

2016-2017

Master's in Applied Anthropology
Student Handbook



Anthropology
School of Language, Culture and Society
Oregon State University
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Corvallis, OR 97331

Contents

Introduction	3
Where We Sit Within the University	4
Anthropology Graduate Program Overview.....	5
Anthropology Graduate Faculty	5
Master's Degree Coursework Requirements and Proficiencies.....	7
<i>Core Requirements (12 credits)</i>	7
<i>Major Specialization (12 credits)</i>	7
<i>Supporting Courses in Anthropology (credits 12)</i>	7
<i>Outside Skills/Minor (15 credits)</i>	7
<i>Internship (6-12 credits)</i>	7
<i>Thesis (6-12 credits)</i>	7
<i>Tan Sack (1 credit)</i>	7
<i>Degree Type Proficiencies</i>	7
Master's Degree Timeline:.....	8
Normal Progress to Graduation	8
Continuous Enrollment	9
Full-time Registration	9
International Student Registration	9
Graduate Assistants	9
Forming a Master's Supervisory Committee.....	9
Program Meetings.....	10
Master's Research Proposal.....	10
Policy on Readings and Conference	10
Internship Experience	10
<i>Completing an Internship</i>	10
<i>Applying Prior Experience to the Internship Requirement</i>	11
<i>Procedure</i>	11
Leave Of Absence	12
Master's Thesis Defense	12
Institutional Review Board Approval of Human Subjects Research.....	13
Submitting The Master's Thesis	13
Article Based Theses	13
Funding Sources	14
Graduate School Student Travel Award.....	14
Other Resources on Campus	15

Introduction

Dear Anthropology Master's Student,

Welcome to OSU's Applied Anthropology Program! Please use this handbook to guide your journey through the graduate program. We understand there is a lot of material covered in these pages. Read it carefully and refer to it often. Although not a formal contract, we expect you to follow these regulations and procedures.

Please note the following important issues:

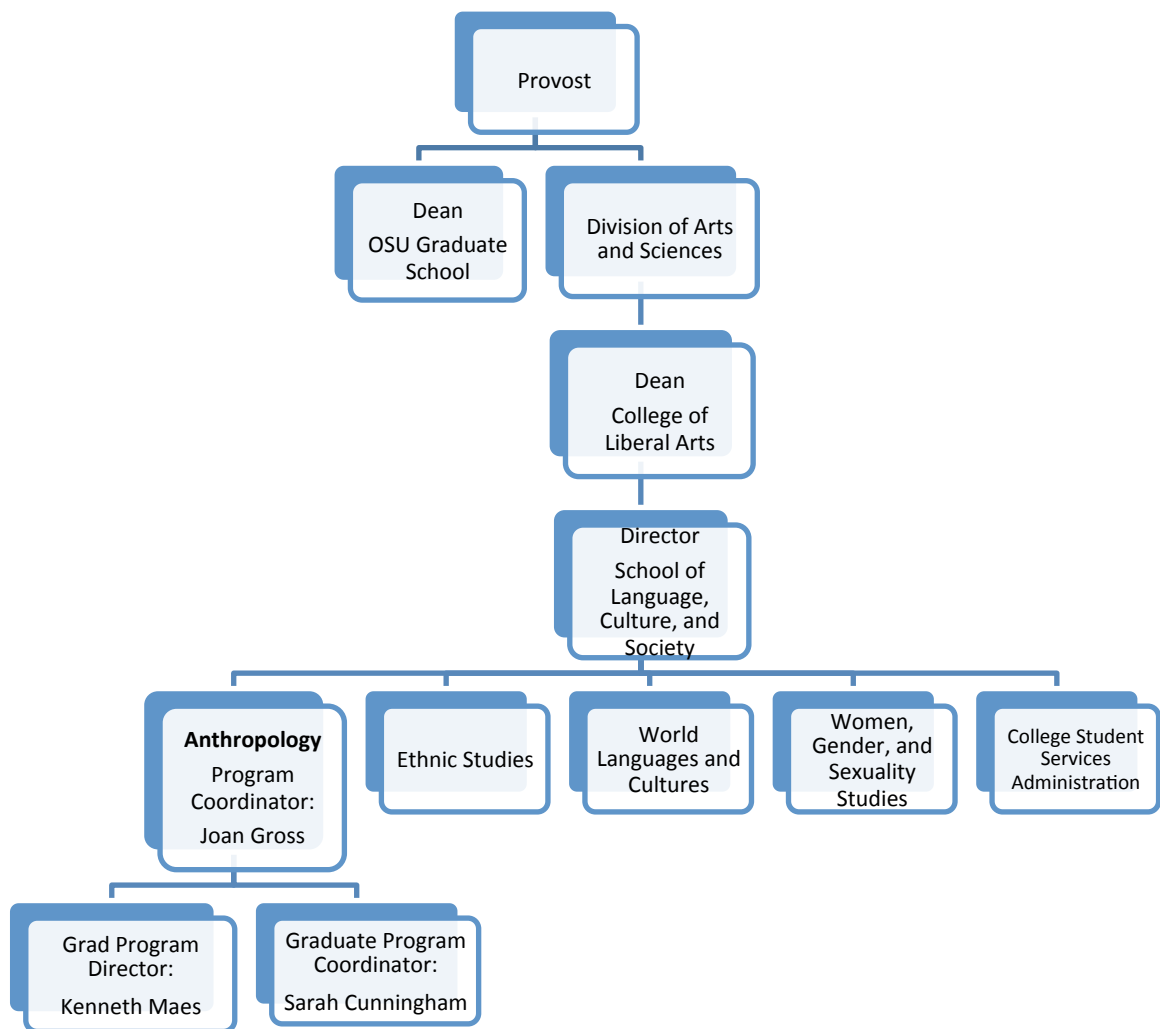
1. Whenever paperwork is involved, allow ample time to be processed (minimum two weeks) during the academic year. You must submit all paperwork in a timely fashion.
2. Please make sure that the department has your current contact information at all times.
3. Any exceptions to department policies and procedures must be processed through the Graduate Program Director. It is your responsibility to communicate with your advisor and the Graduate Program Director about your progress in the program.

