Welcome From the SWAN Faculty Steering Committee

The SWAN faculty and doctoral faculty welcome you to this exciting interdisciplinary program. To save your time and energy, we strongly encourage you to carefully read the Doctoral Student Handbooks for the School of Social Work and Department of Anthropology as well as the materials for current students on the website of the Graduate School of the university. In this brief handbook, we are including only materials that are different from the requirements and guideline of the SW or Anthropology doctoral programs. You will be working with faculty and support staff from both units, so we encourage you to become familiar with them through the two student handbooks.

SWAN Faculty Steering Committee Members

<table>
<thead>
<tr>
<th>Name</th>
<th>Department or Program</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Andrea Sankar, Chair of the Department of Anthropology</td>
<td>Anthropology, Co-Chair SWAN Faculty Steering Committee</td>
<td><a href="mailto:asankar@wayne.edu">asankar@wayne.edu</a></td>
</tr>
<tr>
<td>Michael Kral, Associate Professor</td>
<td>Social Work, Co-Chair SWAN Faculty Steering Committee</td>
<td><a href="mailto:michael.kral@wayne.edu">michael.kral@wayne.edu</a></td>
</tr>
<tr>
<td>Arlene Weisz, Professor</td>
<td>Social Work</td>
<td><a href="mailto:aa4495.weisz@wayne.edu">aa4495.weisz@wayne.edu</a></td>
</tr>
<tr>
<td>Mark Luborsky, Professor</td>
<td>Anthropology</td>
<td><a href="mailto:markluborsky@gmail.com">markluborsky@gmail.com</a></td>
</tr>
<tr>
<td>Tam Perry, Assistant Professor</td>
<td>Social Work</td>
<td><a href="mailto:teperry@wayne.edu">teperry@wayne.edu</a></td>
</tr>
<tr>
<td>Jessica Robbins-Ruszkowski, Assistant Professor</td>
<td>Anthropology</td>
<td><a href="mailto:jrr@wayne.edu">jrr@wayne.edu</a></td>
</tr>
</tbody>
</table>

SWAN Website:  http://clas.wayne.edu/swan/
School of Social Work: http://socialwork.wayne.edu
Department of Anthropology: http://www.clas.wayne.edu/Anthropology/
WSU Graduate School Website: http://wayne.edu/gradschool/
Graduate Bulletin: http://www.bulletins.wayne.edu/gbk-output/
College of Liberal Arts and Sciences: http://www.clas.wayne.edu
Courses are drawn from the Social Work and Anthropology programs, with the addition of a capstone course. The courses required depend on whether a student already has a Master of Social Work.

### People with an MSW

<table>
<thead>
<tr>
<th>SWAN Courses</th>
<th>Social Work Practice/Policy Courses (Foundation)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SW 9697 - Integrative Seminar in Social Work and Anthropology</td>
<td>SW 7771 - Field Work Seminar I/II</td>
</tr>
<tr>
<td>SWAN - Theory</td>
<td>SW 6960 - Urban Anthropology</td>
</tr>
<tr>
<td>SW 7200 - Qualitative Research</td>
<td>SW 7202 - Anthropological Theory II</td>
</tr>
<tr>
<td>ANT 5400 - Language and Society</td>
<td>SW 7200 - Anthropological Theory II</td>
</tr>
<tr>
<td>ANT 5500 - Anthropology</td>
<td>SW 8105 - Field Work Seminar III/IV</td>
</tr>
<tr>
<td>SW 8200 - Anthropology - Research/Theory</td>
<td>SW 9100 - Social Statistics &amp; Data Analysis</td>
</tr>
<tr>
<td>SW 9200 - Anthropology - Research/Theory</td>
<td>SW 9201 - Theories for Practice &amp; Research with Families/Groups</td>
</tr>
<tr>
<td>SW 9300 - Social Work - Practice/Policy Courses</td>
<td>SW 9301 - Applied Regression and Linear Models</td>
</tr>
<tr>
<td>SW 9410 - Theory for Practice &amp; Research with Individuals</td>
<td>SW 9303 - Theory for Practice &amp; Research with Communities/Organizations</td>
</tr>
<tr>
<td>SW 9615 - Social Work - Practice/Policy Courses (Community Concentration)</td>
<td>SW 9415 - Theory for Social Work Research &amp; Practice with Families/Groups</td>
</tr>
<tr>
<td>SW 9805 - Social Work - Practice/Policy Courses (Community Concentration)</td>
<td>SW 9850 - Social Action Research and Evaluation</td>
</tr>
<tr>
<td>SW 9815 - Community Building/Development</td>
<td>SW 9820 - Social Action Research and Evaluation</td>
</tr>
<tr>
<td>Two (2) ANT electives in the student's research area</td>
<td>SW 9825 - Social Action Research and Evaluation</td>
</tr>
</tbody>
</table>

