

**HANDBOOK FOR THE  
GRADUATE PROGRAM  
IN  
ANTHROPOLOGY**



**CALIFORNIA STATE UNIVERSITY SACRAMENTO  
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Cover Photo:  
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## Introduction

Congratulations on being accepted into the Sacramento State graduate program in Anthropology! This handbook is designed to facilitate your progress through the program. All requirements for successfully completing the program are presented below.

### Degree Requirements

The Master of Arts Degree in Anthropology requires completion of 30 units of course work with a minimum 3.0 GPA. The Graduate Committee monitors student progress on a yearly basis. Students who fail to maintain a 3.0 GPA or who receive grades below B- in the core seminars will be placed on academic probation by the Department or declassified for failure to make *satisfactory progress* toward completion of the degree requirements.

#### Core Seminars (9 units)

Anth 202 Physical Anthropology

Anth 203 Archaeology

Anth 205 Ethnology

Each core seminar must be completed with a minimum grade of B-. Core requirements may not be waived, although equivalent courses from other universities may be considered for substitution (See Waivers, Substitutions and Special Problems on page 6).

#### Electives (18 units)

Students must complete nine units of graduate level elective course work (at least six of these units must be Anthropology graduate seminars). The remaining nine units of elective course work may be chosen from any graduate level or advanced upper-division courses. The students' thesis committee must approve specific electives in advance. No more than six units of Anth 178, 199, 278 or 299 may be applied to the M.A. degree. Internship and independent study courses that have passed the seven-year University limit may not be applied to the M.A. degree.

### Preliminary Exams

All graduate students must pass a Preliminary Examination after the end of their third semester of study prior to their advancement to candidacy. The examination is specific to the sub-disciplinary specialization of the student in Archaeology, Physical Anthropology, or Sociocultural Anthropology.

#### *Archaeology Preliminary Exam*

This exam is designed to test archaeology students on general archeological method and theory, emphasizing historical perspectives as well as contemporary concerns. Incoming students will be provided with a comprehensive reading list to help prepare for this examination, which will also draw upon information covered in graduate seminars during the appropriate period. Students will also be advised to participate in a study groups with their

peers. The exam is given twice a year: on the Friday before the start of the spring semester and the Friday after the end of the spring semester.

### ***Physical Anthropology Preliminary Exam***

This exam is designed to test students on core theoretical concepts in biophysical anthropology, emphasizing historical and contemporary perspectives. Material derives from the ANTH 202 reading list and additional readings selected in consultation with an advisor. The exam is given twice a year: on the Friday before the start of the spring semester and the Friday after the end of the spring semester.

### ***Preliminary Exam in Sociocultural Anthropology***

This exam, consisting of three separate sections, is designed to test students on method and theory within three distinct areas of specialization, each of which will be determined no less than one semester in advance by a student's advising committee. Typically, these areas of specialization will include two conventional areas of research within sociocultural anthropology (e.g., political-economy, religion and ritual, history of anthropology, and postcolonial theory) and one related to the student's own research interest. One semester prior to the writing of this examination, advising committee members will assist students in developing a reading list to help them prepare. Generally, this list will draw upon scholarship encountered in graduate seminars (in particular, ANTH 205 and ANTH 201) during the appropriate period. The exam is given once per academic year; generally, on the Friday after the end of the spring semester.

### **Culminating Requirements (3 units)**

ANTH 500 Master's Thesis.

### **Waivers, Substitutions, And Special Problem Courses**

Waivers of core seminars are prohibited, as are substitutions for core seminars with other courses offered within the Department. One substitution with an equivalent seminar from an anthropology department at another university will be considered. A student wishing to substitute a course not taken on this campus for credit toward the master's degree must:

1. submit a written request to the Graduate Committee, accompanied by the course title, description and syllabus, together with papers produced in the course, and a transcript denoting the grade received in the course.
2. present written recommendation from his/her graduate advisor, as well as from the instructor of the course to be replaced; and
3. provide one complete set of copies of all communications and records submitted in support of a substitution for placement in the student's graduate file.

No more than six units of Special Problems and/or Internship courses (199/299, 178/278 respectively) may be credited toward the Master's Degree in Anthropology. In the event that a student exceeds the University time limit for completion of the degree, limited opportunities for certification of currency are available. Certification of currency is

prohibited for Special problems or Internship courses that have passed the University's seven-year limit.

No more than six semester units of approved course credit from another university or department may be accepted toward completion of the degree requirements.

### **The Matriculation Process**

#### **The Graduate Interview (Form A)**

During the first weeks of instruction each semester, newly classified graduate students in anthropology meet with a member of the Graduate Committee and one additional faculty member assigned to the student as a temporary advisor. The aim of the graduate interview is to informally review the matriculation process, to discuss the student's academic background and interests, and to guide the student in selecting an appropriate plan of elective coursework beyond the core requirements.

Following the interview, Form A (*Graduate Interview Report*) is completed and signed by the student, the Graduate Coordinator and the temporary advisor. One copy is mailed to the student and the original is placed in the student's graduate file.

#### **The Thesis Committee (Form B)**

*By the end of the first semester* of classified standing, the student must form a thesis committee by filing Form B (*Composition of Thesis Committee*) with the Department secretary. In order to signify early *satisfactory progress* in the program, it is the student's responsibility to discuss academic interests with various faculties during the first semester in order to identify potential thesis committee members and to file Form B on time.

The thesis committee consists of at least two faculty members: the *thesis committee chair* (who serves as the student's principal advisor and the first reader of the thesis) and at least one *minor member* who serves as the second reader. Both must be full-time members of the CSUS Department of Anthropology; emeritus faculty may not serve. Up to three additional minor members may be chosen from within or outside the Department; these additional readers must have at least a Masters degree, and may include emeritus or part-time faculty. Students are free to change the composition of their thesis committee dependent on the consent of pertinent faculty, graduate coordinator, and department chair.

It is the responsibility of the thesis committee to provide the student with general academic guidance. It is the responsibility of the thesis committee chair to (A) advise the student in conducting research and writing the thesis and (B) ensure that the student follows the format that is required by the Department for the thesis prospectus and the thesis itself.

#### **Maintaining Committee Contact**

It is vital that students maintain frequent, steady communication with the thesis chair and other members of the committee, regardless of how actively they are engaged in thesis research and writing. The responsibility for maintaining contact lies directly with the

student. A student who fails to maintain sufficiently frequent contact with members of the thesis committee may be required to reconstitute the thesis committee, may encounter other delays in finishing the program, or may be deemed not to be making satisfactory progress in the program. The student should consult with the thesis committee to establish a calendar for communication during this phase of the program.

