

Bachelor of Arts Foreign Language Proficiency Requirement

Students graduating with a B.A. degree must demonstrate proficiency in a foreign language equivalent to one year of college instruction. This requirement is not the same as the Foreign Language Admission Requirement. It is typically met by successful completion of the appropriate courses which is normally Elementary Language and Civilization I and II (i.e. SPN 1120C and SPN 1121C). It may also be met by a proficiency exam offered by the University Testing Center in Howard Phillips Hall 106. The requirement is for proficiency and not a certain number of credit hours. For example, a student may be allowed to enroll directly into SPN 1121C (this may require an override issued by the languages department) and successful completion would satisfy the requirement. Appropriate scores on Advanced Placement and CLEP exams will also satisfy the requirement. This requirement does not apply to students seeking a second baccalaureate degree.

Anthropology students typically take Spanish to meet this requirement. Students should consult an advisor about the best language to take depending on their specific interests. Anthropology also accepts American Sign Language to meet this requirement. Anthropology students should direct all questions regarding the Foreign Language Proficiency Requirement to the College of Sciences Academic Services.

Graduation



Students will file an Intent to Graduate through their myUCF account the semester prior to their planned graduation. Deadlines related to graduation can be found on the UCF Academic Calendar. All information regarding graduation including tickets and regalia ordering will be sent to the student's Knights email account. Students should also review the

graduation information provided by COSAS at sciences.ucf.edu/cosas and by the university at commencement.ucf.edu. COSAS will ask you to complete a survey once your intent is filed to assist with making sure you meet the requirements for graduation. You will need your degree audit for this survey. Department advisors are

also available by appointment to review degree audits and conduct a graduation review. The department recommends students schedule graduation reviews before filing their intents, if possible, to make sure all requirements are met.

Finding a Job!

A degree in Anthropology prepares you for a variety of careers. The American Anthropological Association has great resources for exploring industries that are hiring anthropologists and the unique job opportunities those industries may offer. www.americananthro.org

UCF also assists students with finding and preparing for future careers through UCF Career Services. This office can be found at career.ucf.edu and offers many services such as:

- Exploring your interests and how they align with your major
- Workshops on resume writing and individual resume critique sessions
- Career counseling, exploring different careers and industries, informational interview sessions
- On-campus recruitment and job fairs
- Assistance with developing your online presence
- Practice interview sessions
- Job search strategies, job databases such as Handshake, and work experience programs
- Graduate school planning



Department of Anthropology policies and procedures are subject to change without notice. Questions should be directed to anthro@ucf.edu.

DEPARTMENT OF ANTHROPOLOGY

Policies & Procedures Quick Reference Guide

Updated: August 2019

Contact Information

Department Address:

University of Central Florida
Department of Anthropology
4000 Central Florida Blvd
Howard Phillips Hall, 309
Orlando, FL 32816-1361

Department Contacts:

Phone: 407-823-2227
Fax: 407-823-3498
Email: anthro@ucf.edu
Website: www.sciences.ucf.edu/anthropology

Dr. John Schultz,
Chair & Professor:
john.schultz@ucf.edu

Dr. Sandra Wheeler,
Undergraduate Coordinator
& Associate Lecturer:
sandra.wheeler@ucf.edu

Dr. Amanda Groff,
Online Coordinator &
Associate Lecturer:
amanda.groff@ucf.edu

Ms. Lisa Haas,
Administrative Coordinator:
lisa.haas@ucf.edu

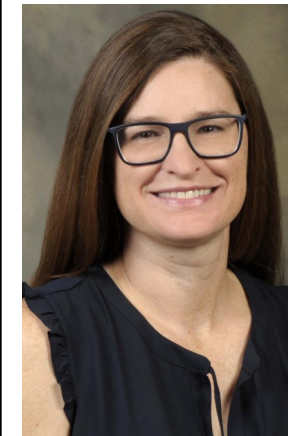
Ms. Tiffany Chestnut,
Graduate Admissions
Specialist:
tiffany.chestnut@ucf.edu

