

UC San Francisco Medical Anthropology Program Student Handbook

**Department of Anthropology,
History and Social Medicine
UC San Francisco
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<http://www.dahsm.medschool.ucsf.edu/>**

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UC San Francisco - Academic Calendar

Academic and Administrative Calendar 2008 - 2009

* Academic and administrative holiday See specific school calendar for exact dates of instruction and finals

Fall Quarter 2008 49 days of instruction

Fall quarter begins	September 10	Wednesday
Instruction begins	September 18	Thursday
* Veterans Day Observed	November 11	Tuesday
Class instruction ends	November 26	Wednesday
* Thanksgiving holiday	November 27	Thursday -
	November 28	Friday
Final exams	December 1	Monday -
	December 5	Friday
Clinical instruction ends	December 5	Friday
* Winter Holiday	December 25	Thursday -
	December 26	Friday
Fall quarter ends	December 30	Tuesday

Winter Quarter 2009 48 days of instruction

Winter quarter begins	December 31	Wednesday
* New Year's holiday	December 31	Wednesday -
	January 1	Thursday
Instruction begins	January 5	Monday
* Martin Luther King, Jr. Day	January 19	Monday
* Presidents Day	February 16	Monday
Class instruction ends	March 13	Friday
Final exams	March 16	Monday -
	March 20	Friday
Clinical instruction ends	March 20	Friday
* Cesar Chavez, Sr. Day	March 27	Friday
Winter quarter ends	March 27	Friday

Spring Quarter 2009 49 days of instruction

Spring quarter begins	March 28	Saturday
Instruction begins	March 30	Monday
* Memorial Day Observed	May 25	Monday
Class instruction ends	June 5	Friday
Final exams	June 8	Monday -
	June 12	Friday
Clinical instruction ends	June 12	Friday
Spring quarter ends	June 12	Sunday

<http://saawww.ucsf.edu/admission/calendar.html>

UC Berkeley Academic Calendar

Fall Semester 2008	
Welcome Activities	To be determined
TeleBEARS Begins	Monday, April 07, 2008
Fee Payment Due	Friday, August 15, 2008
FALL SEMESTER BEGINS	Thursday, August 21, 2008
Instruction Begins	Wednesday, August 27, 2008
Academic and Administrative Holiday	Monday, September 01, 2008
Homecoming	Friday, October 03, 2008 -- Sunday, October 05, 2008
Academic and Administrative Holiday	Tuesday, November 11, 2008
Academic and Administrative Holiday	Thursday, November 27, 2008 -- Friday, November 28, 2008
Last Day of Instruction	Wednesday, December 10, 2008
Final Examinations	Saturday, December 13, 2008 -- Saturday, December 20, 2008
FALL SEMESTER ENDS	Saturday, December 20, 2008
Academic and Administrative Holiday	Thursday, December 25, 2008 -- Friday, December 26, 2008
Academic and Administrative Holiday	Wednesday, December 31, 2008 -- Thursday, January 01, 2009

Spring Semester 2009	
Cal Day	To be determined
Charter Gala	To be determined
TeleBEARS Begins	Monday, October 20, 2008
SPRING SEMESTER BEGINS	Tuesday, January 13, 2009
Fee Payment Due	Thursday, January 15, 2009
Academic and Administrative Holiday	Monday, January 19, 2009
Instruction Begins	Tuesday, January 20, 2009
Academic and Administrative Holiday	Monday, February 16, 2009
Spring Recess	Monday, March 23, 2009 -- Friday, March 27, 2009
Academic and Administrative Holiday	Friday, March 27, 2009
Last Day of Instruction	Monday, May 11, 2009
Final Examinations	Thursday, May 14, 2009 -- Thursday, May 21, 2009
SPRING SEMESTER ENDS	Thursday, May 21, 2009
Academic and Administrative Holiday	Monday, May 25, 2009

Ph.D. Program Overview

Mission

The Medical Anthropology Program at UCSF has three primary missions:

1. To conduct original research that contributes to sciences and/or social sciences.
2. To prepare anthropologists for careers in health-related research and education.
3. To teach health professional students so that they may be better prepared for the complexities of clinical practice.

We aim to contribute useful anthropological knowledge to the promotion of human wellness, the relief of suffering, and the treatment of disease, through research and training, in collaboration with other social scientists and health professionals. In an era of rapid social change, anthropological knowledge can help gauge and respond to the practical and moral implications of new health and medical and scientific projects grounded in a thorough understanding of the nature of our contemporary and historical human condition, our graduates hold careers across academic and applied fields. Through intellectual practices and situations, both domestically and internationally.

Students are important key figures in the achievement of these missions. Our educational activities are geared to ensure that every graduate of the Program is well prepared to tackle these missions in a scholarly manner consistent with the ethics of discipline of anthropology and with his or her values.

Educational Philosophy

We regard students as emerging scholars engaged in the process of becoming valuable junior colleagues through developing their own skills and expertise. We appreciate and willingly support a wide range of theoretical stances by students while simultaneously challenging, questioning and debating all and any such positions.

We place considerable emphasis on equipping students with the basic tools of their profession -- with the skills to engage in critical thinking and evaluation, with the ability to conduct high quality research, and with the competence to communicate and work effectively with colleagues, be they in anthropology, in related disciplines, or in clinical health care.