## **The Thesis Process**

A thesis is defined as a scholarly work of an original nature performed by students in demonstrating their mastery of the field. The University requires that the thesis contain: (a) a review of the relevant scholarly or professional literature with appropriate citations, and (b) a list of primary sources near the end of the document. Departmental style requires that these primary sources be listed in a References section (not a Bibliography, as shown in the University's Guide to Graduate Studies); a References section documents only those sources cited within the body of the thesis rather than all materials that the student has read while working on the thesis. A thesis is an empirical study, the writing of which is organized around chapters sometimes titled Introduction, Materials and Methods, Results, and Discussion (see below).

The master's thesis should be completed within three semesters following the semester of enrollment in ANTH 500 (Master's Thesis), or the student must re-enroll in ANTH 500. During this time, the student must remain continuously enrolled in order to preserve his/her catalog rights. An "SP" (satisfactory progress) or "NC" (no credit) grade is assigned the semester of enrollment in ANTH 500. If satisfactory progress is made and the student completes the thesis within three semesters following enrollment in ANTH 500, the "SP" grade is changed to a "CR" (credit) grade. An "NC" grade is assigned if inadequate progress is made toward completion of the thesis, or if the thesis is not completed within the specified time. After receiving an "NC" grade, the student must reapply for advancement to candidacy and enroll again for thesis units.

Continuous enrollment status may be maintained after taking ANTH 500 without having to pay additional regular University registration fees by enrolling in the course ANTH 599 (Culminating Experience) offered each semester through Concurrent Enrollment (Open University). There are no units associated with this enrollment, but an enrollment fee is required. Provided no other courses are taken through regular enrollment, the student must enroll in ANTH 599 during each semester of thesis work beyond the initial enrollment in ANTH 500 for up to three semesters. After three semesters (two years after initial enrollment in ANTH 500), the student must reenroll in ANTH 500.

## **Preparing a Master's Thesis**

***Step 1. Initial Discussions with Thesis Committee.*** Students should identify plausible topics for a thesis during their first year in the graduate program by meeting with the thesis committee members to discuss their own interests and to ascertain the faculty members' interests and areas of expertise.

**Step 2. Learn the Relevant Literature.** After deciding to pursue a thesis topic, the student should discuss with the committee members the strategy to be used by the student in reviewing the relevant literature. The review itself *may require a semester or more* to gather necessary information for proposing a specific idea for a thesis. Some faculty may require that the student enroll in particular undergraduate and/or graduate courses as part of this learning process, and/or may ask for a written literature review.

**Step 3. Prepare a Written Prospectus.** After the relevant literature has been reviewed and a framework for the thesis has been established, the student must prepare a written prospectus. The written prospectus must include an *Introduction* with a relevant and complete literature review and description of the proposed study, its purposes, and any hypotheses. This introduction should be comprehensive enough to be included in the final version of the thesis. The prospectus must also include a section (e.g., Materials and Methods) that describes the research design, the expected participants/specimens, any materials or apparatus to be used, and the procedures of the study. With only minor modifications (such as changing future tense to past tense and describing the participants/specimens more completely), this section should also be sufficiently comprehensive to be included in the final version of the thesis. Prospectuses must also describe the specific ways in which the data will be analyzed or the outcomes processed. For theses that have *specific hypotheses*, the expected results must be described; this may be done in a *Predictions* section. A complete *References* section must also be included in the prospectus. Previously accepted thesis prospectuses are kept on file in the Anthropology Office, and are available for students to use as examples. Outlines for thesis prospectuses in each sub-discipline are suggested below.

**An Archaeological Prospectus:**

1. Title Page (See Appendix A).
2. Introduction
3. Context of the Study
4. Methods
5. Description of the Data/Material
6. Expected Results and Implications
7. References

**A Physical Prospectus:**

1. Title Page (See Appendix A)
2. Introduction
  - \* Statement of the Problem
  - \* Brief Background of the Problem
  - \* Project Significance
3. Literature Review
  - \* Extensive Discussion of Relevant Literature
  - \* Relevant Theory
4. Description of Materials and Methods
  - \* Samples/Participants/Sites
  - \* Statistical Analysis
5. Time-table for Accomplishing Tasks
6. References

### **A Sociocultural or Linguistic Prospectus:**

1. Title Page (See Appendix A)
2. Introduction
  - \* Statement of the Problem
  - \* Elaboration of the Problem
3. Background
  - \* Previous Work on the Problem
  - \* Relevant Theory
4. Research and Methodologies
  - \* Planned Course of Research
  - \* Anticipated Findings (data or knowledge)
5. Time-table for Accomplishing Tasks
6. References

When a polished draft of the prospectus is finished, the thesis committee chair will review it and suggest any revisions that may be needed. *Most prospectuses will probably require several revisions* before they are ready to be read by other faculty members. Any other faculty that have been involved in developing the thesis idea should be given a copy of the prospectus after it has been revised to the satisfaction of the thesis committee.

***Step 4. Committee Discussion of the Proposal.*** The student should schedule a meeting for the thesis committee members. At this meeting, the student will summarize the thesis prospectus and the committee members will review its strengths and weaknesses. If the committee decides that substantial changes should be made in the prospectus, the student must make those changes, resubmit the prospectus to the committee, and schedule another meeting.

***Step 5. Formal Approval of the Prospectus.*** When the Thesis Committee accepts the student's prospectus, the committee will submit it to the Graduate Committee for review.

***Step 6. Report of Thesis Prospectus (Form C).*** After completion of the review, Form C (*Report of Thesis Prospectus*) is signed by the student, the thesis committee and the Graduate Coordinator and is placed in the student's graduate file, along with the original prospectus and any caveats or modifications resulting from the review. By signing this form, the student agrees to conduct the thesis as specified in the approved prospectus. Later changes (e.g., altering the sample size or changing the working of some instructions) approved by the thesis committee chair should also be approved by the other thesis committee members and will then become part of the approved prospectus. A subsequent change in the *direction* of the thesis requires a new thesis prospectus, review and presentation (steps 4, 5, & 6). With consent of the student, a copy of the prospectus is also put in a public file for reference by future students.

**The review must take place no later than during the semester prior to advancement to candidacy** (See deadline for advancement to candidacy, below). Students are expected to clear times and places with the Department calendar.

**Human or Animal Subjects:** Any prospectus that involves working with or collecting data from living humans or other primates must be approved by the University Committee for the Protection of Human Subjects or the Anthropology Department's Human Subjects Committee where appropriate.