### People without an MSW

<table>
<thead>
<tr>
<th>SW Courses</th>
<th>Social Work Practice/Policy Courses (Foundation)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SW 7200 - Qualitative Research</td>
<td>SW 8960 - Urban Anthropology</td>
</tr>
<tr>
<td>SW 7202 - Anthropological Theory II</td>
<td>SW 8962 - Anthropological Theory II</td>
</tr>
<tr>
<td>ANT 5400 - Language and Society</td>
<td>SW 8105 - Field Work Seminar III/IV</td>
</tr>
<tr>
<td>ANT 5500 - Anthropology</td>
<td>SW 9100 - Social Statistics &amp; Data Analysis</td>
</tr>
<tr>
<td>ANT 5550 - Anthropology</td>
<td>SW 9201 - Theories for Practice &amp; Research with Families/Groups</td>
</tr>
<tr>
<td>SW 8200 - Anthropology - Research/Theory</td>
<td>SW 9301 - Applied Regression and Linear Models</td>
</tr>
<tr>
<td>SW 9300 - Social Work - Practice/Policy Courses</td>
<td>SW 9303 - Theory for Practice &amp; Research with Communities/Organizations</td>
</tr>
<tr>
<td>SW 9410 - Theory for Practice &amp; Research with Individuals</td>
<td>SW 9305 - Theories for Practice &amp; Research with Families/Groups</td>
</tr>
<tr>
<td>SW 9415 - Theory for Social Work Research &amp; Practice with Families/Groups</td>
<td>SW 9307 - Theory for Social Work Research &amp; Practice with Communities/Organizations</td>
</tr>
<tr>
<td>SW 9805 - Social Work - Practice/Policy Courses (Community Concentration)</td>
<td>SW 9310 - Theory for Social Work Research &amp; Practice with Communities/Organizations</td>
</tr>
<tr>
<td>SW 9815 - Community Building/Development</td>
<td>SW 9315 - Theory for Social Work Research &amp; Practice with Communities/Organizations</td>
</tr>
<tr>
<td>Two (2) ANT electives in the student's research area</td>
<td>SW 9320 - Theory for Practice &amp; Research with Communities/Organizations</td>
</tr>
</tbody>
</table>

### SWAN Courses

<table>
<thead>
<tr>
<th>Courses</th>
<th>Social Work Practice/Policy Courses (Foundation)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SWAN Courses</td>
<td>Social Work Practice/Policy Courses (Foundation)</td>
</tr>
<tr>
<td>SW 7200 - Qualitative Research</td>
<td>SW 8105 - Field Work Seminar III/IV</td>
</tr>
<tr>
<td>SW 7202 - Anthropological Theory II</td>
<td>SW 9100 - Social Statistics &amp; Data Analysis</td>
</tr>
<tr>
<td>ANT 5400 - Language and Society</td>
<td>SW 9201 - Theories for Practice &amp; Research with Families/Groups</td>
</tr>
<tr>
<td>ANT 5500 - Anthropology</td>
<td>SW 9301 - Applied Regression and Linear Models</td>
</tr>
<tr>
<td>ANT 5550 - Anthropology</td>
<td>SW 9303 - Theory for Practice &amp; Research with Communities/Organizations</td>
</tr>
<tr>
<td>SW 8200 - Anthropology - Research/Theory</td>
<td>SW 9305 - Theories for Practice &amp; Research with Families/Groups</td>
</tr>
<tr>
<td>SW 9300 - Social Work - Practice/Policy Courses</td>
<td>SW 9307 - Theory for Practice &amp; Research with Communities/Organizations</td>
</tr>
<tr>
<td>SW 9410 - Theory for Practice &amp; Research with Individuals</td>
<td>SW 9310 - Theory for Social Work Research &amp; Practice with Communities/Organizations</td>
</tr>
<tr>
<td>SW 9415 - Theory for Social Work Research &amp; Practice with Families/Groups</td>
<td>SW 9315 - Theory for Social Work Research &amp; Practice with Communities/Organizations</td>
</tr>
<tr>
<td>SW 9805 - Social Work - Practice/Policy Courses (Community Concentration)</td>
<td>SW 9320 - Theory for Practice &amp; Research with Communities/Organizations</td>
</tr>
<tr>
<td>SW 9815 - Community Building/Development</td>
<td>SW 9325 - Theory for Practice &amp; Research with Communities/Organizations</td>
</tr>
<tr>
<td>Two (2) ANT electives in the student's research area</td>
<td>SW 9330 - Theory for Practice &amp; Research with Communities/Organizations</td>
</tr>
</tbody>
</table>
SW 9697 Integrative Seminar in Social Work and Anthropology Integrative Seminar in Social Work and Anthropology Cr. 3
The capstone course focuses interdisciplinary theory and research and the attendant challenges in implementing these goals, competing successfully for funding, and publishing findings emerging from interdisciplinary research. The course will feature extensive reading in the interdisciplinary theory and epistemology, guest lecturers by faculty currently conducting inter-disciplinary research, and attention to the process and substance of individual student interdisciplinary research projects intended for the dissertation.