In addition, each student is expected to acquire both a breadth and a depth of knowledge relevant to the anthropology of health and illness. Breadth of knowledge by taking courses from within the discipline of anthropology as well as from outside -- from sociology, history, psychology, area studies, or public health, for example. Depth of knowledge is an integral part of the major written examinations or field statements, in which students are expected to review and critically assess the development and current state of knowledge in three topical areas pertinent to the planned dissertation research.

We do not hold students to studying the topics or ideas outlined in their initial Statement of Purpose. Rather, after two years of rigorous and sustained coursework in the fundamentals of

socio-cultural anthropology generally and medical anthropology specifically, we expect all students will:

- a) demonstrate increased sophistication and understanding of their theoretical and methodological approach,
- b) be more aware of alternative approaches and viewpoints,
- c) be better able to articulate and justify their own particular interests and theoretical approach, and
- d) be better able to devise appropriate ways for investigating their espoused interests

Core values

Core values of UCSF's Medical Anthropology Program have always been civility, collegiality and cooperation. These values encompass faculty, students, postdoctoral fellows, and research and administrative staff.

Although we recognize the rankings inherent in an academic environment, especially one so dominated by a medical school, the Program is not particularly hierarchically organized. We attempt at all times to engage in civil interaction that fully respects the rights and dignity of all. We offer everyone associated with the Program a respectful forum for open discussion of ideas, concerns or issues. We seek effective, equitable solutions to problems. We celebrate a wide diversity of skills, talents and accomplishments, be they by faculty, students or staff.

Student Participation

We heartily welcome student input and commitment to life in the Medical Anthropology Program, and encourage it as an aspect of professional development.

The degree of student participation varies from one cohort of students to another and from topic to topic. In some years, there is a flurry of student-led activity; in other years, there is little interest. Student participation ranges from joint student-faculty committees that are formally organized through consultation with students via group or individual meetings to activities that are entirely student-led and or involve only students.

Each year we ask for student volunteers to organize speakers for the Medical Anthropology seminar series. Students contact potential speakers and work with Graduate Advisor to schedule the speakers. The seminar series offers students an opportunity to meet Medical Anthropologist from other institutions. Students are invited to join the speaker and another faculty member for dinner following the seminar.

A quarterly meeting between faculty and students usually occurs, often followed by a potluck dinner. Meetings can be called by either students or faculty. At these events, issues of concern to students, be they curricular or otherwise, are raised and debated in an open, honest and mutually respectful fashion. Issues debated need not be "problems" that need solving. Often, in fact, issues are requests for information or of general interest; e.g., what kind of criteria the faculty use in assigning fellowships from the Dean, or where and what style of advocacy might best fit a particular style of research project.

Evaluation

Productivity is expected of students as the progress through the program. Each year, the faculty meets to discuss individual student progress, course and examination performance. Students who fail to meet the standard of performance deemed necessary for progression will be asked to withdraw from the program.

General Information

1. Registering for Classes at UC San Francisco

You'll need the following numbers to register for classes online:

- User ID
- Personal Identification Number (PIN)

NOTE: You will receive both the access codes and your PIN from the Office of the Registrar in late August or early September.

To register for classes at UCSF, go to the Office of Admissions and Registrar web site:

- <http://saawww.ucsf.edu/admission/reg.html>
- Choose online services

2. Registering for Classes at UC Berkeley

Students should first visit UC Berkeley's Schedule of Classes at <http://schedule.berkeley.edu/> to see what classes are being taught.

Students need the following information to register for classes online:

- Berkeley Student ID Number (SID)
- Personal Identification Number (PIN)
- CalNet ID and Passphrase.
- Telebears Appointment

Your Student ID number and your PIN are generated when the Department notifies UC Berkeley of your admission to our program. You will also receive a Telebears Appointment which is a designated time for you to register for courses. You will use your student ID and PIN to create the CalNet and passphrase which allow you to access the Telebears system. To create a CalNet ID, you will go to the same webpage that allows you to register for classes:

<https://telebears.berkeley.edu/telebears/login/login.jsp>



Please identify yourself with your CalNet ID to access **TeleBears**.

CalNet ID:

Must not contain upper-case letters.

Passphrase:

Passphrase is case sensitive.

Authenticate

Don't have a **CalNet ID**? [Click here](#).

If you are unable to log on AND your CalNet ID and passphrase are more than 5 years old, you must [change your passphrase](#).

Use this link to create your CalNet ID and Passphrase

Follow the online instructions to create your CalNet ID. You will be allowed to register for classes only during your scheduled Tele-BEARS course registration appointment.

Once you access the telebears system, you will then use your SID and PIN to register for classes.

Additional Registration information

- To be considered full-time, students must be enrolled for 8-12 units of coursework.
- If a student is taking less than 8 units of course work at UCSF, but is taking additional course work at UCB, then students will need to register for **Anth 200 – Off Campus Study**. This will notify the UCSF registrar that you are fulfilling the minimum unit requirement by taking classes at UCB.
- If you are taking more classes at UCSF than at UCB or to maintain your registration at UCB while you are doing fieldwork/dissertation writing you should use the following course control numbers at UCB:
 - for those of you who have not yet advanced to candidacy, use CCN#: 92006
 - for those of you who have advanced to candidacy, use CCN#: 92003

Both of these actions will help the UCSF and UCB registrars to keep track of your progress.

3. Establishing UCSF Graduate Division Residency Requirements

Students are required to fulfill Graduate Division residency requirements:

- All students must be registered at the University of California for a **minimum of six quarters**.
- At least **three of these quarters** must be on the UCSF campus. During each quarter at UCSF, the student must be registered **for at least four units** of work in order to earn the requisite residence.
- At least **two semesters** (the equivalent of three quarters) on the UCB campus. At UC Berkeley, the student must be registered for **at least six units** of work each semester.

