

A Guide to Completing the Application for the University of Hawai'i at Hilo Master of Arts in Heritage Management, Dept. of Anthropology

MA Heritage Management Check list

- UH Hilo Graduate application form
- Application fee, \$50
- Personal statement of objectives including applicant's planned area of community-based heritage research.
- Resume
- Three professional or academic letters of recommendation
- Official transcripts from all colleges or universities (must be received in a sealed envelope)
- Baccalaureate degree transcripts from international institutions must be submitted to a [transcript evaluation service](#).
- General Test, Graduate Record Exam (must be received directly from testing agency, or in a sealed envelope if submitted with your application); UH Hilo code: 4869

For International applicants:

- Official TOEFL score report, if required
- [International Graduate Student Information](#)

**Priority deadline for receipt of all
application materials:**

January 1

Program Purpose and Goals

The master's degree in Heritage Management is designed for students who seek heritage-related careers in a multitude of government agencies, private-sector consulting firms, educational institutions, and various other organizations engaged in the interpretation, preservation, and perpetuation of cultural heritage (such as heritage centers and museums). We emphasize heritage training in Hawai'i and the Pacific Islands but will contextualize these regional specializations globally.

Program objectives:

- Create a workforce of historic preservationists who are committed to the long-term management of Oceanic cultural resources;
- Increase the representation of descendant communities in leadership positions in heritage management;
- Assist community planners in more sensitive treatment of traditional cultural properties, human burials, sacred sites, ancient habitation sites, agricultural systems, and trails;
- Provide training to meet the federal professional standards for archaeologists as defined in 36 CFR Part 61;
- Provide training to meet the professional qualifications of principal investigators as defined in Hawai'i Administrative Rules (HAR)13-281 for conducting archaeological fieldwork and for conducting cultural impact assessments.

Participants of the program will:

- Perform community-based research in heritage management;
- Develop skills in archaeology, cultural impact assessment, and collections management related to heritage management;
- Prepare a thesis project based on original field research and internships;
- Present results in oral and written publications;
- Interpret and critique heritage literature.

Application Process

Applications will be examined beginning Feb 1 for admission to the following Fall semester. After Feb 1, applications will be accepted on a space available basis until May 1. The UH Hilo Graduate Division receives applications and supporting documents and maintains the applications through final notification. If you do not hear from us within 30 days of submission of your application, please contact the Graduate Division at 808-932-7926. Applications that meet the admission criteria will be forwarded to the Anthropology Graduate Admissions Committee for a comprehensive review and consideration for admission into the program. Admission decisions made by the committee will be forwarded to the Graduate Division which sends the final notification to the applicant.

Admission Status: The applicant's admission status is valid only for the semester to which the applicant is accepted. Applications for students who do not register or who withdraw from the University are voided but retained for a period of one (1) year. Students may reapply for admission to the next year by submitting a new application to the Admissions Office with the application fee.

Criteria for Admission:*

Acceptance is granted at the discretion of the Admissions Committee based on the six criteria listed below. An applicant must:

- 1) have earned a baccalaureate degree from an accredited US institution or from a nationally recognized foreign institution.
- 2) in her/his personal statement, list advisor(s) from the Heritage Management M.A. faculty who agrees to sponsor the application and to serve as primary advisor upon acceptance to the program.
- 3) General Graduate Record Exam (GRE) scores submitted before the application deadline.
- 4) have a grade point average of 3.0 (4.0 = A scale) or the equivalent in the last four semesters of approximately 60 semester credits of undergraduate and/or in all post-baccalaureate work. Candidates with less than a 3.0 GPA may still be considered if they can demonstrate additional post-baccalaureate professional development that compensates for the GPA.
- 5) submit three letters of recommendation from references who have observed or supervised the applicant's performance and are able to comment on the quality of the applicant's academic achievement, ability to pursue graduate study, and general character.
- 6) earn a score of 550 TOEFL (paper based), 213 (computer based) or 79 (internet based), or 6.0 IELTS (for students who have not attended an English language university, or for whom English is not the primary language).