Dissertation Credits
Dissertation credits are: SW9991, SW9992, ANT9993, and ANT9994. Dissertation credits that will count toward the PhD degree cannot be taken until you have attained candidacy. Once you have attained candidacy, you must register in the following semester for 9991 and complete the 9991-4 sequence over consecutive semesters (registration in spring/summer is optional). If four semesters of candidacy status are completed before graduating, students may register for candidacy maintenance (9995) to maintain access to university resources. They must be enrolled (e.g., in 9995) the semester they defend their dissertation and graduate. Please contact the PhD office of the Graduate School for registration for dissertation credits by sending an email to phdstudents@wayne.edu to request a registration override.

* Students doing SWAN research fieldwork in non-English speaking settings will be expected to have 3 semesters of a foreign language or demonstrate fluency in their field language. These students need to take classes to complete the Anthropology Foreign Language requirement (3 semesters of the same foreign language at the undergraduate level; language credits do not count towards the 90 credits needed for a PhD).

Internships and Fieldwork (for those earning an MSW during the SWAN Program)
MSW students are expected to complete 4 semesters of supervised internships (each semester consisting of 225 clock hours in a practice setting with supervision from an experienced MSW). We anticipate that the first internship will be a standard, generalist Social Work internship. However, the second one will be a SWAN internship, combining social work community practice skills, with the applied anthropological research skills required of a SWAN student. In most cases, the second internship will be a block summer placement, preferably in an international setting, or in Detroit in a project that combines Social Work and Anthropological foci.

QUALIFYING EXAMS
The SWAN steering committee will design and administer the SWAN qualifying examinations so that students can demonstrate the breadth, depth and mastery of their theoretical and empirical knowledge related to social work and anthropology theory, research methods and data analysis approaches as well as their substantive domain of knowledge. Students will demonstrate this knowledge through a written examination consisting of four sections: (1) statistics, (2) culture area, (3)
research methods, and (4) a substantive paper demonstrating students’ application of social science theory and SWAN knowledge to their intended research domain.

The statistics exam will be an in-school, open book exam developed by faculty teaching the required statistics courses. For the take home theory, topic area and substantive paper components, students will, in consultation with their academic advisors, select a three-person examination committee consisting of social work and anthropology faculty. These examination committee members will meet with students to develop reading lists and questions that students will then address in written take-home exams.

Students who fail one or more sections of the qualifying examination will be expected to retake only those sections that they failed. Students who fail one or more sections of the examination for a second time will be dismissed from the program.

ADVISING OF STUDENTS
Students will be assigned two SWAN academic advisors when they begin the program (one from each discipline). These advisors will recommend other faculty members as possible committee members according to the student’s research interests. In addition, students will be introduced to faculty members through classes, brown bags/presentations, directed studies and practica. Each discipline also lists the faculty members and their research interests on their websites. Students will begin to identify committee members for qualifying exams in this way.

*Facilitating progress toward degrees:* Students and their two advisors will meet at least once a semester, preferably as a team to create a SWAN plan of work. Students will meet with their SWAN advisors during each winter semester and will complete an annual review. Once students reach candidacy status, the annual review will be completed by the student and their dissertation chairs. The SWAN faculty steering committee will review the annual reviews of all students to see if additional suggestions or support are needed. The steering committee reviews will focus particularly on monitoring the student’s progress toward degree, length of time to degree, and identifying the need for special retention efforts.