**Human Skeletal Remains:** The Anthropology Department's Collections Committee must approve any prospectus that involves working with or collecting data from human remains, funerary objects, sacred objects, and objects of cultural patrimony, as defined by NAGPRA, that are curated by the Department of Anthropology.

Data collection or any other form of contact with human skeletal remains, or living human or primate subjects must not take place until the appropriate committee has approved the research or other activity in writing. COLLECTING DATA OR ENGAGING IN RESEARCH IN EITHER CATEGORY WITHOUT OBTAINING THE NECESSARY APPROVALS IS AN ETHICAL VIOLATION AND CONSTITUTES A SUFFICIENT REASON FOR STUDENTS TO BE DISMISSED FROM OUR PROGRAM.

**Step 7: Advancement to Candidacy.** Students must be advanced to candidacy *at least four weeks* before the start of the semester in which they plan to register for thesis units (ANTH 500). Prior to filing an *Application for Advancement to Candidacy*, each student must have:

1. filed form B and planned a program of study in consultation with his/her thesis committee.
2. completed at least 12 units of his/her approved program, including all three core seminars, with a minimum 3.0 GPA;
3. achieve a passing score on the CSUS Writing Proficiency Exam (WPE);
4. completed the thesis prospectus review and file Form C.
5. taken and passed the Preliminary Examination.

Advancement to candidacy worksheets and forms are available in the Anthropology Department Office. All completed and projected course work to be applied to the degree is listed. After appropriate signatures are obtained, the completed form is submitted to the Department of Anthropology, which forwards the form to the Graduate Center for approval and the assignment of the final completion date.

**Step 8: Enroll in 500-Series Coursework.** After being advanced to candidacy, the student should enroll (during the next Late Registration Period) for 3 units of ANTH 500 (Master's Thesis).

**Step 9: Collect and Analyze Data.**

**Step 10: Discuss Results of Data Analyses with Thesis Committee Chair.** Once the data are analyzed, the student should discuss the results of the analyses with the thesis committee chair: (a) to ensure that the analyses or processing procedures were performed correctly, and (b) to verify the student's interpretation of those results. The student may also want or need to discuss the results with other committee members before writing the thesis. When the

thesis committee chair has delegated certain responsibilities (e.g., statistical) to another thesis committee member, the student should discuss those aspects with that committee member.

**Step 11: Write the Thesis.** Students should download the CSUS Guide for Thesis Format from the Graduate Studies web site (<http://www.csus.edu/gradstudies/forms.htm> ). This document describes the University format for a thesis; issues addressed in the guide include the spacing of the title page, the structure of the table of contents, and requirements for numbering pages in the thesis.

The writing of the thesis starts with preliminary drafts of the material, editing by the thesis committee chair, rewriting by the student, and so on. Because the background sections of the prospectus may serve as drafts of equivalent sections of the thesis, emphasis should be placed on writing the Results and Discussion sections of the thesis. When the committee chair thinks the document is sufficiently polished to be read by the rest of the thesis committee, the student asks for their comments and suggestions. **Neither the chair nor committee members are obligated to review or approve a draft thesis over the summer.**

After all comments and suggestions have been addressed, the student submits a final draft of the thesis (i.e., a finished, complete clean copy) to each thesis committee member for review. This must be done no later than one calendar month prior to the deadline for the submission of the thesis to the Graduate Committee (See below). Committee members read the thesis, and sign the Approval Page when the thesis is complete to their satisfaction (All signatures must be made in black ink.).

**Step 12: Submit to the Graduate Committee.** This nearly final draft is then given to the Graduate Coordinator for a review to ensure that it conforms to the Departmental and University style. Either the Graduate Coordinator or a member of the Graduate Committee representing the sub-discipline of the student will conduct the review. Format revisions must be accommodated into the thesis. However, the Graduate Committee reviewer may also make suggestions about the substantive content of the thesis. Questions about substantive content of the document should be resolved in consultation with the thesis committee chair and/or the Graduate Coordinator. The Graduate Coordinator signs the Format Approval page after the thesis has passed format review.

**Step 13: Submit to Department Chair.** The student then submits the thesis to the Department Chair with a written recommendation that it be approved or not approved. This recommendation is not considered binding on the Department Chair. The Chair signs the Approval page when he/she approves the thesis. Photocopies of the title page and the Graduate Committee recommendation are placed in the student's permanent graduate file in the Department Office.

**Step 14: Submit to the Graduate Studies Office.** After all necessary signatures have been obtained, the student submits the final, complete thesis to the Graduate Studies Office where it will again be examined to be sure that it meets University standards in every respect before it is accepted for binding and shelving in the Library. One hardbound copy of the thesis must be given to the Department secretary. It is also customary to provide one bound copy to each committee member.

## **Thesis Format and Style**

### *University Style and Format Requirements*

General University thesis guidelines are available through the office of Graduate Studies (<http://www.csus.edu/gradstudies/forms.htm>).

### *Anthropology Department Style and Format Requirements*

Master's theses submitted to the Department of Anthropology must conform in reference format and style to the current requirements of the major journals in each field: social/cultural (*American Anthropologist* [[http://www.aaanet.org/pubs/style\\_guide.htm](http://www.aaanet.org/pubs/style_guide.htm)]), archaeology (*American Antiquity* [<http://www.saa.org/publications/Styleguide/styframe.html>]), physical (*American Journal of Physical Anthropology* [<http://www3.interscience.wiley.com/cgi-bin/jabout/28130/ForAuthors.html>]), and linguistics (*Language* [<http://www.lsadc.org/language/langstyl.html>]).

Models for the thesis front pages (Title page, Approval Page, Format Approval Page, and Abstract Page) are contained in Appendix A. *Students should note that the Approval Page required by the Department of Anthropology differs from the generic signature page contained in the University guidelines in that it requires the signature of the Department Chair.*

For the convenience of readers, tables, and figures should be placed either on separate pages immediately the following the text that first cites them or within the text immediately after the citation, rather than at the end of the document (supporting data can be placed in an appendix). See departmental handout for guidelines in formatting tables, figures, legends, etc (Appendix C).

The Graduate Coordinator may sign a thesis only when the document fully meets the requirements of Department format. It is the responsibility of the student and the student's thesis committee to assure that the thesis conforms to the Department's format and style requirements and that upon its submission to the Graduate Committee the thesis is academically, rhetorically and grammatically sound. **The graduate committee will not process a thesis, which upon initial examination, is found to be in need of significant additional editing or to be deficient against the standards of good scholarship.**

The thesis may be submitted for approval only during the fall or the spring semester. **A thesis will not be accepted in the summer.** A letter verifying completion of the degree for employment purposes may be obtained from the office of the Dean of Graduate Studies; however, the degree itself will not officially be awarded until the end of the semester. Pertinent dates and deadlines are posted each semester in the Anthropology Department Office.

