

Department of Anthropology

Policies & Procedures Quick Reference Guide

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Undergraduate
FAQs



Department Contact Information

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Dr. John Schultz
Chair & Professor
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Follow us on social media!



Department Undergraduate Advisors



Dr. Sandra Wheeler
sandra.wheeler@ucf.edu

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



Dr. Amanda Groff
amanda.groff@ucf.edu

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

Our faculty advisors assist students with the following:

- Determining the courses best suited for a student's career goals
- Anthropology course transfers from other institutions
- Potential course substitutions in the Anthropology programs
- Course overrides for Anthropology majors
- Graduation requirements
- Assistance with policies and procedures
- Assistance finding internships, field school, study abroad programs, and other high-impact courses

Students should contact Dr. Wheeler or Dr. Groff directly to request an appointment or ask a question.

Undergraduate Academic and Administrative Support

College of Sciences Advising 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
- Reviewing transient student forms
- Administrative record changes
- Processing degree certification
- Graduation audit reviews

College of Sciences Building, Room 250
Phone: 1-929-205-6099
Email: cosas@ucf.edu
Website: www.sciences.ucf.edu/cosas



Matt Darby
matthew.darby@ucf.edu

Mr. Matt Darby is the Administrative Assistant III for the department. One of his roles is a liaison for the Anthropology undergraduate programs. He is responsible for the following items:

- Assisting students with registration
- Administration of final grade processing
- Facilitating the exit exam
- Preliminary certification of degree audits for graduation
- Serves as a student advocate and liaison
- Advises on department policies and procedures

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
- Excess hours⁴

Students requesting a course override must first contact the course instructor to obtain written permission to enroll into the class. If the instructor approves the override, the student should contact Mr. Matt Darby in the department to complete the override paperwork. Students are responsible for sending the approved override paperwork to

the College of Sciences Academic Services via email. The Department of Anthropology can only issue overrides for classes offered by the department.

¹ Courses that are full with a waitlist are not eligible for an override.

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

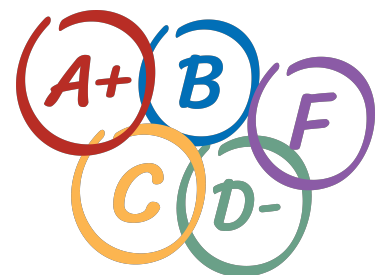
³ Undergraduate students wishing to enroll in a graduate course should speak with the instructor of the course and the Undergraduate Coordinator.

⁴ Excess 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 (2.0) 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 Undergraduate Coordinator. 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 about or conduct research outside of the traditional classroom through high-impact courses such as internships, field schools, study abroad, and undergraduate research 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. csel.ucf.edu
- **Field Schools:** Anthropology offers several field school opportunities; we also accept credit from non-UCF field schools.
- **UCF Abroad:** Find study abroad opportunities offered through UCF at studyabroad.ucf.edu. Already found a program outside UCF? Contact our office to start the review process.
- **Undergraduate Research:** Opportunities to engage directly with faculty on research projects. Students can get credit through Independent Directed Research courses. <https://academicsuccess.ucf.edu/our/>
- **Honors Undergraduate Thesis:** Conduct independent research with faculty that culminates in an honors thesis. honors.ucf.edu/faculty/hut/about

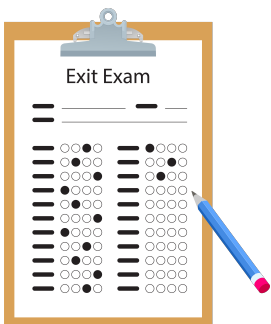
UCF Golden Rule Handbook

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 in the event of a medical emergency, reporting concerning behavior or activities, assistance for students needing care services or in times of crisis, and additional 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 and Survey

Students must complete the Anthropology Exit Exam and Survey in order to graduate with a B.A. in Anthropology. Failure to take the exam and survey will prevent graduation! The department is required to collect information from the exam and survey to complete program assessments. When an Intent to Graduate has been filed, communication will be sent approximately one month prior to graduation. Please note the following:



- The exam and survey are held through Webcourses.
- The exam and survey are available starting approximately one month before graduation.
- You must take the exam and survey during the semester of your graduation, not before.
- The exam is timed for one hour and will time-out automatically.
- The exam is a general evaluation of your anthropological knowledge. 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.
- The department will report the completion to COSAS at the end of the semester.

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) or American Sign Language (i.e. ASL 2140 and ASL 2150). It may also be met by a proficiency exam offered by the University Testing Center. 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.

Students should consult an advisor about the best language to take depending on their specific interests. 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 UCF 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 intent to graduate, 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 (AAA) has great resources for exploring industries that hire anthropologists and the unique job opportunities those industries may offer. More information can be found at www.americananthro.org

UCF also assists students with finding and preparing for future careers through UCF Career Services 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 and virtual 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