*Advisory Process:* After students complete the qualifying exams, they will finalize their selection of a dissertation chair and committee with assistance from their SWAN faculty advisors. Students will select dissertation co-chairs, one from each unit, to be included in a five-member Dissertation Advisory Committee consisting minimally of a total of three full-time faculty from the School of Social Work and the Department of Anthropology, all of whom hold doctoral degrees, as well as an external member, who is an expert in the student’s area of interest but not a member of either SWAN unit. Ideally a SWAN Dissertation Committee will consist of two faculty members from Social Work and two from Anthropology, as well as the external member. At least three WSU committee members will have Regular Graduate Faculty Status.
Approval of Dissertation Prospectus: Prospectus Defense: The candidate is required to prepare a Dissertation Prospectus. Students will schedule a meeting to orally defend their Dissertation Prospectus and have the prospectus approved by his or her Dissertation Committee prior to beginning work on the dissertation.

Format and Submission of Dissertation: The candidate is required to submit a doctoral dissertation on a topic satisfactory to the Dissertation Committee that is a single independently conducted research project. This project will be designed to demonstrate mastery of the SWAN interdisciplinary concepts and research methods as well as a capacity for independent and creative research, and the ability to follow through on an appropriate research or evaluation design.

SWAN POLICIES AND PROCEDURES

Registering for Doctoral Classes
Students registering for doctoral classes should consult with the Doctoral Director of each program as needed.

Grading
The program also requires a minimum of a B grade in all classes on your Plan of Work. Grades of B- and lower, and grades of WF (Withdraw-Fail) are counted as failing grades for the purpose of evaluating your ability to continue in the program. If a student receives two or more failing grades in courses, or if the student fails the same course twice, they require approval by the Swan Faculty Steering Committee to continue in the program.

Repeating Courses
You may repeat only courses in which you received a grade of B- or below. The original grade for the course will remain on your transcript, but only the second repetition of the grade will be used in calculating your GPA. You cannot receive University financial aid for repetition of courses.

The online course registration system only allows one registration per course and will prevent you from registering for the same course a second time. In order to repeat a course, you will need to email the Graduate Director of the appropriate unit to request an override. You may have a maximum of two overrides throughout your entire graduate program for the purpose of repeating failed courses.

I - Incomplete

The SWAN Program follows the WSU School of Social Work incomplete policy.

It is the policy of the WSU School of Social Work that marks of "Incomplete" submitted to the university at the end of a semester as a student's final course grade must be satisfied before the first day of classes of the following semester, e.g., students must submit the missing course assignments to the instructor for previous "incomplete" course work before classes begin for the subsequent semester. If incompletes are not satisfied by the date of agreement between the faculty member and student, a faculty member may...
award a failing grade for the course. Alternately, students may be required to attenuate their program plan, which can only be changed with the permission of the Program Coordinator and in consultation with their SSW Academic Advisor.

**Y - Deferred** is given in certain courses, such as essay, thesis, and dissertation, when the work of the course is planned to continue beyond the semester. The Y is changed to a grade at the completion of the work.

**W - Withdrawal** Withdrawals are granted when a student requests a withdrawal and the instructor grants it, in accordance with University policy. Please check the Schedule of Classes for specific dates. These grades are issued as follows:

- **WP**: Withdrawal with a passing grade earned to date.
- **WF**: Withdrawal with a failing grade earned to date.
- **WN**: Withdrawal given to students who did not attend any classes and/or did not complete any assignments and/or did not participate in credit-earning activities by the withdrawal date.

Grades of WP, WF, and WN are not used in calculations of grade point averages, but WF grades do count as a failed course for this purpose of continuation in the program.

**Course Equivalencies and Waivers**

Some students, due to prior coursework or other experiences, may petition for special consideration with respect to their degree program. This can take two forms: a waiver of a required course, or a course equivalency.

A course equivalency is basically a graduate transfer credit, granted when you have taken graduate-level courses at Wayne State or elsewhere, and want to transfer credit from that program directly to your program here at Wayne.

- You can only request it for graduate courses; the university never, ever allows undergraduate courses to count towards a graduate degree.

**Directed Studies**

Directed studies may be authorized provided the area of interest is an integral part of the student's graduate program and is not covered by scheduled courses.