### *Final Copies*

An original copy of the thesis on 50% (or higher) rag paper is submitted to Graduate Studies for shelving in the Library, which will have the copy bound in a green cover with gold

lettering. A high quality bound photocopy must be taken to a professional bindery for sewn binding with hard covers before submission to the Anthropology Department. Note that a sewn binding is available only from a professional bindery; although photocopy stores may be able to provide hard covers, they cannot produce a sewn binding. Thus, only a professional bindery may be used for the Department copy of the thesis. While at the bindery, the student should also order one or more professionally bound copies for his/her own use. Furthermore, it is considered "proper etiquette" to provide a copy of the thesis to each thesis committee member. Copies for the reader(s) may be soft or hardbound by a photocopy house, but most students give the thesis committee chair a copy with a hard cover and a sewn binding.

### **GRADUATE STUDENT FILES**

A cumulative file pertaining to the student's academic progress and status within the Department is maintained for each graduate student. All items and documents placed in the file are permanently inventoried and may not be removed for any reason.

Access to a student's graduate file is limited to academic advising, administration of the graduate program, record review and file maintenance. Access to the graduate files is permitted only in the presence of the Graduate Coordinator, the Department Chair, or the Department Secretary.

A student has the right to examine the contents of his/her file, with the exception of letters of reference for which the right of access has been waived. The student may not remove any material from the graduate file, but may include a written response to any information contained therein.

### **RESPONSIBILITIES OF THE GRADUATE STUDENT**

The graduate student is responsible for obtaining information on Department procedures and requirements and for following these procedures.

The student is advised to maintain a personal file of progress in the program. This file should include copies of forms submitted to the Graduate Center and the Department of Anthropology, correspondence from the University or the Department regarding progress in the program, cumulative grade reports, etc.

### **CATALOG RIGHTS**

Graduate students may select to meet the degree requirements in effect at the point of classification in the anthropology program or those in effect at the point of advancement to candidacy. Students who interrupt their programs without an approved leave of absence and students who have exceeded the University time limit do not have this option; they must fulfill the requirements current at the time they reapply for admission and/or for advancement to candidacy.

Leaves of absence to retain active status and preserve catalog rights may be granted for military, medical, and justified educational reasons. Students who fail to register for two

consecutive semesters without taking a formal leave of absence lose their status and must reapply for admission.

A student enrolled in ANTH 500 may preserve catalog rights by enrolling in the course ANTH 599, Culminating Experience, offered each semester through Concurrent Enrollment (Open University).

## **TIME LIMITATIONS**

While the University places a seven-year limit for the completion of graduate degree programs, all students admitted to the M.A. program in anthropology are encouraged to complete the degree within five years, starting with the semester during which the first course applied toward the degree is taken.

## **SUMMARY OF DEADLINES**

### **Graduate Interview**

The Graduate committee will schedule the interview during the first two weeks of each semester. (Form A filed by the Committee; copy mailed to student.)

### **Formation of Thesis Committee**

By the end of the first semester of classified standing. (Form B filed by student.)

### **Submission of Thesis Prospectus**

The thesis prospectus must be submitted to the Department secretary no later than the last Monday in October for Fall Semester or no later than the last Monday in March for Spring Semester. See the Department secretary for the specific number of copies to be submitted.

### **Advancement to Candidacy**

No later than four calendar weeks prior to the beginning of the semester during which the student is advanced to candidacy. (Application submitted by student to Department; department files application with Graduate Center.)

### **Submission of Thesis to Graduate Committee by Thesis Committee**

### **Submission of Department Copy of Thesis to Department Secretary**

A hardbound copy of the thesis must be submitted to the Department secretary.

### **Deadline for Submission of Thesis to the Graduate Center**

Noon on the last day of the semester (Check with the Graduate Center for periodic changes in this deadline.)

## GRADUATE COURSE DESCRIPTION

**ANTH 200. General Methods in Anthropology.** Explores uses of scientific methodology in anthropology through the examination of specific case studies in the various specialties. Focus is on the relationship among techniques, methods, and methodology; hypothesis and theory; units of analysis and comparison; deductive and inductive reasoning; inferential processes; various types of comparison (casual, controlled, hologeistic); limitations of, and objections to, "the comparative method." 3 units, **Seminar**, class may be repeated under different instructor or topic.

**ANTH 201. Anthropological Theory.** Intensive reading and seminar discussion in topics on anthropological theory and research. May be repeated for credit provided topic is not repeated. **Prerequisite:** Graduate status in Anthropology or instructor permission. 3 units, **Seminar**, class may be repeated under different instructor or topic.

**ANTH 202. Physical Anthropology.** A survey of contemporary issues in Physical Anthropology. 3 units, **Core**.

**ANTH 203. Archaeology.** This seminar is designed to provide a broad coverage of archaeology. While case studies are structured around a specialty of the instructor, the emphasis is on the general aims and goals of archaeology and the methodology employed in achieving them. 3 units, **Core**.

**ANTH 204. Current Archaeological Methods and Theory.** Covers recent methodological and theoretical development within archaeology. May be repeated for credit provided topic and instructor are not repeated. **Prerequisite:** Graduate status in Anthropology or instructor permission. 3 units, **Seminar**, class may be repeated under different instructor or topic.

**ANTH 205. Ethnology.** This seminar is designed for students to develop a working knowledge of anthropological approaches to a number of major issues in ethnology. The focus is on the analysis of case studies. 3 units, **Core**.

**ANTH 207. Language and Culture.** Critical examination of contemporary studies in the relationship between language and culture; nonhuman primate communication and the origin of speech; non-verbal communication; historical linguistics; comparative semiology; ethnosemantics; applications of linguistic models of analysis in the study of culture. 3 units, **Seminar**.

**ANTH 222. Bioarchaeology Seminar.** Provides an intensive, detailed discussion of method and theory in the skeletal biology of past human populations. Topics discussed will include: demography, dietary analysis, mortuary dimensions, health and disease, biological distance and DNA analysis. Focuses on the interaction of biology and behavior, particularly the influence of culture and the environment on the skeletal and dental tissues. **Prerequisite:** Graduate status in Anthropology. 3 units, **Seminar**.

**ANTH 223. Areal Archaeology.** An intensive consideration of the archaeological problems in a selected area. May be repeated for credit provided topic and instructor are not repeated.