*Recommended course work prior to admission: Major or minor in Anthropology, Hawaiian Studies, or History; 1 year of non-English language related to proposed thesis project; mastery of undergraduate courses in writing and technical writing.

Transfer of Credits: Requests for transfer of graduate credits must be made during the first semester in which the student is enrolled in the program. Only credit hours with a grade of B or better from accredited universities are transferable. Transfer credit hours must have been completed within five years preceding the date upon which the advanced degree is to be conferred by UH Hilo, and must not have been used to satisfy requirements for another degree. The Heritage Management program will decide which credits will be transferred.

For questions regarding the application process, contact:
 Māhealani Jones
 UH Hilo Graduate Division
 200 W. Kawili Street, Hilo, Hawai‘i 96720-4091
 (808) 932-7926
amyj@hawaii.edu

Per Credit Hour Tuition, 2017-2018

Resident: \$479
 Non-resident: \$1,097
 Total Credits: 30 credits Plan A; 36 credits Plan B

Frequently Asked Questions

- 1. Do I need to find a faculty sponsor?**
 Yes, you are required to contact individual faculty members whose research interests are similar to your own and who agree to sponsor your application to the program. It is recommended that you begin faculty contact well before the application deadline. Faculty sponsorship is required for program acceptance.
- 2. How do I find a faculty sponsor?**
 Heritage Management faculty information can be found within this application and on the Anthropology Department website.
- 3. How long does it take to complete the program?**
 The M.A. is designed to be completed in 4 semesters with the summer between the first and second year devoted to the completion of thesis field work.
- 4. What are the entrance requirements?**
 See Check List and Criteria for Admission on the first page of this form.
- 5. Do I have to take the GRE?**
 Yes, applicants are required to submit General GRE exam scores to UH-Hilo (UH Hilo code: 4869).
- 6. Can I transfer credits?**
 Yes, up to 6 credits, subject to program approval.
- 7. When will the program start?**
 Classes for new students begin in the fall of each year.
- 8. How much will it cost to live in Hilo?**
 You should budget approximately \$28,000 per year (residents of Hawai‘i) and \$35,000 (non-residents) for tuition, books, housing, food, and personal expenses.

- 9. Is financial aid available?**
 Graduate assistantship positions and scholarships may be available (contact Dr. Mills, millsp@hawaii.edu). You may also contact faculty and participating agencies for financial assistance. Students interested in assistantship positions must have submitted the FAFSA; students who meet the deadline for financial aid will have priority for assistantship positions and other aid. Contact the UH-Hilo Financial Aid Office for more information (808-932-7449).
- 10. Do I need a computer?**
 Yes, or at least daily access to one.
- 11. Do I need to write a thesis?**
 Yes. All graduates of this program are projected to work in careers where they will regularly be completing thesis-like reports and grant proposals. The ability to begin a project, execute it, and prepare a final report (thesis) is essential to the successful completion of this M.A.

Course	Cr	Title
Core Courses* (required for all HM MA students):		
600	3	Thesis Design, Method, and Theory
644	3	Ethics and Community-Based HM
645	3	Historic Preservation Laws and Regulations
646	3	Quantitative and Qualitative Methods in Anthro.
Topical Course Electives (complete 1):		
612	3	Museum Studies
613	3	Paleoenvironmental Reconstruction
614	3	Cultural Impact Assessments
615	3	Submerged Cultural Resources
Area Electives (complete 1):		
623	3	Archaeology of Oceania
624	3	Archaeology of Hawai‘i
625	3	Indigenous Heritage Management in the Pacific
694	3	Special Area Topics
Applied Analytical Methods (complete 2):		
631	3	Oral History Research
632	3	Paleobotanical Methods
633	3	Material Conservation
634	3	Lithic Analysis
635	3	Human Osteology
699	1-3	Directed Research
Thesis and Internship Courses:		
690	6	Graduate Internships
700	6	Master’s Thesis Research
*All MA candidates must have completed one year of course-work in a language, or pass a language exam for a non-English language related to their thesis.		

Apply online at: <http://hilo.hawaii.edu/admissions/Apply.php>

All application documents should be directed to the UH Hilo Graduate division

Heritage Management Faculty

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