We wish you the best in your career, and let us know if you have any questions. Please refer often to this handbook and to the OSU Graduate School web site:

<http://gradschool.oregonstate.edu/>.

Where We Sit Within the University

Beginning in 2010, Anthropology was reorganized into a program within the newly created School of Language, Culture and Society (SLCS) at Oregon State University. Other units within SLCS include Ethnic Studies, Women, Gender, and Sexuality Studies, World Languages and Cultures, and College Student Services Administration. Budgetary issues are handled at the level of the School under the director, while decisions about curriculum, promotion and tenure, and policies related to graduate programs are made within Anthropology. Day to day management and oversight of the M.A., M.S., and Ph.D. programs is the responsibility of the Graduate Program Director, Dr. Kenneth Maes (Kenneth.Maes@oregonstate.edu). He is assisted by the Graduate Program Coordinator, Dr. Sarah Cunningham (Sarah.Cunningham@oregonstate.edu).



Anthropology's position within the current organizational structure of OSU.

Anthropology Graduate Program Overview

Anthropology at Oregon State University has a strong tradition of combining research, graduate training and community engagement. We offer four-field graduate training in Anthropology. Our M.A. degree was established as one of the first applied anthropology programs in the nation in the early 1990s, and our Ph.D. degree became fully operational in 2006. The M.S. degree was added in 2016. All are geared toward filling an important and growing niche: the need for anthropologists with advanced training in applied research. Our graduates go on to careers in academia or employment in a wide variety of other areas, including government agencies (recent examples include the Bureau of Land Management and the National Oceanic and Atmospheric Administration); the non-profit sector (examples include global organizations such as Oxfam, and regional organizations such as the Pacific States Marine Fisheries Commission); tribal groups around the country, and the private sector. In short, we're using anthropological skills and methods to work with people, understand the past and present, and shape the future.

Anthropology Graduate Faculty

The graduate faculty members listed below are authorized by the Graduate School to supervise Anthropology M.A. and M.S. students. Most faculty have posted complete curriculum vitae on the departmental web site, which you may want to peruse as you select the members of your committee. Below is a brief description of the expertise of each of the graduate faculty in Anthropology.

David R Brauner (PhD Washington S U 1976; Professor); Prehistoric and historic archaeology, archaeological method and theory, paleoecology, historic preservation, historic materials analysis; Northwest; dbrauner@oregonstate.edu

Josefa (Fina) Carpena Mendez (PhD U California Berkeley 2006; Assistant Professor); Migration, childhood, neoliberalism; Latin America; Fina.Carpena@oregonstate.edu

Melissa Cheyney (PhD U Oregon 2005; Associate Professor); Biocultural medical anthropology, human reproductive adaptations, evolutionary medicine, gender and midwifery; melissa.cheyney@oregonstate.edu

Loren Davis (PhD U Alberta 2001; Associate Professor); Archaeology, geoarchaeology, hunter-gatherer studies, cultural ecology, peopling of the New World; Pacific NW, Baja California; loren.davis@oregonstate.edu

Drew Gerkey (PhD Rutgers U 2010; Assistant Professor); Ecological, environmental, and evolutionary anthropology, political ecology, behavioral ecology, human ecology, commons, cooperation, collective action, sustainability, social network analysis, ethnographic methods, evolution of culture and behavior, kinship; Arctic studies, Siberia, Russia and post-socialist studies, Alaska; drew.gerkey@oregonstate.edu

Joan E Gross (PhD U Texas 1985; Professor); Linguistic anthropology, folklore/popular culture, food anthropology; Europe, North Africa, Latin America; jgross@oregonstate.edu

Kenneth Maes (PhD Emory 2010; Assistant Professor); Biocultural anthropology, medical anthropology, global health and development, community health workers, resource insecurity, mental health, maternal and child health, HIV/AIDS, religion, morality, and ritual; Ethiopia, Africa; kenneth.maes@oregonstate.edu