4. Establishing California Residency Requirements For Tuition Purposes

(US Citizens and Permanent Residents Only)

By establishing California Residency, US Citizens and permanent Residents do not have to pay non-residence tuition (NRT). Non-resident tuition is waived after the first year.

As soon as you arrive in the Bay Area, you will need to do the following:

- Registering to vote and voting in California Elections
- Designating California as your permanent address on all school and employment records including military records.
- Obtaining a California Drivers License or Identification Card
- By paying California taxes as a resident
- Establishing Bank account(s)

Any of the above is evidence of your intent to establish California Residency and documents must be dated one year before the quarter/semester for which you seek resident classification. Therefore, to have NRT waived during the 07-08 academic year and beyond, the above documentation must be dated prior to August 31st, 2006.

As a new student, you will also need to submit a Statement of Legal Residence to the Office of Admissions and Registrar by the beginning of the Fall 07 quarter. This form can be found on the web at:

<http://saawww.ucsf.edu/admission/pdf/residence.pdf>

5. Student Advisors

A faculty advisor will be appointed at the beginning of the first year of study for each student in the Program.

- You may change advisor any time you wish but you must inform the administrative staff (Kimberly Bissell) when you change, and, of course, the former and current advisor.
- Students must meet with their advisors in person at least once a quarter and keep advisors informed of their progress.
- Each advisors must formally review/approve each student's plan of study annually.

This advisor assumes responsibility for aiding the student and planning his or her curriculum.

- Don't wait too long to ask for advice or help. The sooner we know about an issue, the sooner we can find solutions or help. We can't do anything after the fact but often can circumvent problems if we know about them soon enough.
- If you are having a problem of any kind, consult first with your advisor. If necessary he/she can involve other faculty or university resources as appropriate.

6. Address/Phone Number/Email

You must keep DAHSM informed of your current address, phone, and email. Occasionally we do need to reach you urgently so we need up-to-date information. Unless otherwise noted, this information is regarded as confidential and available only to DAHSM faculty and staff.

7. UCSF Student ID Badge

ID's can be obtained from the UCSF Police Department (<http://www.police.ucsf.edu/>). Drop-in hours: Monday - Friday 8:00 AM to 12:00 PM. Appointments only: Monday - Friday 1:00 PM to 4:30 PM. Please call the ID section at (415) 476-7065 to schedule an appointment or for additional information. ID's cost \$35 and the cost is not covered by the department. Once you obtain an ID, bring in to the office and Daniel Hayes can have this activated for Laurel Heights perimeter.

8. Financial Support

Each year (usually in January) students will be asked to submit information to the Department about their financial need for the following academic year. Students will also be required to submit a list of any grants or fellowships they have or will apply for. Students should also tell us if they anticipate working at UCSF or at UCB. This will assist us in monitoring fee remissions.

Financial support is contingent on the following:

1. Satisfactory academic progress
2. UCSF's Graduate Division funding allocation
3. Grants/Fellowships already awarded to the student

Note: To be eligible for most Graduate Division funding, students cannot be enrolled for more than 15 quarters or 5 years (excluding summers and periods when the student has withdrawn).

Year 1

Focus training and learning on the extent and complexity of Medical Anthropology theory

1. Core Courses and Electives

Year 1 Course Work

Campus	Fall Semester	Fall Quarter	Winter Quarter	Spring Semester	Spring Quarter
UCSF		Anth 205A Anth 220	Anth 205B Anth 220		Anth 211A Anth 220
UCB	Anth 240A		Anth 240B Electives		

UCSF course titles:

Anth 205A&B: Intro to Medical Anthropology Theory
 Anth 220: Program Seminar
 Anth 211A: Research Training Seminar I: Introduction to Ethnographic Research

UCB course titles:

Anth 240A&B: Fundamentals of Anthropological Theory

Note: 1 (Semester) unit at UCB equals 1.5 (quarter) units at UCSF full-time students need a minimum of 8 units/quarter.

2. Pre-Qualifying Examination

Toward the end of the first full year (three quarters) of study, students will be required to pass an oral pre-qualifying examination administered by an appointed committee of UCSF program faculty.

This examination is primarily diagnostic in nature, designed to discover deficiencies in the student's academic background and prior preparation, so that these deficiencies may be corrected during the second year of study. The examination also serves to evaluate the work students have completed to date. In the absence of a satisfactory evaluation, the committee may recommend a second oral examination be held within a specified period of time (usually 3 months) or may recommend termination of the student from the Program. **See Appendix A**

3. Student Progress

This will be evaluated **each year**. Students making unsatisfactory progress will be required to attend a meeting with their advisor and the Chair of the Program in order to discuss deficiencies and schedule a program of study to correct these. Students who consistently fail to make satisfactory progress in their program of work will be terminated from the Program after discussion with and approval by the Graduate Division. Students not making good progress will be informed of this as soon as it is evident, so corrective action can be taken.

Year 2

Focus on methods training, development of specialty areas, begin writing field statements, language training, statistics

1. Core Courses and Electives

Year 2 Course Work*

Campus	Fall Semester	Fall Quarter	Winter Quarter	Spring Semester	Spring Quarter
UCSF		Anth 211B Anth 220	Anth 211C Anth 220		Anth 220
UCB	Electives		Electives		

Anth 211B

Research Training Seminar II: Fieldwork

Anth 211C

Research Training Seminar III: Qualitative Analysis

*The program requires fulfillment of language and statistics proficiency. See page 13.

