

Comprehensive Examination in Archaeology (Approved 1 Oct, 2021)

Department of Anthropology, University of Washington

Graduate students enrolled in the Archaeology Program must pass the Comprehensive Examination (hereafter, "the Exam") before the end of the Seventh Quarter of full-time study in Ph.D. program (normally the Fall of the third year). The Exam will consist of three papers. There will be one paper primarily on methods, one paper primarily on theory, and one paper primarily on ethics. The three papers should be relevant to the student's proposed dissertation research, to the extent that research has been envisioned at the time, and must show substantial critical and analytical engagement with recent developments in the field. The specific topics are to be determined by the student in consultation with their committee, but are expected to engage with the specifics of the geographic, chronological and/or material cultures of the student's proposed dissertation research topic or interests as they are formed at the time, in the context of broader themes in archaeological method, theory and practice.

Process: (1) Before the end of their Third Quarter of full-time study (normally Spring), the student will consult with their first year advisor/s to form an Exam committee of three UW Archaeology faculty. The first year advisor/s are expected to play a primary role in coordinating the committee and managing communication between the student, committee and full faculty. The role of the Exam committee is to guide and advise the student through the development of the Comps essays, and committee members should be selected for their relevant expertise and ability to support the student's essay development. Approval of essay topics and final grades are determined by the full, active Archaeology Faculty when those actions are due. The Comps Exam Committee exists for the sole purpose of supporting and guiding the student through the Comprehensive Exam, and has no necessary bearing on the student's official Doctoral Supervisory Committee, generally formed following completion of the Comps Exam.

(2) After consulting with their Exam Committee members, the student will prepare and submit a one page topic statement and a one page starting/preliminary bibliography for each paper to their full Comps Exam committee by the **fifth week of their Fourth Quarter** of full time study (usually the Fall quarter of their second year). The Exam committee will consult with each other and provide feedback to the student on any recommended revisions to the topic statements.

(3) Revisions should be made **within two weeks** of receipt of comments and then the statements and bibliographies should be submitted for approval by the active Archaeology Faculty. Submission of the package of three topics/bibliographies may be made directly by the student to the Archaeology Faculty as a whole, or via one of the student's advisor/s. Full faculty approval is required before the student can proceed.

(4) The student will work on writing the Comps papers throughout their second year of full-time study in the department. The student is recommended to seek regular (e.g. monthly) feedback from their committee members on their progress towards the completion of the Exam. Final papers must be **submitted to the committee** for review and recommendation **no later than the second week of the student's Seventh Quarter** of full-time study in the program. The committee then reviews the drafts, meets internally to coordinate feedback, and then meets with or otherwise provides collective feedback to the comps-taker no later than two weeks after receiving the essays (exclusive of Summer). The

committee may request revisions, or they may recommend submission of the essays to the full Archaeology Faculty for grading. (5) If revisions are requested the student will have two weeks to make changes and submit final essays for grading by the Archaeology Faculty. The faculty will then grade the comps within two weeks of receipt of the final essays in a closed session faculty meeting.

Grading: The Exam is graded by all active archaeology faculty, who will deliver a finding of 'pass' (4.0) or 'retake' or 'fail' on each of the student's three papers. Grades for the Exam will be returned within two weeks of submission of the final revisions of the Exam, if within the academic year, or two weeks into the Autumn Quarter if submitted in Summer. Students are expected to register for ARCHY 600 (independent study) while preparing for the exam.

Format: Each paper will be 4000-5000 words, excluding tables, figures, references and other ancillary parts of the essay. The student must provide a word-count at the end of the text. There will be no footnotes, endnotes or appendices. A reasonable number of original illustrations and tables that are substantially prepared by the student are allowed. The papers must be of a very high standard and must be prepared with the same attention to detail as is given to a submission to a professional, peer-reviewed journal. They must represent the original, independent work of each student.

References must be listed alphabetically by author(s) at the end of the paper and referred to in the text by author's name and year of publication (and page-numbers where appropriate). References should be formatted consistently in the style of one of the following journals: *American Antiquity*, *Antiquity*, *Journal of World Prehistory*, *World Archaeology* or other journal approved by the student's committee. All listed references must be cited in the text and all in-text citations must be listed in the References. All works cited must be directly and specifically relevant to the particular question. The student is strongly recommended to use a software tool to help collect, manage, and format references for their papers (e.g. Zotero).

Academic Honesty: The student must not engage in any prohibited conduct to prepare their papers. Prohibited conduct is defined in section 7 of the Student Governance Policy, Chapter 209 (<http://www.washington.edu/admin/rules/policies/SGP/SPCH209.html#7>) and includes cheating, falsification, and plagiarism. If there is evidence of prohibited conduct, the student will not receive a grade until the appropriate path of action has been identified by the faculty, following guidance from the Faculty Council on Academic Standards (<https://depts.washington.edu/grading/pdf/AcademicResponsibility.pdf>). The faculty will communicate a decision to the student within 30 days of receiving evidence of prohibited conduct. If found in violation of the Student Governance Policy, the student may remain active in the archaeology program, but will be placed formally on probation until they have revised and passed the Comprehensive Exam in compliance with the Policy. Evidence of prohibited conduct in the student's second attempt at the exam will result in dismissal from the program.

If a student is prevented by illness from submitting the Exam on schedule, the student must inform their advisor as soon as possible. Students prevented by illness from submitting the Exam on time must do so as soon as their health permits. Cases of illness or other interruptions will be handled on an individual basis through consultation of the Archaeology Faculty.