You may request a directed study with any member of the full-time faculty in Social Work or Anthropology (on rare occasions you may work with faculty in other departments). If the faculty member agrees, you and the faculty member then work out your plans and expectations for the course, using the Directed Study Authorization Form (downloadable from the Graduate School website) as a guide. This form includes a description of the proposed directed study and must be signed by the instructor AND by the one of the co-chairs of the SWAN faculty steering committee and also approved by your advisor. You must submit the Directed Study Authorization Form prior to registration.
STUDENT WITHDRAWAL FROM THE PROGRAM

Withdrawal from the Program
Students who have been admitted to the degree program shall be considered to have withdrawn if they are not enrolled in a course and/or fieldwork during any semester (fall-winter-spring/summer) of a planned program of study within the framework of the plan which has been approved. b) In order to terminate in good standing, students who withdraw from the program permanently shall formalize their withdrawal as follows: 1) Consult with the faculty advisor. 2) Consult with the director and complete the appropriate registration and withdrawal forms in the office. 3) Submit a formal letter of withdrawal to the Ph.D. Program Director, which will be acknowledged by that Office. The letter shall include: (a) The date of withdrawal and the reason for withdrawal.

Temporary Leave of Absence
Students who request a temporary leave of absence for whatever reason, shall formalize their withdrawal as follows: 1) Consult with the faculty advisor. 2) Consult with the director and complete the appropriate registration and withdrawal forms in the office. 3) Submit a formal letter of withdrawal to the Ph.D. Program Director, which will be acknowledged by that Office. The letter shall include: (a) The date of withdrawal and the reason for withdrawal. (b) An intention to reapply, if applicable. 4) Proposed readmission date.

Readmission
Students who have been enrolled in a planned program leading to the Doctor of Social Work degree, who have withdrawn from the program, and who wish to be considered for readmission to complete degree requirements, must follow regular procedures for admission to the school.

Student Code of Conduct
Students should be aware of the Codes of Conduct in each unit's student handbook.

GUIDELINES FOR MSW/PhD STUDENTS

The SWAN SW faculty advisor will work closely with the MSW student advisor and Field Coordinator to plan the student’s program. In the first year, students will take Core Courses and in the second year, all SWAN students will be in The Innovation in Community, Policy and Leadership (I-CPL) concentration.

Coursework is listed on p.3 above.
Whenever, possible, students will earn an MSW by the end of their second year of study as well as begin to establish the combined Social Work and Anthropology focus by taking some essential Anthropology courses.

Details about the MSW program are found at http://socialwork.wayne.edu/msw/index.php

Procedures and policies in effect as of 4-14-16
Completing the MSW Plan of Work
The SWAN SW faculty advisor will work closely with the MSW student advisor to complete the MSW Plan of Work. It will show which MSW courses are being taken and which doctoral level courses are substituting for required MSW courses or serving as electives in the MSW program.

MSW Graduation Requirements
Sixty credits are needed for an MSW, and some courses will count towards both the MSW and Ph.D.

You must file to graduate on Pipeline in the term you expect to graduate. The deadline to file to graduate is normally around the end of the first month of each term. You should notify your advisor as well as the MSW Academic Advisor of your expected timeline to ensure that you meet all deadlines. We are here to ensure that you know all the deadlines and are able to meet them. If you are unable to complete the requirements in the semester you file to graduate, you will need to reapply for the following semester.

GUIDELINES FOR PhD STUDENTS

Overview of the PhD program
The SWAN PhD program has both required courses and some individualized study options. You will make most of the decisions regarding your training and study together with your advisor (committee chair) as well as other members of your PhD committee. The Graduate Director, Graduate Committee, and the Academic Services Officer are also involved in tracking and overseeing graduate student progress through the PhD program.

Progress through the PhD program involves the following steps, in this approximate order:
• Starting coursework
• Submitting a PhD Plan of Work
• Submitting an Individual Development Plan
• Completing non-dissertation PhD coursework, including the foreign language requirement
• Assembling a committee
• Completing qualifying exams
• Submitting a PhD prospectus and obtaining HIC approval for research
• Taking dissertation credits
• Completing doctoral research
• Writing the dissertation
• Defending the dissertation
• Submitting the final manuscript

In addition, you will be asked to complete an Annual Summary of Student Progress report each year.
The Graduate School website includes information for PhD students that you should consult in addition to this document (http://www.gradschool.wayne.edu/Current/phd.asp).

Individual Development Plans (IDPs)
Individual Development Plans (IDPs) are documents designed to assist doctoral students and postdoctoral trainees in developing career plans and trajectories. The IDP is designed to plan professional and career development activities as a companion to the Plan of Work, which focuses on academic coursework and program milestones. Because of the importance of an IDP in a trainee’s career development and recent mandates from federal agencies, Wayne State University requires ALL doctoral students across the institution to submit an IDP (with the signature of the research/dissertation advisor) regardless of funding status.