2. Graduate Division Residency Requirement

If a student has been following the required course, residency should be established at both UCSF and UCB by the **end** of this year.

3. California Residency Requirement for Tuition Purposes

Residency must be established by beginning of this year. We will not give financial support (Non-Resident Tuition fee offsets) to eligible students who fail to establish California residency.

4. File Preliminary Statement of Fields

Students should submit their preliminary announcement of fields before the end of spring quarter of their 2nd year (see appendix E)

Submission of Preliminary Announcement form needs to be approved by Executive Committee. This will include:

- Proposed Field Statements and Dissertation topic,
- Faculty Sponsors
- Language and statistic requirements if necessary and how they will be satisfied

5. Qualifying Exam Committee

Qualifying Examination Committee Policy:

- The four-member committee for the oral qualifying examination does not have to but will normally include some (even all three) faculty members with whom the student has worked in preparing field statements/dissertation proposal.
- The chair of this committee must come from UCSF. At least one member of the examination committee must be from UCB.
- At least one member from each campus must be an anthropologist.
- The fourth member must be from outside the Medical Anthropology faculties, and can be from either campus, or from another institution (e.g., Stanford University or San Francisco State University) if the student has had reason to work with such a person.

For further information on committee composition, the student should consult with his or her graduate advisor.

Note: The Chair of the qualifying examination committee may not serve as the Chair of the dissertation committee, although he or she may be a member of the dissertation committee.

6. Work on Field Statements

Once Preliminary Field Statements are approved, work begins on Field Statements.

Year 3

Complete Field Statements and Take qualifying examination

1. Core Courses and Electives

Year 3 Course Work

Campus	Fall Semester	Fall Quarter	Winter Quarter	Spring Semester	Spring Quarter
UCSF		Directed readings/ electives	Directed readings/ electives		Directed readings/ electives
UCB	Electives		Electives		

2. Pre-exam requirements

Before taking the Oral Examination the following requirements **must** be met:

- All incomplete grades must be removed for any courses prior to taking the qualifying examination.
 - The language requirement (**Appendix B**)
 - Language must be a language of scholarship or appropriate field language
 - Can be satisfied by taking a UCB language exam that is offered once or twice a year.
 - If it is a field language for which no UCB language course is offered, a letter from the tutor is required specifying language competence.
- The statistics requirement:
 - The statistics requirement may be satisfied either through recent previous coursework in a student's career, or through taking coursework (usually during the second year) either on the UCSF or the UCB campus.
 - Students who have already covered sufficient ground can be granted a waiver. Students who request a waiver must submit for faculty approval a detailed topical outline of previous coursework in statistics taken within the past five years.
 - Students may request a waiver if their advisor feels that the student does not need knowledge of statistics to complete the dissertation. This request for exemption will be discussed and approved by the Graduate Program Committee

prior to the student's qualifying examination. A memo from the student's advisor must be provided to the program administrator.

3. Field Statements

- Two field statements and a dissertation proposal will be developed in consultation with at least three anthropology faculty members. Each faculty consultant is responsible for signing approval on only one of the final documents.
- One broad field statement will cover a substantive, topical health-related field coordinated around a geographical area and/or anthropological location (e.g., AIDS and Sub-Saharan Africa; Childhood and Southeast Asia; Illness Experience and the United States).
- One field statement will be a theoretical review and critique (e.g., Gender and Sexuality; Globalization; Political Economy; Phenomenological Approaches.)
- The third document will be a dissertation proposal. It must incorporate theory, substantive topic, and geographical region and/or anthropological location into its discussion of research design/methods/analysis plans. The proposal serves as a foundation for applications for doctoral funding.
- One of the two field statements may be organized as a course outline. Field statements and proposals are limited to 35 pages of text each, excluding the bibliographic references.

4. Administration – Qualifying Exam/Field Statements

- Students arrange the date of their qualifying exam with their committee members. Once a date has been set, students need to inform the program administrator of that date.
- The program administrator will complete the “Notice of Qualifying Exam” form and forward to the Graduate Division.
- For all non-academic senate committee members, a petition, explaining the reason for this faculty member’s inclusion on the committee and a CV will accompany the form.
- **All three written documents need to be approved and submitted to the Program (to Kimberly Bissell) at least one month before the oral examination takes place.**

5. Qualifying Examination

The oral qualifying exam usually two to three hours in length covers:

- The general field of medical anthropology.
- Those additional fields of specialization within the sub-discipline on which he or she has prepared written field statements.

- The doctoral research prospectus.

5. Advancing to Candidacy

- Occurs after a satisfactory pass in the comprehensive oral examination.
- Students cannot advance to candidacy in the same quarter as they completed their oral examination.
- A formal application must be made to the Graduate Division.
- It must be filed at least 3 quarters before completion of degree requirements.
- Candidacy for the doctoral degree lapses four years after advancement **including** leaves of absences.
- The maximum amount of leave is two years, and must be approved by the Department and the Dean. If more than two years is taken as leave a student will be requested to withdraw from the Program and, if warranted, may re-apply for admission.

Years 4/5

Focus on Dissertation Fieldwork

1. Dissertation Fieldwork

Dissertation research may be carried out either within the United States or abroad, in areas and on topics which are pertinent to the field of medical anthropology.