Mr. Puck Winchester,
Administrative Assistant:
puck@ucf.edu

COS Academic Services:

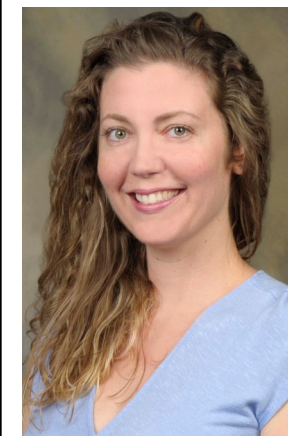
College of Sciences Building,
Room 250
Phone: 407-823-6131
Email: cosas@ucf.edu
Website:
www.sciences.ucf.edu/cosas

Department Undergraduate Administrators



Dr. Sandra Wheeler is the Undergraduate Coordinator and advises students pursuing a major, minor, or certificate in Anthropology on the UCF main campus.

Dr. Sandra Wheeler
sandra.wheeler@ucf.edu



Dr. Amanda Groff is the Online Coordinator and advises students pursuing a fully online major or minor in Anthropology.

Dr. Amanda Groff
amanda.groff@ucf.edu

Our faculty advisors assist students with the following items:

- Courses best suited for a student's career goals

- Transferring Anthropology courses from another institution

- Potential course substitutions in the Anthropology programs

- Overrides for excessive hours for Anthropology majors
- Graduation requirements
- Policies and procedures at the department level

Students should contact Dr. Wheeler or Dr. Groff via email at sandra.wheeler@ucf.edu and amanda.groff@ucf.edu to request an appointment or ask a question.



Ms. Lisa Haas is the Administrative Coordinator for the department. One of her roles is a liaison for the undergraduate programs in Anthropology. She is responsible for the following items:

Ms. Lisa Haas
lisa.haas@ucf.edu

- Assisting students with registration
- Administration of final grade processing

- Facilitating the exit exam
- Preliminary certification of degree audits for graduation
- Preparing course substitutions
- Serves as student advocate and liaison
- Advise on department policies and procedures

We suggest students contact Ms. Haas via email at lisa.haas@ucf.edu.

College of Sciences Academic Services (COSAS)

COSAS is responsible for the following:

- Assistance with university policies and procedures
- Advising in GEP, Gordon Rule, Foreign Language, and university credit hour requirements
- Transient student forms review
- Administrative record changes and petitions
- Processing degree certification

We suggest students contact COSAS at 407-823-6131 or cosas@ucf.edu.

General Tips for Success

- General Education Program (GEP) requirements should be completed as soon as possible. These classes are often pre-requisites for higher level courses in both Anthropology and other departments.
- ANT 2140, ANT 2410, and ANT 2511 are required for the Anthropology BA program and should be completed prior to taking upper level courses. These lower-level courses serve as pre-requisites for upper-level courses.
- Get to know your professors! Faculty are eager to assist students but cannot do this if they are unaware of a specific situation. Faculty members will also be writing your letters of recommendation for jobs or graduate school in the future.

- Be prepared when meeting with faculty or department staff. You should know the name of the person you are meeting, the reason you are meeting, and the course(s) involved. The office staff are here to help if we know what you need.



Course Overrides

Overrides must be requested by the student and can be for the following reasons:

- Course is full¹
- Prerequisites not met
- Time conflict²
- Course level³
- Excessive hours⁴

Students requesting a course override must first contact the instructor of the course to obtain written permission to enroll into the class. Provided the instructor approves

the override, the student should contact Ms. Lisa Haas in the department to complete the override paperwork. Students are responsible for delivering the approved override paperwork to the College of Sciences Academic Services either through email or in-person. The Department of Anthropology can only issue overrides for classes offered by the department.

¹Courses that are full with a waitlist are not eligible for

an override.

²Time conflict overrides require written approval from both instructors affected by the overlap.

³Students wishing to enroll in a graduate course should speak with the instructor of the course and the Undergraduate Coordinator.