**Prerequisite:** Graduate status in Anthropology or instructor permission. 3 units, **Seminar**, class may be repeated under different instructor or topic.

**ANTH 226. Techniques of Archaeological Analysis--Typologies and Syntheses.** The classification, analysis and synthesis of archaeological materials with emphasis on the integration of such materials through typologies, syntheses and cultural reconstruction, completed with direction. May be taken on the upper division level as ANTH 126. May be repeated once for credit. Lecture one hour; laboratory six hours. 3 units, **Elective**, class may be repeated under different instructor or topic.

**ANTH 276. Museum Anthropology.** Surveys the practical, theoretical, and historical dimensions of museum anthropology and material culture studies, with particular emphasis on the U.S. and California. Situates contemporary issues related to the collection, exhibition, and repatriation of ethnographic and archaeological materials within the sociopolitical context of the globally based indigenous rights movement. **Note:** Recommended for graduate students who plan to intern in the Anthropology Museum. **Prerequisite:** Graduate status in Anthropology or instructor permission. 3 units, **Seminar**.

**ANTH 278. Internship.** Practical graduate level experience in an approved professional environment. Student intern will work directly with professionals in public and private agencies where opportunities exist for anthropological work. A faculty internship director and the on-site supervisor provide supervision and evaluation. Placements require from 15-20 hours per week. Graded Credit/No Credit. 3-4 units, **Elective**.

**ANTH 292A. Laboratory Work in Archaeology.** Laboratory preservation, cataloging and initial analysis of materials recovered through archaeological fieldwork. Graduate students are expected to help supervise undergraduate students and complete a self-directed project under the supervision of the instructor. **Note:** Participant must have already completed ANTH 192A or its equivalent. May be repeated once for credit. **Prerequisite:** ANTH 192A. **Co requisite:** ANTH 295A. 1 unit, **Elective**.

**ANTH 295A. Fieldwork in Archaeology.** Students will assist the instructor in supervising undergraduate students or complete an assigned project in addition to the required fieldwork. **Prerequisite:** ANTH 195A or equivalent. **Co requisite:** ANTH 292A. 2 units, **Elective**.

**ANTH 295B. Fieldwork in Ethnology.** Supervised graduate level fieldwork in ethnology and ethnography. 2-3 units, **Elective**.

**ANTH 295C. Fieldwork in Physical Anthropology.** Supervised graduate level fieldwork in physical anthropology. May include laboratory research. 2-3 units, **Elective**.

**ANTH 296. Experimental Offerings in Anthropology.** Topics will vary and will be determined by the special interests of the faculty member conducting the seminar and the needs and interests of graduate students. Permission of the instructor may not be required depending upon the topic and the judgment of the instructor. 2-3 units, **Elective/Seminar**, class may be repeated under different instructor or topic.

**ANTH 299. Special Problems.** Individual projects or directed reading. **Note:** Open only to students who appear competent to carry on individual work at the graduate level. **Prerequisite:** Approval of faculty member under whom individual work is to be conducted and the Department Chair. Graded Credit/No Credit. 1-3 units Elective, no more than six units may be used for Advancement to Candidacy.

**ANTH 500. Master's Thesis.** Credit given upon successful completion of a thesis approved for the master's degree. The candidate's master's degree advisory committee determines number of units of credit. Should be taken in final semester prior to the completion of all requirements for the degree. **Note:** Only open to the graduate student who has been advanced to candidacy for the master's degree and who secures the permission of the chair of his/her thesis committee. Graded Credit/No Credit. 3 units, **Culminating Requirement**, must be retaken after two years.

## ANTHROPOLOGY FACULTY

### Full Time Faculty

BASGALL, MARK E. (Professor) 1995

Ph.D., UC Davis, 1993

Director, Archaeological Research Center (ARC)

Cultural ecology, hunter-gatherer adaptations, subsistence-settlement systems, prehistoric exchange, zooarchaeology, archaeological methods, applications of obsidian analysis; California, Great Basin, Australia

BISHOP, JOYCE M. (Assistant Professor) 2002

Ph.D., UC Berkeley, 1977

Folklore, linguistics, religion, Latin American immigration, Mexican social/cultural history; Mexico, Latin America

BISKOWSKI, MARTIN (Assistant Professor) 2002

Ph.D., UCLA, 1997

Archaeology of complex societies, quantitative methods, economic anthropology, food preparation technology; Mesoamerica

CASTANEDA, TERRI A. (Assistant Professor) 2001

Ph.D., Rice University, 1993

Director, Anthropology Museum

Cultural Anthropology, museum studies, tourism, post colonialism, ethnohistory, history of anthropology; Contemporary U.S., Native California

DELACORTE, MICHAEL G. (Associate Professor) 1999

Ph.D., UC Davis, 1990

Hunter-gatherer societies, archaeological method and theory, archaeology of North America, Indians of California and the Great Basin, cultural and evolutionary ecology, paleoethnobotany, pre-industrial technology, archaeological field and laboratory techniques; Great Basin, California

HENS, SAMANTHA M. (Associate Professor) 2000

Ph.D., U Tennessee, Knoxville, 1998

Primate and human skeletal biology and morphometrics, primate growth and development, bioarchaeology, osteology, human evolution.

MURPHY, LIAM D. (Assistant Professor) 2002

Ph.D., Yale University, 2000

Religion and ritual, language, charismatic/Pentecostal movements, new religions, ethnonationalism, conflict resolution, history of anthropology; Ireland, Northern Ireland, European Union, Jamaica, North America

STRASSER, M. ELIZABETH (Professor) 1990

Ph.D., CUNY, 1989

Primate and human evolution, comparative and functional morphology, evolutionary biology, systematics, taxonomy, primate behavior and ecology

STURTZ SREETHARAN, CINDI (Assistant Professor) 2002

Ph.D., UC Davis, 2001

Linguistic anthropology, gender, masculinity, language ideology, linguistic ideology, language and identity, ethnography of communication, discourse analysis; Japan, East Asia

SULLIVAN, ROGER J. (Assistant Professor) 2003

Ph. D., University of Auckland, 2001

Human evolution, biomedical anthropology, evolution of behavior

TRICHUR, RAGHURAMAN S. (Assistant Professor) 2002

Ph.D., Temple University, 2000

Economic anthropology, political anthropology, violence, tourism; South Asia

ZEANAH, DAVID W. (Associate Professor, Chair) 1999

Ph.D., U Utah, Salt Lake City, 1996

Evolutionary ecology, hunter-gatherer adaptations, subsistence-settlement patterns, origins of agriculture, site structure, projectile point chronology; Great Basin, Southeastern U.S., Colorado Plateau

### **Emeritus Faculty In Residence**

CRAIN, JAY B. (Professor Emeritus) 1967

Ph.D., Cornell, 1970

Social anthropology, medical anthropology, anthropology of the body; Southeast Asia, Trobriand Islands.