Dissertation committees will consist of at least three members, at least one of whom will be an anthropologist from UCSF and one an anthropologist from UCB. The Chair of the dissertation committee **must** be a member of the Academic Senate at UCSF.

Note: The Chair of the oral committee cannot be the Chair of the dissertation committee.

2. Graduate Advisor

Once a student has successfully passed the qualifying exam, his or her dissertation chair takes over the role of graduate advisor. Of course students are welcome to still consult with former graduate advisors or other faculty as appropriate but all paperwork and formal contact should now be handled through the dissertation chair.

3. Graduating

Before graduating from the program, each student **must** deliver to the general program faculty and student body, a talk or seminar that outlines the dissertation work and its major findings.

Before graduation, each student **must** submit to the Program a complete copy of the PhD dissertation.

Appendix A: Pre-qualifying Examination

The purpose of the oral pre-qualifying examination, scheduled for late in the Spring Quarter of the first year of graduate work, is to determine whether or not the student is prepared to undertake work in stage two of the doctoral program. Passing this examination indicates that the faculty assesses the level of student competence and preparation to be adequate for the intensive work involved in the next stage of training. The next stage involves the development of areas of specialization pertinent to the dissertation topic(s), and the writing of field statements preparatory to the Ph.D. oral qualifying examination.

Although we hope to minimize unnecessary tension and stress, the character of the examination will be formal, since one of its goals is to help prepare students for the later qualifying oral examination and to give them practice in “thinking on their feet” while answering abstract questions. Therefore, the examination will be in the nature of a “mini-oral,” a rehearsal for the Ph.D. qualifying examination.

The exam will last approximately one and one-half to two hours (including time for faculty discussion). Each examination committee includes three or four faculty members assigned by the Executive Committee of the Program. Exam committees generally consist of the student’s advisor, a faculty member with whom the student has worked in class during the year, and a faculty member whom the student might not have formally encountered. For various reasons, committee composition occasionally varies slightly from this ideal.

The exam has two basic aspects, overlapping but distinct in emphasis. One aspect is diagnostic, a discussion of the student’s progress to date and his or her felt needs, strengths, and deficiencies, with an aim to help him or her plan the second year of study. The other aspect of the exam is more evaluative in nature, devoted to substantive questions concerning anthropology in general and medical anthropology in specific, and assessing the student’s basic competence.

Students’ knowledge is expected to derive from experience obtained prior to entering the program, and from first year activities, including required and elective courses taken, and the readings assigned in those courses, whether they were courses at UCSF or UC Berkeley. A particular focus for faculty assessment is the student’s ability to think conceptually, and to integrate and critique pertinent knowledge or ideas.

To assist the faculty in their diagnostic and evaluative tasks, one month before the pre-qualifying examination each student selects and submits to the Program a copy of any two papers that he or she has written during the first year of doctoral training. Papers may be on any topic and have been written for any course at either UCSF or UCB.

Every effort is made to “standardize” the exams in fairness to all students, while allowing flexibility in keeping with each student’s particular background and interests. Broad areas of questioning are the following:

1. History and theoretical foundations of **general** anthropology (especially socio-cultural anthropology).
2. History and theoretical foundations of (socio-cultural) **medical** anthropology,

3. Major writers, persistent concepts, changing themes, or seminal approaches that the student has found useful for understanding the world of medicine, sickness, healing, and disease broadly defined (not only, of course, in the Western medical world).

Students should refer to the bibliographies of courses in anthropology such as 205A & B and 240 A&B for references in all areas, as well as readings in any elective course. Questions may be concerned with knowledge of the major literature, about a relevant substantive topic, or take the nature of hypothetical problems – given a certain research problem or “issue,” in your opinion which theoretical concepts and or research methodologies would be most useful and why?

Members of your pre-qualifying examination committee will gladly speak to you in more detail about the Program’s expectations for the examinations if you wish. Another good source of information is, of course, other students in the Program who have already been through the process.

Formidable though this appears, pre-qualifying exams are not intended to be grim or humorless affairs. Rather, think of the exam as an opportunity to have a somewhat one-sided conversation in which you, the student, get to talk more than the faculty, who won’t interrupt you and are genuinely interested in what you have to say. A few students who have already been through this process even later described it as being fun!

Appendix B: Language Competence

Before undertaking the oral qualifying examination, every student must pass an examination and demonstrate competence in at least one language other than English. This may be a language of international scholarship, but usually it is a field language necessary for undertaking dissertation research. The appropriate language is to be discussed and agreed to by the student and his or her graduate advisor.

The expected level of competence in the field language is verbal fluency, as demonstrated by the student's ability to engage in sustained conversation about ordinary everyday topics and activities, using appropriate non-technical, colloquial terms as well as technical words where appropriate. While it is highly desirable that student be able to read and write in the field language or be able to recognize and handle diverse dialects, these skills exceed the basic requirements for the PhD in Medical Anthropology.

The expected level of competence in a language of international scholarship is being able to read and correctly translate at the level of ordinary discourse a text containing some technical terms, such as for example published scholarly work. Being able to comprehend and properly translate recognized literary works in that language is desirable but not required.

The student's competency in the language must be confirmed in writing by a qualified evaluator, usually a teacher of the language. The document confirming that the student passed a language examination at the specified level of ability, can be either a letter or a standard form ordinarily used by the evaluator. The document must be signed by the evaluator, and should specify:

- the student's name
- the language tested
- the date and a brief description of the test given (e.g. 30 minutes of conversation, or 20 minutes of conversation plus probes of vocabulary or grammar, a copy of the text supplied for translation)
- a statement that the student passed the test, and if applicable, an assessment of the grade or level of competence
- the name, qualifications, and institutional affiliation of the evaluator.

