11 – **ETD Dissertation and Thesis Approval Deadline** (Fall Graduates)

Saturday, Dec 12 – **Last Day of Classes**

Mon-Tues, Dec 14-22 – **Final Examinations**

Monday, Jan 11 – **Spring Classes Begin**

Monday, Jan 18 – **Martin Luther King Day**

Monday, Feb 15 – **Presidents' Day**

Monday, Mar 15– **Deadline to apply for Spring Graduation**

Mon-Sat, Mar 15-20 – **Spring Break**

Wednesday, Apr 14 – **ETD Dissertation Approval Deadline** (Spring Graduates)

Monday, Apr 26 – **Last Day of Classes**

Tuesday, Apr 27 – **Make-up/Reading Days**

Wednesday, Apr 28 – **Designated Monday**

Friday, Apr 30 – **ETD Thesis Approval Deadline** (Spring Graduates)

Mon- Tues, May 3-11 – **Final Examinations**

Saturday May 15 – **Department Graduation Celebration 12:00pm**

Fri– Sun, May 14-16 – **Commencement Weekend**

## **GW Anthropology Department Mission Statement**

Anthropology is the study of the forms and functions of human diversity in the present and the past. Through intensive fieldwork and laboratory analysis, anthropologists compile detailed knowledge of particular populations, develop theoretical generalizations, and test theoretical claims against empirical evidence gathered in one or more locales. In its broad focus on humanity, anthropology is an integrative discipline, bringing together scholarly work in the humanities, natural sciences and social sciences.

The Anthropology Department is committed to integrating the humanistic and scientific perspectives of our discipline while pursuing advanced research of the highest quality. We believe that research should be

both rigorous and creative, and that it should be intrinsically connected to our activity as teachers. Moreover, research and teaching activities of Anthropology faculty members should resonate with and complement each other. We believe that our undergraduate and graduate students deserve outstanding classroom and practice-based training in four fields of archaeology, biological anthropology, sociocultural anthropology, and linguistic anthropology. A GW degree in anthropology should signal that the holder is experienced in synthesizing diverse kinds of data about human beings, a skill increasingly valued in a variety of professions as well as in academic settings.

We encourage team-teaching and experimentation with new teaching methods and technologies because these approaches feedback directly into cutting-edge research. Similarly, we eagerly seek out professional collaboration within and beyond the University in order to create the kind of vibrant intellectual community that stands at the heart of any great research institution. Last but not least, we will continue to place our knowledge at the service of the local, national and international communities to support humanistic values and human rights.

## **Points of Contact**

### **Department Chair:**

**Alex Dent**

Hortense Amsterdam House (2110 G St. NW) Rm 302 | Phone: 202-994-5084 [asdent@gwu.edu](mailto:asdent@gwu.edu)



## **Director of Graduate Studies (DGS)**

**Shannon McFarlin:** *DGS, Human Paleobiology Ph.D. Programs* Science & Engineering Hall 6810 | Phone: 202-994-4245 [mcfarlin@gwu.edu](mailto:mcfarlin@gwu.edu)

**Brenda Bradley:** *DGS, Human Paleobiology, Master's Program* Science & Engineering Hall 6820 | Phone: 202-994-2391  
[brendajbradley@gwu.edu](mailto:brendajbradley@gwu.edu)

**Sarah Wagner:** *DGS, Anthropology Ph.D. Program:* 2110 G St. NW, Rm 301 | Phone:  
[sewagner@gwu.edu](mailto:sewagner@gwu.edu)

**Richard Grinker:** *DGS, Anthropology Master's Program (1<sup>st</sup> year)*  
2110 G St. NW, Rm 201B | Phone: 202-994-6894  
[rgrink@gwu.edu](mailto:rgrink@gwu.edu)

**Steve Lubkemann:** *DGS, Anthropology Master's Program (2<sup>nd</sup> year)*  
2112 G St. NW, Rm 103 | Phone: 202-994-4191  
[Stephen.lubkemann@gmail.com](mailto:Stephen.lubkemann@gmail.com)

## **Administrative Staff**

**Nonnie Mullin:** *Academic Department Administrative Supervisor* Science & Engineering Hall 6000D | Phone: 202-994-6953  
[nmullin@email.gwu.edu](mailto:nmullin@email.gwu.edu)

**Maggie Peterson:** *Academic Department Administrator* Hortense Amsterdam House 102 | Phone: 202-994-7745  
[mpeterson95@gwu.edu](mailto:mpeterson95@gwu.edu)