RICH, GEORGE W. (Professor Emeritus) 1970

Ph.D., UC Davis, 1976

Psychological anthropology, social anthropology, folklore, language and culture; Scandinavia (Iceland), Pakistan

RIOS, JR., SAM (Professor Emeritus) 1972

B.A., CSU, Sacramento, 1972

Joint appointment with Ethnic Studies. Cultural anthropology, culture and personality, community studies, Chicano art and education, Mexican Americans

WHEELER, VALERIE (Professor Emeritus) 1972

Ph.D., U Oregon, 1974

Comparative methods, economic anthropology, agricultural systems, anthropology of war, women's studies, North American Indians

## **Emeritus Faculty**

ARMSTRONG, TROY L. (Professor) 1987

Ph.D., Boston U, 1980

Applied, urban anthropology, cross-cultural crime and delinquency; Native North America

CONNOR, JOHN W. (Professor Emeritus)

Ph.D., UC Davis, 1971

Culture and personality, anthropology and education, Japan, Japanese-Americans.

GOLDFRIED, HOWARD P. (Professor Emeritus)

Ph.D., Oregon, 1969

Biblical archaeology, ancient civilizations, Mexican and Peruvian archaeology, ancient technology, Egypt.

HEIDECKER, LORRAINE (Professor Emeritus)

Ph.D., CUNY, 1974

Physical anthropology, physiological anthropology, human genetics, evolution of human behavior, women's studies.

JOHNSON, JERALD J. (Professor Emeritus) 1969

Ph.D., UC Davis 1984

Archaeology, method and theory, ecological studies, cave archaeology; North America, Great Basin, California, Cyprus

THEODORATUS, DOROTHEA J., (Professor Emeritus)

Ph.D., Syracuse, 1971

Ethnological art, research methods, culture change, Cultural Resources Management, peasant societies, Europe, Native north America, California, Pacific Northwest.

VALADEZ, SENON M. (Professor Emeritus) 1969

Ph.D., U Oregon, 1974

Culture and personality, art, anthropology and education, learning disabilities, Mexican Americans; Southwestern US, Mexico.

WEISS, MELFORD S. (Professor Emeritus) 1967

Ph.D., Michigan State U, 1971

Social structure, ritual process, contemporary American social institutions, education; Chinese-Americans

# **APPENDIX A**

## **SAMPLE COVER PAGES**

## Title Page of Thesis Prospectus

Title of Thesis

by

Name of Student

B.A. California State University, Sacramento

Thesis Prospectus  
Spring 2005

Thesis Committee:  
John H. Doe, Ph.D.  
Mary E. Smith, Ph.D.

Thesis Prospectus Review:  
Date:  
Time:  
Place:

**Title Page of Thesis**

TITLE OF THESIS

Name of Student  
B.A. California State University, Sacramento, 1990

THESIS

Submitted in partial satisfaction of  
The requirements for the degree of

MASTER OF ARTS

in

ANTHROPOLOGY

at

California State University, Sacramento

Spring  
2005

## Approval Page

Title of Thesis

A Thesis

by

Name of Student

Approved by:

\_\_\_\_\_, Committee Chair  
John H. Doe, Ph.D.

\_\_\_\_\_, Second Reader  
Mary L. Smith, Ph.D.

\_\_\_\_\_, Department Chair  
David W. Zeanah, Ph.D.

Date: \_\_\_\_\_

## Format Approval Page

Student:           Name of Student

I certify that this student has met the requirements for format contained in the Manual of Instructions for the Preparation and submission of the Master's Thesis, and that this thesis is suitable for shelving in the Library and credit is to be awarded for the thesis.

\_\_\_\_\_  
David W. Zeanah, Graduate Coordinator

\_\_\_\_\_  
Date

## Abstract Page

Abstract

of

THESIS TITLE

by

Name of Student

Statement of Problem:

Sources of Data:

Conclusions Reached:

\_\_\_\_\_, Committee Chair  
John H. Doe, Ph.D.

# **APPENDIX B**

## **SAMPLE FORMS**





**CALIFORNIA STATE UNIVERSITY, SACRAMENTO  
DEPARTMENT OF ANTHROPOLOGY**

**Form "C" Graduate Report of Thesis Prospectus**

**Students:** Submit this form **AFTER** you have met with your thesis/project advisor. This form should reflect the plans and methods agreed upon between you and your advisor. If you make changes later, you must submit a new Report. (Check *revised* below.)

**Student Name:** \_\_\_\_\_ **SSN:** \_\_\_\_\_

**Daytime Phone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**This report is:**      **New**                      **Revised**      \_\_\_\_\_

**Thesis/Project Title:**  
\_\_\_\_\_

**Description of Thesis/Project:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Does the proposed thesis involve living human or primate subjects, human skeletal remains, funerary or sacred objects or items of cultural patrimony?:** Yes \_\_\_\_ No \_\_\_\_  
**If yes, prospectus must be reviewed by Departmental Human Subjects Committee or Museum Collections Committee as appropriate.**

**Committee Member Signatures:**

Thesis/Project Chair	Signature	Date
First Reader (required)	Signature	Date
Second Reader (optional)	Signature	Date
Graduate Coordinator	Signature	Date
Human Subjects or Collections Committee Chair (required if applicable)	Signature	Date

**RETURN THIS FORM TO THE DEPARTMENT OFFICE**

This signed form should be returned to the Graduate Secretary in ANTH with a copy of the approved thesis prospectus. The approved prospectus will be kept in the student's file in ANTH and a copy will be available for other ANTH graduate students to view upon request. The department office will make a photocopy of the completed form for the student, if requested.