The student must give the original of this document to the Medical Anthropology Program. It becomes part of the student's permanent record.

The Department of Anthropology at UC-Berkeley regularly schedules tests in a variety of scholarly languages, as do various departments of languages on that campus. A pass in these examinations is sufficient to satisfy this requirement.

Appendix C: UCSF Contacts

Office of Admission and Registrar (OAR)

Millberry Union, 200W
Ph: 415-476-8280

Graduate Division

Millberry Union, 200W
Ph: 415-476-4527

UCSF Bookstore

Millberry Union, First Floor
Ph: 415-476-1666

Student Financial Services Office

Millberry Union, Room 201 West
Ph: 415476-4181

International Students and Scholars

Room S-04, Box 0477
Phone: (415) 476-1773
Fax: (415) 476-8119

Housing Offices

Millberry Union, Room 102 West
Ph: 415-476-2231

Website Addresses

UCSF Websites:

Department of Anthropology, History and Social Medicine	http://dahsm.medschool.ucsf.edu/
Student Academic Affairs	http://saawww.ucsf.edu/
School of Medicine	http://medschool.ucsf.edu/
UCSF Student Homepage	http://www.ucsf.edu/students/index.html
Office of Admissions and Registrar	http://saawww.ucsf.edu/admission/admission.htm
Student Financial Services	http://saawww.ucsf.edu/financial/welcome.htm
Student Health Services	http://saawww.ucsf.edu/health/welcome.htm
Library Services	http://www.library.ucsf.edu/
International Students	http://saawww.ucsf.edu/international/welcome.htm
Campus Housing	http://www.cas.ucsf.edu/cho/
The Source (Computer Sales)	http://www.thesource.ucsf.edu/

Appendix D: Preliminary Announcement Form

Program In Medical Anthropology

University of California, San Francisco

PRELIMINARY ANNOUNCEMENT
To Executive Committee
Field Statements, Language and Statistics Requirements

Please submit this form to the Executive Committee for approval.

STUDENT'S NAME _____

ADVISOR'S NAME _____

QUARTER ENTERED GRADUATE PROGRAM _____

QUARTER ADVANCED TO STEP II _____
(i.e. quarter after passing pre-qualifying exam)

PROPOSED FIELD STATEMENTS	FACULTY SPONSOR
_____	_____
_____	_____
_____	_____

LANGUAGE REQUIRED	HOW TO BE SATISFIED	DATE COMPLETED
_____	_____	_____
_____	_____	_____

BIOSTATISTICS REQUIREMENT	HOW TO BE SATISFIED	DATE COMPLETED
_____	_____	_____

PROJECTED ORALS COMMITTEE	
_____	(If applicable, submit a Petition form Specifying in 1-2 paragraphs why a Non-academic senate member from UCB or UCSF, or a member from "outside" is Requested. Attach a copy of that Person's C.V. also)

APPROVED BY FACULTY ADVISOR:	_____	_____
	Signature	Date
APPROVED BY EXECUTIVE COMMITTEE:	_____	_____
	Signature	Date

APPENDIX E: FAQs / Things I Wish I'd Known

Helpful information for students by students

ACADEMIC:

Q: Do I need to register at Berkeley AND at UCSF, even if I'm only taking classes at one campus?

A: YES! In order to keep your ongoing full-time student status you need to file a study list for at least the minimum (8 units) at both campuses. Register for "dummy" units if you're not taking a class. At Berkeley use CCN 92003. At UCSF, use Anth 299. Or, if you're at the dissertation stage, ask Ned Garrett for the CCN for "dissertation research" or "dissertation writing" at Berkeley under the supervision of your Berkeley advisor. Same for UCSF (except there are no "CCN" numbers) – file for "dissertation research" or "dissertation writing" with your advisor.

Q: Who can help me resolve registration problems at Berkeley?

A: Michael Cooper, in the Registrar's Office, is the person who resolves issues for students in the joint program.
mjcooper@berkeley.edu, 510-642-1592.

Q: What's the deal with 240? I'm totally lost.

A: Join the club. It's a hazing ritual. If you don't have a background in anthropology (or even if you do), you may find it useful to take or audit the Berkeley undergraduate course Anthropology 114: The History of Anthropological Thought. This course thoroughly prepares you for the material that you'll be tested on in your first year orals, i.e., the history and genealogy of anthropological thought, including major players, major works, and major ideas. If you don't have time to audit 114, get the syllabus and do the reading on your own. The material covered in 240 is entirely up to the professors and most students feel that, while they may have learned interesting things in 240, the course did not adequately prepare them for the first year exam. (everyone)

Q: If I go on "leave of absence", does this mean I no longer have library access privileges?

A: Yes, you will lose official affiliation with the University, including library privileges. Contact students in upper years to see how they've dealt with this problem, including which public libraries are best and how to access information through the public library system as well.

TRANSPORTATION:

Q: What's the best way to get from Laurel Heights to Berkeley and vice versa using public transportation?

A: The cheapest way is on the F bus. It leaves the SF bus terminal on the :20 and :50 and is FREE with transportation sticker (see above). You can put your bike on the bus so get to the station at either end that way. One hour door to door. The other option is Bart to the 38 or 1. It's much faster to bike from Laurel Heights to downtown than to bus, but coming up it's pretty hilly.