More information and the form are available at http://wayne.edu/gradschool/phd/idp/
The IDP must be updated annually so that the information remains current.

Annual Summary of Student Progress
Each year the University Graduate School requires that all PhD students fill out a document known as the Annual Summary of Student Progress. This document is designed to aid the student, the advisor, the department, and the Graduate School in effectively tracking individual PhD student progress and achievement. The progress form is available on the Anthropology website before the beginning of the fall semester each year, and is normally due at the end of October. The document is to be completed in a meeting between the student and his or her advisor, who then comments on and signs the form. Students with their primary affiliation in Anthropology should return the completed form to the Academic Services Officer for review by the Graduate Director. Students with their primary affiliation in Social Work should turn the form into the Doctoral Director. Failure to return this document by the stated deadline will result in a hold being placed on your record. Students who do not complete the Annual Progress Report will also not be eligible for departmental funding.

In the winter term, the SWAN faculty steering committee will conduct an annual review of PhD student progress to ensure that students are making timely progress and that there are no concerns. Students who have not completed their Annual Summary of Student Progress may be required to meet with the Graduate Committee in order to ensure that accurate information is received before the hold is removed from their record. In late March, you will receive a letter from the Graduate Director discussing your progress over the previous year. A copy of this letter will be placed in your student file in the department.

PhD Coursework
- The PhD requires 90 credits beyond the BA with a grade of B or better, of which at least 30 must be taken in residence at WSU. At least 30 total 7000+level credits. (Not including dissertation credits)

- Dissertation credits 9991-9994, taken in consecutive semesters immediately after advancing to candidacy
PhD Plan of Work
The PhD POW must be submitted by the completion of 40 graduate credits. For students with a master’s degree, this includes any MA or MSW credits that will be counted towards the Ph D. The Plan of Work, downloadable at http://wayne.edu/gradschool/phd/forms/ lists the courses you have taken and the courses you plan to take. This document must be approved by the Graduate School before you can advance to candidacy, and it is a requirement for certain funding awards. Use the required coursework listed above under “PhD Coursework” as a guide for filling out your POW, and make sure you are in compliance with all additional requirements. Consult your advisors to make sure you have filled it out properly; then submit your complete POW with your advisors' signatures to the Academic Services Officer in Anthropology and the Doctoral Director in SW.

Changes and additions to your PhD POW must be approved and signed by your advisor and submitted to the Faculty Co-chairs of SWAN.

Prospectus and Institutional Review Board Approval
Your dissertation prospectus outlines the scope, theoretical framework, significance, and methodology of your proposed dissertation research. You complete the “Doctoral Dissertation Outline and Record of Approval” form (See the Academic Services Officer). You must also have completed the IRB human subjects approval process, including a completed Medical/Behavioral Protocol Summary Form, and have received IRB approval for your project, before your prospectus can be submitted.

Prior to advancing to candidacy, you must then orally defend your dissertation prospectus in an oral prospectus meeting. This is normally a brief (15-20 minute) public presentation of material from your prospectus, followed by questions from the audience. After the public presentation, your four committee members meet with you, ask further questions, and, if necessary, request changes.

Candidacy
At the conclusion of a successful oral prospectus meeting, all four of your committee members will sign both your “Doctoral Dissertation Outline and Record of Approval” form, as well as the “Recommendation for Doctor of Philosophy Candidacy Status” form. These forms are sent to the Graduate School and confirm your Candidacy status. Once you have reached Candidacy status, you can begin to take dissertation credits in the sequence ANT9991-9994.

Conflict of Interest
When you submit your Prospectus for approval, and again just prior to your dissertation defense, you must also submit a Conflict of Interest form, signed by all committee members and yourself, disclosing any financial or personal conflicts of interest, or affirming that there are no such conflicts (http://gradschool.wayne.edu/phd-info/conflict_of_interest_form.pdf). Your prospectus cannot be approved, and you cannot defend your dissertation, without this signed form.
Time Extension
The time limit for the PhD program is 7 years from the end of your first semester as a PhD student (i.e., if you start the program in September 2010, your time expires at the end of December 2017). If you are going to exceed this limit, you must submit a request for a time extension to the Graduate Committee, which if approved will be forwarded for approval by the Graduate School. Failure to demonstrate timely progress in fulfilling program requirements is grounds for removal from the program. The Graduate School does not automatically grant extension requests and you need to provide justification for your request as well as a feasible plan for completing the degree. At the beginning of semester when your time expires, you should meet with your advisor to initiate the extension. The request must consist of the following six items:

- A completed Time Extension Request form (http://wayne.edu/gradschool/phd/policies/time-extension/)
- Your CV
- Your most recent Annual Progress Report
- A detailed timeline showing your plan for completing the degree
- Any documentation relevant to any special circumstances justifying your extension request
- A detailed letter of support from your advisor

If you are granted a time extension, and then you exceed 10 years from the end of your first semester, you will be required by the Graduate School to revalidate your qualifying exams. You, in conjunction with your advisor, will make a plan on how you will revalidate your exams.