**Marli Richmond:** *Department Lab & Academic Programming Coordinator*  
Science & Engineering Hall 6000 | Phone: 202-994-1321  
[marlirichmond@email.gwu.edu](mailto:marlirichmond@email.gwu.edu)

## **Main Office**

Hortense Amsterdam House (2110 G St. NW) Rm 102  
Phone: 202-994-6075  
[anth@gwu.edu](mailto:anth@gwu.edu)

## GW Resources

[to go near the end, right before Appendices]

Please take the time to browse the websites for GW, Columbian College (CCAS), and the Anthropology Department. They provide key information about many matters affecting your success including “how to” information, “who to” contact, and resources that offer help for various challenges that may arise.

Here are several selected sites:

CARE Team –maybe bold each of these sites?

The CARE Team promotes a caring community by creating a pathway through which students who may need additional support can be identified and referred to the most appropriate services. Through the CARE Team, students are given the support they need to persist and succeed at GW and beyond. Students, parents, faculty, and staff can identify students that may need additional support through the CARE Team’s online form. The CARE Team is a cross-departmental support system that recognizes that student concerns are often multi-faceted. Students are connected to resources through inter-departmental collaboration to provide them with appropriate and personalized outreach. The website describes the CARE referral system. Note: the CARE Team is not an emergency system. Reports are monitored Monday through Friday between the hours of 9:00 am and 6:00 pm. If a report requires immediate outreach or follow-up or is an emergency, call GW Emergency Services at 202-994-6111

<https://studentlife.gwu.edu/care-team>

Counseling and Psychological Services (CAPS)

The Counseling and Psychological Services (CAPS) team serves students and engages the entire GW community, working to build a culture of support and connection with student well-being. It supports mental health and personal development by collaborating directly with students to overcome challenges and difficulties that may interfere with academic, emotional, and personal success. The first step to accessing counseling is to attend a free, brief and confidential consultation with a member of the CAP counseling team by calling 202-994-5300.

<https://healthcenter.gwu.edu/counseling-and-psychological-services>

Disability Support Services (DSS)

Disability Support Services (DSS) at GW recognizes disability in the context of diversity. DSS works collaboratively with students, faculty, and staff across the campus to foster a climate of universal academic excellence while promoting disability culture and GW’s broader diversity and inclusion initiatives. Call 202-994-8250 or email [dss@gwu.edu](mailto:dss@gwu.edu)

<https://disabilitysupport.gwu.edu/>

#### Division for Student Affairs

The website provides a variety of resources to support student mental health, emotional, intellectual, social and physical health and well-being.

<https://students.gwu.edu/>

#### Human Resource Management and Development

HR provides information and resources to support faculty, staff, and student employees.

<https://hr.gwu.edu/>

#### Multicultural Student Services Center – Office of Diversity, Equity and Community Engagement

The George Washington University's (GW) Multicultural Student Services Center (MSSC) is an integral part of the [Office for Diversity, Equity and Community Engagement](#) (ODECE) in the Office of the Provost. The MSSC reports directly to the Vice Provost, ODECE, Caroline Laguerre-Brown. Our vision and mission reflect our dedication to building a welcoming, enriching and inclusive environment at GW. Our rich history demonstrates our role and impact across campus as educators, trainers, advocates, mentors and community builders. Call 202-994-6772 or email [mssc@gwu.edu](mailto:mssc@gwu.edu)

#### Sexual Assault and Intimate Violence (SAIV) Hotline

SAIV is staffed by a team of clinically-trained professionals who are ready to respond to calls 24/7, 365 days a year. The staff can provide crisis counselling, safety planning, and emotional support. They are also well-informed about resources both on- and off-campus. Call 202-994-7222.

#### Title IX Office

The George Washington University is committed to maintaining a positive climate for study and work, in which individuals are judged solely on relevant factors, such as skill and performance, and can pursue their activities in an atmosphere that is free from discrimination, harassment, and violence. The Title IX Office supports the university's commitment by fairly and equitably responding to reports of sexual harassment, sexual assault, domestic and dating violence, **and** stalking. The Title IX Office also provides prevention and response educational programming for the GW community aiming to educate the community on how to create safe, respectful, and inclusive education and workplace environments. If you are need immediate assistance, call 911 or GW Emergency Services 202-994-6111.

<https://titleix.gwu.edu/>