Q: Did you know that students can get free transportation in Berkeley?

A: Get a "class pass" for students (including UCSF-side med anthro students) for free access on AC transit and transbay lines. Go the Cal 1 ID Card office (in Cesar Chavez plaza) with your Berkeley photo ID and proof of registration. If you don't have a Berkeley ID, go to the Registrar's Office and speak with Michael Cooper. They will verify that you're a registered student and give you a sticker to place on your Berkeley ID. Show it to the driver when you board the bus. They're only good for the semester so you'll have to do this every August and January, and you don't get a replacement if you lose it. <http://pt.berkeley.edu/pay/transit/classpass>

Q: What's the best way to get around the various UCSF campuses.

A: The UCSF shuttle system rocks – it's free and it's regular, reliable service. Go to the website to see routes and timetables. <http://www.campuslifeservices.ucsf.edu/transportation/shuttles/timetables/>

INTERNET AND PRINTING:

Q: Is there internet access at Laurel Heights?

A: Yes. While there is no official wifi service through UCSF, there are a couple of unsecured networks that get decent reception from the 2nd floor café. You can also use the blue Ethernet cables in several cubical areas of the Med Anthro suite. (Note – bring your laptop. It's just the cable itself in the cube that's available.) In general, if you see a cubicle not in use, you are welcome to set up a work space for yourself. If all cubes are busy (highly unlikely) or if you need further assistance figuring out exactly which spaces are available, ask Kim or Dan. Also, the student lounge (Laurel Heights, room 477 – ask Kim Bissell for the passcode) has Ethernet access. And you can always use the student computer located across from Kim's office (ask her for the passcode).

Q: Can I print or copy at Laurel Heights?

A: Yes. The department is working on a solution to give students pay-as-you-go access to the printer/copier in the Med Anthro suite. In the meantime, your best option at Laurel Heights is the Reprographic Office on the 2nd Floor (near cafeteria). For 10 cents/page they will print documents from your USB flash drive (they must facilitate), and for 7 cents/page (black/white) you can use the self-service copier.

Q: How do I set up my personal computer for remote access to UCSF?

A: You need to set up a web proxy connection. Query "proxy setup" on the UCSF home page for IT services (<http://oaais.ucsf.edu/OAAIS/home.html>) and choose the instructions based on your operating system and preferred email application (e.g. Outlook). This enables you to log in to your VPN account in order to access things like your student record (<https://saa.ucsf.edu/studentportal/login.jsp>) and library resources (<https://vpn.ucsf.edu/DanaInfo=www.library.ucsf.edu,SSO=U+>).

HEALTH

Q: Are the UCSF gyms good?

A: They're GREAT! Both the Mission Bay ("Bakar Fitness Center") and Parnassus ("Milberry Fitness Center") campuses have excellent facilities. And in addition to all the usual, the new-ish Bakar gym has a rock climbing wall and outdoor pool on the roof (great views of downtown). Basic use of the gyms is free (included in your registration fees), but we highly recommend becoming "Premier" members for just \$20/month; it includes: unlimited participation in classes (e.g. yoga, spinning), online reservation access and preferred status for enrollment in classes, towel service, and 3 hours of validated parking. A much better value! And unlike memberships at most clubs, you can cancel at any time. Other gym offerings (regardless of status): get an appointment once a year with a trainer for free; try the drop-in games and leagues for team sports like basketball and indoor soccer; check out Outdoor Programs for things like hiking trips, kayaking, and surfing lessons; and get a massage at a student discounted rate.

<http://www.campuslifeservices.ucsf.edu/fitnessrecreation/>

Q: What kind of health insurance coverage does UCSF offer during fieldwork outside of the US?

A: If you are conducting fieldwork outside of the US, UCSF offers health insurance through their Scholars and Researchers Health Plan. Coverage includes prescriptions, doctor's visits, etc. It also includes coverage through International SOS, which provides medical and security advice and evacuations 24 hours a day/7 days a week. Coverage can be purchased a semester at a time or for the full academic year. You can also talk with an upper class student who's *recently* been abroad for more information and advice. (But note, health insurance may change year to year so don't rely only on students for information.)

Q: Where can I go if I need dental work that isn't covered by our student dental insurance?

A: Dental insurance only covers preventive (cleaning) and basic (e.g. fill a cavity) care. If you need other services, go to the School of Dentistry at UCSF (505 Parnassus Ave). There, a resident will perform the procedure under the supervision of an attending, and you will pay about half of what you would from any provider in the community.

Q: What should I do if I've reached the maximum prescription benefit under student insurance? Is there a way to avoid paying for everything out of pocket for the remainder of the academic year?

A: Yes, contact Nancy Cardona in Student Health Services (476-514-4631, nancy.cardona@ucsf.edu). She will help enroll you in Patient Assistance Programs, in which you receive name-brand medications directly from pharmaceutical companies, at a copay-level cost or free.

FUNDING

Q: How can I get additional funding for fieldwork if the dept award and/or my fellowship is not enough?