⁴Excessive hours overrides can only be issued if the student is an anthropology major.

"The purpose of anthropology is to make the world safe for human differences."

- Ruth Benedict

Required Course Grades

Students must achieve a grade of C or higher in all courses used to fulfill Anthropology program requirements. Grades of C- or lower **do not** count towards the Anthropology program. Students are allowed one exception to the C- rule and can request one course with a grade of C- to count in the program by contacting the department. There are no exceptions for grades lower than C-. Grading scales vary between faculty members, and students should always reference the course syllabus to determine the score needed to achieve a C or higher in the course. Faculty cannot change a student's grade unless there is an error in grading, a deviation from the syllabus grading policy, or discrimination in applying the grading policy. Students should be aware that grades of C- or lower may count towards university-level requirements (i.e. GEP courses, Foreign Language Proficiency) and are not controlled by the department. Faculty may also award incomplete grades in extenuating circumstances in consultation with the student.



High-Impact Learning, Study Abroad, Internships

UCF and Anthropology offer many opportunities to learn or conduct research outside of the traditional classroom. Students can use the following links to find opportunities:

- **Internships:** Search for internship opportunities through Handshake and the Office of Experiential Learning. Already know of/found an internship outside Handshake? Submit it for review through the Handshake system. cse1.ucf.edu
- **UCF Abroad:** Find study abroad opportunities offered through UCF. Already found a program outside UCF? Contact our office to start the review process. studyabroad.ucf.edu
- **Undergraduate Research:** Opportunities to engage directly with faculty on research projects. Students can get credit through Independent Directed Research courses. our.ucf.edu
- **Honors Undergraduate Thesis:** Conduct independent research with faculty that culminates in an honors thesis. honors.ucf.edu/faculty/honors-in-the-major



UCF Golden Rule Handbook

The Golden Rule Handbook provides students with expectations regarding their conduct, performance, and decisions. The handbook can be found at goldenrule.sdes.ucf.edu. The handbook also contains policies and procedures related to many administrative offices on campus. Specifically, the handbook addresses

rules of conduct for individual students and student organizations, student rights, academic behavior standards, student conduct review and appeals, academic appeals, sanctions, and FERPA. It also provides a comprehensive list of resources for students to use in the event of medical emergencies, the need to report behavior or

activities of concern, assistance for students in crisis or needing care services, and guidance on offices to contact in a variety of situations. Students should be familiar with the Golden Rule Handbook and pay close attention when changes to the handbook are announced by UCF.

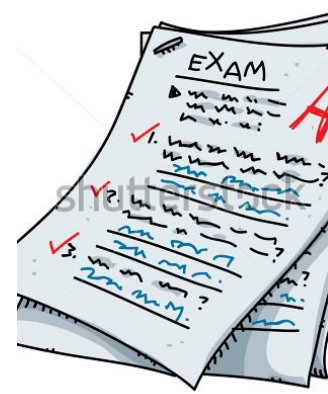
"Anthropology demands the open-mindedness with which one must look and listen, record in astonishment and wonder that which one would not have been able to guess."

- Margaret Mead

Anthropology Exit Exam & Survey

Students must complete the Anthropology Exit Exam & Survey in order to graduate with a B.A. in Anthropology. **Failure to take the exam & survey will prevent graduation!** The department is required to collect information from the exam & survey to complete program assessments. Communication will be sent approximately one month before the end of the semester to students' Knights email accounts that have filed an Intent to Graduate. Please note the following:

- The exam and survey are electronic and held through Webcourses.
- The exam & survey are held starting approximately one month before graduation.
- You must take the exam & survey during the semester of your graduation, not before.
- The exam is timed to be one hour and will time-out automatically.
- The exam is meant to be a general evaluation of how much information students have retained from all four years of study. The survey is meant to provide information regarding the students' experience in the department and future career plans.
- The exam does not affect your grades and a minimum score is not required. Students must simply complete the exam.
- The department will report the completion to COSAS at the end of the semester.



www.shutterstock.com - 89492809