1. Name. Be consistent. Submit a **Data Change** form for name changes – keep our records current.
2. Enter your Student Identification number (Social Security Number).
3. Address. Alert Graduate Center staff of address changes. Keep your address current. You could miss important notices or your diploma may be mailed to an old address.
4. Phone/e-mail. We may need to contact you with questions about your record.
5. Major (i.e. Education, English, Counseling, etc.)
6. Concentration (i.e. Finance, Creative Writing, MFCC). Do not list areas of study such as Software Engineering for Computer Science.
7. Catalog. Enter catalog years used in listing courses completed (i.e. 2002-04 catalog). All required courses listed in the catalog must be accounted for on the Advancement form. If a course substitution is made, it should be noted on the Advancement form.
8. Any changes made after the Advancement to Candidacy form is approved by the Assoc. Dean, Office of Graduate Studies must be submitted for approval on a **Petition for Exception**.
9. Check if WPE has been completed. The Writing Proficiency requirement must be satisfied according to University policy before a student may advance to candidacy. Effective Fall 1996, students admitted to the University may not use CBEST or the English Diagnostic Test as a waiver for the Writing Proficiency Exam.
10. Record the Core courses as listed in the catalog year you are using. Any substitutions to the Core courses must be noted.
11. List the courses taken for the area of study, electives, or concentration. If more space is needed to list courses, obtain the **Page 2 form** available in the Office of Graduate Studies or some Department Offices. A page of lined paper using the course table format may also be used.
12. List the Culminating Experience you will be completing (i.e., Govt. 500). Include units.
13. Sign and Date the form.
14. Advisor's signature. [**For Special Major: The two committee members should sign on this line.**]

15. The Graduate Coordinator's signature is required except in the case of a **Special Major**. **Special Major** applicants should obtain the signature of their Committee Chair.

*It is the student's responsibility to make a copy of this document before submitting to OGS for Action.*

CALIFORNIA STATE UNIVERSITY,  
SACRAMENTO  
DEPARTMENT OF ANTHROPOLOGY

PETITION TO ADD 500 MASTER'S THESIS

Name of Student:

\_\_\_\_\_

SS#:

Phone Number:

Semester:  
one) 2 3 4

Units: (circle

Semester of Advancement to Candidacy:

=

\*\*\*\*\*  
\*\*\*\*\*

*IMPORTANT INFORMATION FOR STUDENT:*

*After advancement to candidacy the student may enroll in Anthropology 500, Master's Thesis. An "SP" (satisfactory progress) or "NC" (no credit) grade is assigned the semester the student enrolls in Anthropology 500. The "SP" grade will be changed to a "CR" (credit) grade the semester the thesis is submitted (if completed within two years of advancement). An "NC" grade is assigned if inadequate progress is made toward completion of the thesis, or if the thesis is not completed within two years of advancement. After receiving an "NC" grade, the student must reapply for candidacy and enroll again for thesis units.*

*After all coursework is completed and the student is*

*working of the thesis, a "Petition for Exception from Regular Procedure in Graduate Work" must be filed each semester the student is not enrolled in classes. This form may be used to request a fee waiver and continuation of library privileges.*

*The required form for form and style for all theses submitted to the Department of Anthropology is the American Anthropologist. A copy is available in the department office for student reference.*

\*\*\*\*\*  
\*\*\*\*\*

APPROVALS: \_\_\_\_\_  
\_\_\_\_\_ Thesis Committee Chair  
Date

\_\_\_\_\_  
\_\_\_\_\_ Graduate Coordinator \_\_\_\_\_ Date

Copies: Original to file; copy to graduate student

# APPENDIX C

## GUIDE FOR TABLES AND FIGURES

Department of Anthropology  
California State University, Sacramento

### GUIDE FOR TABLES AND FIGURES

September 1, 1999

Tables and figures are important components of theses and, sometimes, term papers. They are used to present information in a more succinct manner than is possible with sentences. Any table or figure presented in a paper/thesis must be discussed in text. See the Departmental *Term Paper Style Sheet* for how to refer to tables and figures in text.

#### TABLES

Tables are used to present a body of data in a reader-friendly manner. All data presented in tables should be arranged in some logical manner (e.g., chronologically, by size, alphabetically, etc.). All tables should have a legend at the top, which gives the title of the table and, in some cases, additional information. Other information pertinent to interpreting the data in the table should be indicated using superscripted numbers, letters, or asterisks, etc. immediately following the item to be explained and then presented below the table. Tables (and figures) are generally presented immediately after they are introduced in text. It is often easiest to number the tables by chapter. The following tables serve as models.

Table 4.3 Raw data and summary statistics for  
*Victoriapithecus* pedal specimens.

---

Measurements (mm)\*

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Specimen #	48	49	50	51	52	53	54
KNMMB20239	3.8	3.2	7.5	5.1	6.5	.	.
KNMMB25322	.	.	6.6	4.8	5.5	.	.
KNMMB25326	.	.	6.9	4.6	6.1	.	.
96Mb1949	3.7	3.6	7.7	5.6	6.8	.	.
96Mb2233	.	.	6.8	5.3	6.4	.	.
96Mb2484	.	.	6.5	5.0	5.9	.	.
96Mb2647	.	.	6.8	4.7	6.1	.	.
96Mb2717	3.3	2.5	6.5	4.3	5.2	.	.
96Mb3167	.	.	6.7	5.0	5.6	.	.
96Mb3396	4.2	3.5	7.7	6.4	7.2	5.8	25.6
Mean	3.75	3.20	6.97	5.08	6.13		
SD	0.370	0.500	0.479	0.590	0.615		

\* 48=Mid-shaft Breadth MtI; 49=Mid-shaft Height MtI; 50=Height Entocuneiform Facet; 51=Width Entocuneiform Facet; 52=Total Width Base MtI; 53=Height MtI Head; 54=Functional Length MtI

Table 3.2. Interview results of informants, in the order they were taken.\*

Order + Name	Age**	Location	Description	Observations
1. Dabelatombo, Armand	ca. 60	Belo-sur-mer	A "sorcerer." First to mention fantastic creatures, introduced eyewitnesses. Very poor eyesight.	Had not seen <i>kilopilopitsofy</i> or <i>kidoky</i> , but knew of them from others. Many stories of <i>bokyboky</i> .
2. Constant	ca. 70	Antsira	Man who works at salt factory, and his wife and son.	In 1976, heard the <i>kilopilopitsofy</i> at night, said some neighbors saw it.
3. Sangitro	middle-aged	Antsira	Watchman at salt factory.	Said people had seen and heard animal at several locations, called <i>tsungaomby</i> . Selected picture of hippopotamus.
4. Pascou, Jean Noelson	85	Belo-sur-mer	Oldest man in region. Good health, eyesight and literate.	Many details of <i>kilopilopitsofy</i> , <i>kidoky</i> , and <i>bokyboky</i> , including appearance and sounds. Selected hippo picture. Last saw <i>kilopilopitsofy</i> in 1976.

\* Modified from Burney and Ramilisonina (1999).

\*\* Age as of 1995.

Table 6.2. Occurrence of porotic hyperostosis in Maya skeletal series  
(Modified after Wright and Chew, 1999).