The Defense Year
In the first month of the semester BEFORE you plan to defend your dissertation – at the beginning of your defense year – you should convene a meeting of all your committee members (locally or by Skype), in which you:

a) discuss the scope and plan of the final writing stages of your dissertation;
b) outline the roles of various committee members in evaluating portions of the dissertation;
c) set expectations for communication with and among the dissertation committee members;
d) address potential outstanding problems in writing, analysis, and methodology;
e) set a potential defense date.

You must submit a complete dissertation draft to your advisor no later than six months before you plan to defend, although you are expected to send draft chapters individually to your advisor throughout the writing process. Depending on the composition of your committee and your dissertation’s structure, it may also be important to submit individual chapters to specific committee members other than the advisor.

You must submit a complete dissertation draft to all your committee members no later than two months prior to your planned defense (preferably earlier). You must have your advisor’s approval for the entire draft dissertation before doing so.

Please note that the latest you can defend a dissertation is normally in November for December graduations and in March for May graduations. You can defend after that point, but you will not graduate until the next term.
Defending the Dissertation

The doctoral dissertation is a piece of substantial, independent, and original field or laboratory research. While there is no minimum or maximum length set by the university, we expect the length of a SWAN dissertation to be consonant with the methodology utilized in the dissertation and to reflect multiple years of sustained work. The process of completing and defending a work of this scope is extensive and you should budget at least a year if not more to complete it. A dissertation defense is a confirmation of the excellence of your scholarship, an opportunity to publicly present your work to your colleagues and to the community, and an endpoint in a long process.

There are numerous important procedures set by the Graduate School relating to defending your PhD (see http://gradschool.wayne.edu/phd-info/deadlines.php), which vary from term to term. Notify the Academic Services Officer well in advance of your intention to complete the degree requirements and before proceeding with the degree application process.

You must apply to graduate by the deadline to file degree applications. You should file only if you expect to complete all degree requirements including submission of the final manuscript in the current term.

A minimum of two weeks before you plan to defend, you must complete the following steps:

- You must submit your dissertation manuscript electronically for a Format Check;
- You must submit the Conflict of Interest form to the Graduate School disclosing any conflicts or affirming that there are none, signed by all committee members. You must resubmit the form even if you previously submitted it when you submitted your prospectus.
- You must submit an electronic copy of your entire dissertation to the departmental Graduate Director for a check using the Safe Assign plagiarism detection software.
- You must submit the first portion of the Final Defense Report form to the Graduate School, signed by all committee members. This form is then returned to the department to be completed at the defense.
- After consulting with the Academic Services Officer in Anthropology or your SW Advisor to book a room at the appropriate time, you submit a copy of the public announcement of your defense to the Graduate School (which will also be distributed electronically to students and faculty).

You can schedule your defense at any point between August 15 and May 15; however, there is a deadline, usually around two months before the end of each term, after which you can still defend your dissertation but will not graduate in that term. In other words, you can defend in December but then the earliest you can actually receive your PhD is the following May.

The first part of the Final Defense is a public presentation in which the candidate presents the methodology, research and results of the investigation to the committee and the audience, and responds to their questions. In the second part, the candidate meets with the
committee and responds to further questions about the research and dissertation. The final phase is the evaluation, in which the committee discusses the candidate’s performance, agrees on any revisions the candidate should make to the manuscript, and determines whether or not s/he passed. The committee’s decision is conveyed to the Graduate School via the Final Defense Report form. The candidate is informed of any required revisions.

**After the Defense**

It is normal for minor revisions to be required following a successful defense, ranging from correcting typos to adding additional analysis. The scope of these revisions will be communicated to you by your committee following the defense.

If you intend to graduate in the term in which you defend, there is a deadline set by the Graduate School, normally about six weeks before the end of term, for all materials to be received and forms completed relating to the final manuscript. If you defend later in the term, it is likely that you will not complete your revisions before the Graduate School’s deadline to receive your degree, and will actually graduate in the following term.

