July 18, 2013

Dear incoming IU Anthropology graduate student,

On behalf of the department, Debra Wilkerson (the Graduate Administrative Secretary) and I welcome you to Indiana University’s Department of Anthropology. As you make plans for arriving in Bloomington, we want to give you some important information on advising, student mentoring, and orientation activities.

Debra and I are your two official department contacts. I (Prof. Stacie King) am the incoming Director of Graduate Studies (or ‘DGS’) for our department. The DGS is the department liaison between the Graduate School, Anthropology faculty, and graduate students. In this capacity, I will be responsible for interpreting and communicating changes in Graduate School policy to faculty and students, help make changes to departmental policy related to graduate study, and will manage our graduate student’s participation in various university-administered funding opportunities. I will also help to communicate graduate student concerns to Anthropology faculty members and will work with graduate students (and faculty) on an individual and group basis to improve everyone’s academic experience in our department. Most of all, I look forward to talking with each of you about the field of anthropology, learning what it is that you will study and contribute to our shared field, and seeing what roads you take as you navigate your way through our program and beyond.

Debra has been our Graduate Administrative Secretary for many years, and we are very fortunate to have someone in her position who knows university procedures so well. Debra is the intermediary between you and the university machinery that bestows PhDs and MAs. She will help you figure out which forms to fill out, remind you of various deadlines for awards and funding opportunities, give you advice on how to complete the credit hours required for your degree, and will keep track of the your academic records. This last part of her duties is one that both helps you to advance toward your degree and equally importantly documents our department’s effectiveness in training students. Please, now and in the years to come, help us out by responding to our requests in a timely way.

The DGS also serves as the faculty advisor for the Anthropology Graduate Student Association (AGSA). AGSA will be thoroughly involved in your graduate life, starting with orientation. Your doctoral advisor (also known as the chair of your committee or primary advisor) will give you specific guidance on which classes you should take, as well as when and how you should proceed with your dissertation research. The graduate program requirements are outlined in
two documents, to which you can link on the “welcome new graduate students” page on our departmental webpage:

Guide for Graduate Students in Anthropology
http://www.indiana.edu/~anthro/grad/guide.shtml

University Graduate School Bulletin
http://www.indiana.edu/~bulletin/iu/gradschool/2012-2013/index.shtml

Debra and I are available to answer questions that you might have about those requirements, and we can also answer more general questions regarding professional issues, university regulations, and departmental policy. I won’t be back on campus until August 19, but you should feel free to email me with any questions you might have, understanding that I am still in the field and may be a bit delayed in responding. Thereafter, you can reach me by email, in my office in Student Building 245, or on my office phone 812-855-3900, preferably making an appointment in advance. Debra is available in the main office most days Monday-Friday 8:15am to 12:00 pm and 1:00 pm to 4:30 pm on a drop-in or by appointment basis.

AGSA, the Anthropology Graduate Student Association, is a student-run organization founded to promote graduate student professional development, student camaraderie, and student/faculty interaction. AGSA sponsored a wide range of activities this past year including a student-organized academic conference and graduate student research proposal presentations. You will come to know AGSA well in your first few days at IU, and we hope you will participate enthusiastically in their activities over the next few years.

Graduate student orientation will consist of activities sponsored by the University Graduate School (UGS), Graduate and Professional Student Organization (GPSO), the Department of Anthropology, and AGSA. There will be several advising or orientation meetings as well as social opportunities to meet the faculty, the staff, and other graduate students. Much of the orientation takes place during the week just prior to the beginning of classes (August 19 - 23). You should plan on being in Bloomington by that time.

On Wednesday August 21 between the hours of 9 am and 12:30 pm and Thursday August 22 between 9:30 am and 12:30 pm the department chair, Prof. Catherine Tucker, and I will be meeting with each one of you for a half hour to answer questions, get to know you, and get you started in our department. Please email or call the department office to set up your half-hour appointment during the scheduled blocks of time (812-855-1203, 812-855-1041, Agatha Wong at agwong@indiana.edu or Debra Wilkerson at dwilkers@indiana.edu).

Following the individual meetings, on Thursday August 22 from 3 to 5 pm, we will hold an Anthropology Department new student orientation for all of you together, when you will be officially introduced to Debra Wilkerson, if you have not already met her, hear some more general information about the department and your graduate training in Anthropology, and meet with AGSA representatives. We also usually host a reception/party to introduce new
graduate students to faculty members and current students at the end of the first week of classes, which this year is August 30.

Each of you has been assigned a preliminary faculty advisor. A list of all incoming students and their preliminary advisors is attached on the next page. You should try to set up an appointment to meet with your advisor or contact your advisor by email before you register for your fall classes.

New graduate student registration will take place during Open Registration from August 19 to 22. Go to either of these places for more information on registration:

- http://enrollmentbulletin.indiana.edu/pages/regnew.php?Term=1

Before you register for classes, you will need to set up your IU computing account. Go to the https://itaccounts.iu.edu and use your 10-digit University ID number printed on your acceptance letter to get started (detailed instructions are at http://kb.iu.edu/data/achn.html.) Here you will also be directed to create a Network ID (user ID) and a passphrase. These will give you access to all of IU’s relevant computing systems. You will also set up your email account here (your email address will be the same as your network ID). Please note the department will use your IU email for official correspondence and you are required to check it regularly.

Once you have finished this process you will be able to log onto OneStart at https://onestart.iu.edu. This is the main portal at IU for things such as email, grades, schedule of classes, forms, payroll, bursar account, etc. You will also go to OneStart to register for classes by clicking on the tan Services tab, then “Student Self Service” on the left, then “Go to Student Center.”

On behalf of the faculty and graduate students in IU Anthropology, we welcome you to the department. We urge you to attend as many departmental events as you can, both these early ones welcoming you to IU, but also other lectures, colloquia and discussion forums as the year progresses. Such events will not only give you the opportunity to get to know us, but we also feel that they are an essential part of your professional development. Contact us if you have last minute questions or concerns. We look forward to meeting and welcoming you in person.

Sincerely,

Stacie M. King
Associate Professor and Director of Graduate Studies
kingsm@indiana.edu
IMPORTANT DATES AND TIMES:

- International Student Orientation begins August 14, 2013
- Half hour meeting on Wednesday August 21 between 9 am & 12:30 pm or Thursday August 22 between 9:30 am & 12:30 pm
- Anthropology new graduate student orientation, Thursday August 22, 3 to 5 pm
- First day of classes – Monday August 26
- Introduction of New Graduate Students, Department Fall Reception and Welcome Party – Friday August 30, starting at 4 pm

INCOMING GRADUATE STUDENT LIST 2013-2014 & PRELIMINARY FACULTY ADVISOR

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<th>Student</th>
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<tr>
<td>Mierxlati Alifu</td>
<td>Linguistics</td>
<td>Phil LeSourd</td>
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<td>Amanda Burtt</td>
<td>Archaeology</td>
<td>Laura Scheiber</td>
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<td>Simona Cotafana</td>
<td>Sociocultural</td>
<td>Sarah Phillips</td>
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<td>Marissa Emond</td>
<td>Bioanthropology</td>
<td>Virginia Vitzthum</td>
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<td>Colleen Friedly</td>
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<td>Michael Muehlenbein</td>
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<td>Huixin Tian</td>
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<td>Kurt White</td>
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