Skeletal Series	Chronological Period	Location	Sub-adults		Adults		Reference
			%	N	%	N	
Cuello	Preclassic	Belize	12.5	8	3.6	28	Saul and Saul, 1991
Copán	Classic	inland	58.8	17	60.0	30	Whittington, 1989
Pasión (combined) <sup>a</sup>	Classic	inland	55.5	18	65.4	81	Wright, 1994
Altar de Sacrificios	Classic	inland	-		89.3	28	Saul, 1972, 1973
Cichen Itzá cenote	Postclassic	inland	77.8	18	52.9	17	Hooton, 1940
Playa del Carmen	Postclassic	coastal	- <sup>b</sup>		48.0	28?	Márquez Morfin, 1982
Lamanai	Postclassic	Belize	- <sup>b</sup>		9.0	53	White, 1988
Iximché	Postclassic/ Historic	highland	0.0	1	16.1	31	Whittington, p.c. 1988
Lamanai	Historic	Belize	- <sup>b</sup>		17.0	100	White, 1988
Tipu	Historic	Belize	35.8	106	19.4	185	Cohen et al., 1994
Tancah	Historic	Coastal	100.0	3	77.8 <sup>c</sup>	9	Saul, 1982

<sup>a</sup> Combined sample includes Dos Pilas, Aguateca, Itzan, Altar de Sacrificios, and Seibal.

<sup>b</sup> Subadult data are included with adult statistics for these samples.

<sup>c</sup> Rate is recalculated from data in Saul (1982) to include corable crania only.

S

### **FIGURES**

Figures are used to illustrate patterns in data distribution, to present maps, illustrations of specimens, measurement definitions, people, places etc. As with tables, figures should have a legend, placed either above or below the figure. Wherever the placement, it should be consistent. The legend gives the title and, in some cases, additional information. The legend should be centered relative to the borders of the figure itself. Sometimes, a key is needed to explain various symbols or patterns. As with tables, figures are generally presented immediately after they are introduced in text. It is often easiest to number the figures by chapter. The following figures serve as models.

Figure 3.1. Illustration of dental features  
on upper and lower molars of a primitive  
primate. After Fleagle, 1998.

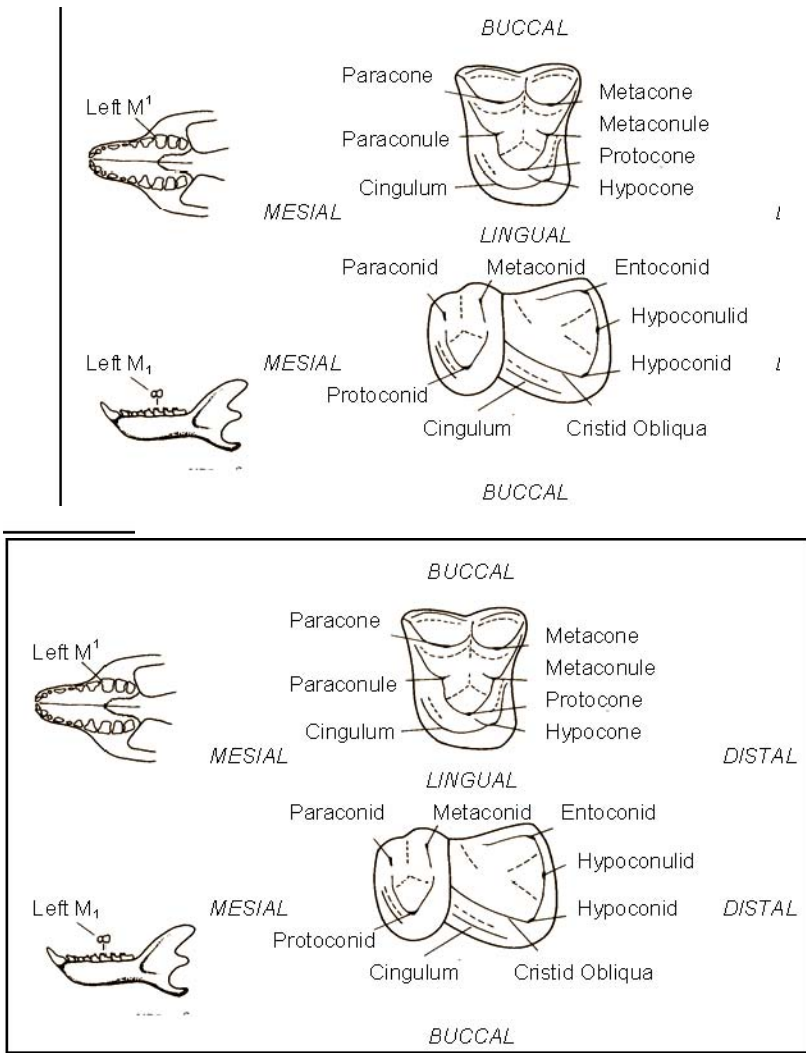
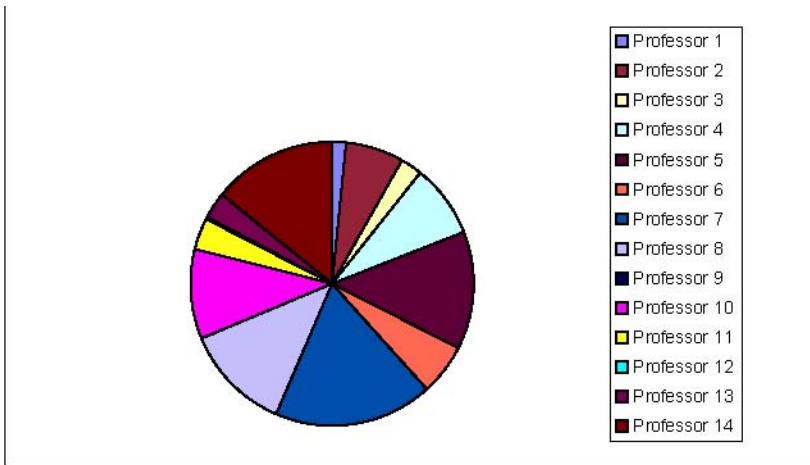


Figure 4.7. Full-time faculty over five-year period.



- Entoconid
- Hypoconulid
- Hypoconid
- Cristid Obliqua
- Cingulum
- Protoconid
- Metaconid
- Paraconid
- Left M<sub>1</sub>
- Hypocone
- Protocone
- Metaconule
- Metacone
- Cingulum
- Paraconule
- Paracone
- Left M<sup>1</sup>
- MESIAL*
- LINGUAL*
- BUCCAL*
- BUCCAL*
- DISTAL*
- MESIAL*
- DISTAL*