When you submit your final, revised manuscript, you must complete several additional steps. See the Graduate School website for more specific information.

- You upload the final manuscript to the Proquest/UMI site;
- You submit an original signed title page to the Graduate School;
- You complete and submit the Survey of Earned Doctorates;
- You complete the Dissertation Title and List of Previous Degrees form online;
- You submit the permission form to have your dissertation archived with WSU Libraries.

**FELLOWSHIPS AND FINANCIAL AID**

SWAN students are eligible for all forms of financial assistance available through the Graduate school. In addition, social work and anthropology will make graduate research and teaching assistantships available to SWAN students as well as other doctoral students. Students who are working on an MSW degree will need to devote at least 15 hours a week for 2 years in a practicum. Therefore, they will not be eligible for a GTA until they have completed the MSW.

The School of Social Work and the Anthropology Department administer their own internal funding competitions each winter. Application forms for these awards are normally distributed electronically in the late fall, and the deadline is normally in mid-January. Doctoral students who have not completed the most recent year’s annual progress report are not eligible to be considered for these sources of funding. The following awards are available:

- One or (rarely more) Rumble Fellowships, covering tuition, stipend, and benefits, with no teaching or service obligations; (PhD students only)
- Graduate Research Assistantships, covering tuition, stipend, and benefits, with research obligations of 20 hours per week for one calendar year. (PhD students only). The exact
structure of the GRA will depend on the originating administrative center, Social Work or Anthropology.

- Several Graduate Teaching Assistantships, covering tuition, stipend, and benefits, with teaching obligations in the fall and winter semesters; (PhD students only)
- One Graduate Teaching Assistantship dedicated specifically to work in the Grosscup Museum, and including tuition, stipend, and benefits (MA or PhD students)
- One or more Barbara Aswad award(s) for graduate travel, directed ordinarily to students pursuing field research in the Middle East. (PhD students)

All of these awards, except the Aswad award, require that the recipients do not hold any other concurrent employment. A student may hold a college or department GTAship for a maximum of three years throughout their doctoral studies. This limit does not apply to GRAs funded by faculty research grants. Students who do not receive funding but whose funding applications were complete may be placed on a ranked list of alternates in the event that award recipients decline them.

Another major funding source is the Graduate Professional Scholarship competition, which covers up to ten in-state credit hours of courses in each of the fall and winter semesters for one year. This is a university-wide competition open to both MA and PhD students, with a March application deadline for the following academic year.

In some instances other sources of funding may be available; e.g., research assistantships on a faculty member’s grant, or instructional assistantships to aid in grading. These are available on an ad hoc basis. It is important to keep in close contact with your advisor as you are pursuing these opportunities.

The program strongly encourages all students, but especially doctoral students, to pursue external funding opportunities (NSF, NIH, SSRC, Wenner-Gren, Blue Cross Blue Shield, etc.). In order to maximize your opportunities, talk to your advisor or to the Graduate Director.

**Travel Awards**
Consult your advisors about the appropriate unit to apply for travel awards.

**Social Work**
Based on the School’s resources, students may receive up to $1000 per year to support them in presenting a paper or poster at a conference. Travel support is provided only for a presentation at the Council on Social Work Education (CSWE) and the Society for Social Work Research (SSWR). The school’s Mavis Spencer fund will match funds from the Graduate School to support this travel. The Graduate School only funds one conference per student, and they typically provide $500 per student per year, which is matched by Social Work. Eligible students must plan for this in advance by filling out a travel form from the SSW early in the fall semester. You must apply through the School of Social Work, not the Graduate School.

**Professional Development Award**
Each year the department makes available funds to PhD students for travel to professional meetings where they are presenting papers. In order to request travel funds, you must contact your faculty advisor, and have him/her send an email to the Chair of the
department, requesting funding in writing and providing evidence (i.e. a conference program or acceptance letter) that you will be presenting at the conference. The total amount available for student travel each year varies. A student may receive only one travel award per year. Matching funding from the Graduate School, in the amount equal to the amount provided by the department, is occasionally available. Doctoral students who receive this award must submit an application for the next year’s Graduate Exhibition poster competition in order to be eligible for departmental funding (GTA/GRA/Aswad) in the subsequent academic year.

Please note – This document is updated regularly. The contents of this document are for informational purposes and represent neither a contract nor an offer to contract. The School of Social Work and the Department of Anthropology reserve the right to change any provision or requirement at any time without notice.