A: UCSF students apply for extramural research grants to federal agencies, private foundations and UC system funding programs. They can apply for a Graduate Student Research Award through the Graduate Division. This award (up to \$2000) is meant to cover specific research needs vital to research that cannot be supported by resources within the department or research fellowships/grants. However, there are certain expenses that are not covered, including travel to national or international conferences/meetings and the purchase of a computer. The Graduate Students Association has, among other opportunities, a GSA Conference Travel Funds Program for students, and they, as well as the Graduate Division, and the Office of Contracts and Grants, have websites with lots of information on funding opportunities for students. The Department may also provide travel and other funding for students, but the availability of such Department funds is subject to annual budgets. Check with the Graduate Division to see if your financial needs fit the parameters of the award. <http://graduate.ucsf.edu/financial-support/awards-fellowships/graduate-division-travel-research-awards>

Q: What grants/fellowships should I be on the lookout for?

A: The following is BY NO MEANS an exhaustive list, but they are among those that students have applied for and been awarded in the past. You should also search fellowships by your topic (e.g. American Cancer Society, American Lung Association), geographic area of research, and applicant profile characteristics (e.g. certain ones based on ethnicity, gender, citizenship status). Given limitations in the department's ability to provide financial assistance to students, it is highly recommended that you apply for as many things as you're eligible for.

Pre-Qual Years:

- National Science Foundation (\$30K each of 3 years; must apply 1st or 2nd year) <https://www.fastlane.nsf.gov/>, <http://www.ehr.nsf.gov/dge/programs/grf/>
- FLAS (for language studies at UCB)
- Jacob Javitz Fellowship (up to 4 years) www.ed.gov/programs/jacobjavits/
- Ford Foundation Predoctoral (up to \$20K stipend plus fees, for underrepresented minorities) www7.nationalacademies.org/fordfellowships/fordpredoc.html
- NIH Predoctoral Fellowship to Promote Diversity in Health-Related Research (for underrepresented minorities) <http://grants.nih.gov/grants/guide/pa-files/PA-07-106.html>
- Graduate Division Travel Award <http://graduate.ucsf.edu/financial-support/awards-fellowships/graduate-division-travel-research-awards>

Dissertation Research/Writing:

- Fulbright Program for U.S. Students – Sponsored by U.S. Department of State, Institute of International Education <http://us.fulbrightonline.org/howtoapply.html>
- Fulbright-Hays Doctoral Dissertation Research Abroad (DDRA) [International Education Programs Service/U.S. Department of Education] www.ed.gov/programs/iegpsddrap/applicant.html
- Rotary (up to \$23K for research abroad; PhD or MD/PhD)
- Ford Foundation Dissertation Fellowship (\$21K stipend, for underrepresented minorities) www7.nationalacademies.org/fordfellowships/forddiss.html
- Social Science Research Council
- Andrew White (up to \$20K) http://www.uchri.org/page-no-cat.php?page_id=1260
- Wenner-Gren (up to \$25K) https://www.GrantRequest.com/SID_577 (PhD or MD/PhD)
- Pacific Rim (PhD or MD/PhD)
- AHRQ (up to \$35K) <http://grants.nih.gov/grants/guide/pa-files/PAR-06-118.html>
- CDC (up to \$35K) <http://grants.nih.gov/grants/guide/pa-files/PAR-07-231.html#PartII>

- Doris Duke (MD/PhD)
- American Association of University Women (\$20K) <http://www.act.org/aauw/amdissert/index.html>
- Graduate Division Student Research Award <http://graduate.ucsf.edu/financial-support/awards-fellowships/graduate-division-travel-research-awards>
- ACLS/Mellon Foundation (up to \$30K for writing up) <http://www.acls.org/grants/Default.aspx?id=512>
- Newcombe (for writing up) <http://www.woodrow.org/newcombe/>
- Townsend Center at Berkeley
- IGCC (Inst on Global Conflict & Cooperation) http://igcc.ucsd.edu/cprograms/funding/df_app_menu.php
- Department of Health and Human Services, Dissertation Fellowships in Social Sciences <http://www.hcfa.gov/org>
- NIH Predoctoral Award <http://grants1.nih.gov/grants/guide/pa-files/PA-00-125.html>

Other Places to Look:

- The AAA website has lots of opportunities for papers, for travel to meetings where you're presenting, and for certain student awards and prizes by topic. <http://www.aaanet.org/about/Prizes-Awards/index.cfm> Also look under the sub-sections of the AA like the SMA (Society for Medical Anthropology), SCA (Society for Cultural Anthropology) and other interest groups, as they have other awards not listed on the AAA website.
- UCSF's Grad Division website for extramural fellowships <http://graduate.ucsf.edu/financial-support/awards-fellowships/extramural-fellowships>
- Berkeley's Grad Division website has a list of extramural fellowships that may be applicable. Note: UCSF-side students in the joint program are NOT eligible for ones designated as "for Berkeley students". <http://www.grad.berkeley.edu/financial/deadlines.shtml#extramural>
- Free scholarship search databases <http://saa.ucsf.edu/financial/scholarships.htm>
- UCSF Office of Contracts and Grants website
- UCSF Graduate Students' Association website

IMPORTANT: Before you begin the process of applying for *any* extramural fellowship, contact Dan Hayes to (a) notify him of your intent to apply by providing him with the complete program description, and (b) see if there are any institutional procedures that must be addressed during the submission process. E.g. certain fellowships are due (in final form, with signatures) to the Office of Contracts and Grants one week ahead of the grant deadline. Others require certain inputs from UCSF staff members in order to verify institutional affiliation. So the bottom line is – plan on speaking with Dan *at least* one month before the grant deadline. Professors generally ask for a minimum of two weeks advance notice for letters of recommendation; three weeks is always appreciated.

If you have any feedback or other FAQs you'd like to add to future editions,
please email Robin at rhigashi@berkeley.edu.