Leah Minc (PhD U of Michigan 1994; Associate Professor); Archaeometry, trace-element analysis, Aztec and Zapotec economies, ceramic analysis; Mesoamerica; leah.minc@oregonstate.edu

Lisa M L Price (PhD U of Oregon 1993; Professor); Cultural anthropology, applied anthropology, agro-biodiversity, wild food plants, ethnobiology, international food security, agricultural research; natural resource management, gender, methodology development.; Southeast Asia; with selected professional experience in Europe, Africa and South Asia; lisa.price@oregonstate.edu

Bryan Tilt (PhD U of Washington 2004; Associate Professor); Environmental anthropology, demography, rural development, risk assessment and perception; China; bryan.tilt@oregonstate.edu

Master's Degree Coursework Requirements and Proficiencies

Core Requirements (12 credits)

ANTH 575: Theory of Culture (4)

ANTH 593: Statistical Applications in Anthropology (4)*

ANTH 595: Anthropological Research Design (4)

*Or equivalent course, e.g. H 524. Introduction to Biostatistics (4) or
FES 523. Quantitative Analysis in Social Science (4)

Major Specialization (12 credits)

Take courses in one of the following options:

Archaeology

ANTH 531: Archaeological Theory (4)

ANTH 535: Cultural Resources: Policy and Procedures (4)

ANTH 543: Human Osteology (4)

Biocultural Anthropology

ANTH 583. Advanced Medical Anthropology (4)

ANTH 585. Uses of Anthropology (4)

ANTH 591: Ethnographic Methods (4)

Cultural Anthropology

ANTH 576: Advanced Anthropological Theory Seminar (4)

ANTH 585: Uses of Anthropology (4)

ANTH 591: Ethnographic Methods (4)

Supporting Courses in Anthropology (credits 12)

Any combination of 500-level courses as approved by Major Professor/Committee

Outside Skills/Minor (15 credits)

Any combination of 500-level courses in another discipline that facilitate student's mastery of knowledge and skills as needed to carry out original research as approved by Major Professor/Committee

Internship (6-12 credits)

Thesis (6-12 credits)

Tan Sack (1 credit)

ANTH 507. Seminar (1)

Degree Type Proficiencies

For the Master of Arts degree, the student must show second language proficiency (including American Sign Language) equivalent to that attained at the end of a second-year university course in that language with a grade of "C" (2.00) or better. Students who have successfully completed at least 2 years of high school in a language other than English will have fulfilled this requirement. Second language proficiency must be established *before* defending one's thesis.

For the Master of Science degree, the student must show technical proficiency in areas that emphasize scientific methodological skills (e.g. GIS, statistics, epidemiology). The M.S. student is encouraged to undertake the 15 credits of proficiency as part of their outside skills/minor requirements. This will be in lieu of the language proficiency required for the M.A. degree. The courses for the M.S. degree must be completed and approved by the student's Committee before the student takes the final oral examination for the degree. Students specializing in cultural/linguistic anthropology are *not* eligible for the M.S.

Minimum Total: 64 credits

Master's Degree Timeline:

Students are encouraged to complete their educational program in a timely manner. To do this, we have provided the following timeline:

- During your first year, complete the Anthropology core coursework.
- By the start your third term, select a thesis topic and your [committee](#).
- By the end of your third term, file your [program of study](#).
- By the end of your second year, complete all coursework.
- At least 15 weeks before your defense, select your [Graduate Council Representative](#).
- At least one term in advance, arrange your thesis defense date with your committee.
 - Note: Any Incomplete grades on the program of study must be resolved prior to scheduling the defense.
- At least six weeks before of your defense, submit your final thesis draft to your Major Professor.
 - Your major professor will read and return this draft to you within three weeks.
- At least two weeks before your defense:
 - Notify the office staff of its time and place,
 - Submit the Graduate School's [Exam Scheduling Form](#),
 - Deliver or [email pretext pages](#) of your thesis to the Graduate School,
 - Submit the final draft of your thesis to the rest of your committee,
 - Submit an [application for graduation](#).
- Within six weeks of your defense or before the first day of the following term, *whichever comes first*, submit the final copy of your thesis to [ScholarsArchive](#) to avoid [having to register for a minimum of three graduate credits](#) the next term.

Normal Progress to Graduation

To encourage Anthropology graduate students to complete their educational program in a timely fashion, a set of benchmarks have been established. These normal progress guidelines help students assess their own progress. They also enable departmental administrators to identify problems early and to provide timely advice and assistance. Students who fail to meet normal progress guidelines risk losing their research or teaching assistantships and also may be [dismissed](#) from the program.

The benchmarks for M.A., M.S., and M.A.I.S. students are:

- Maintain a 3.0 grade average overall.
- Maintain a 3.0 grade average for courses in the program of study filed with the Graduate School.
- Maintain a 3.25 grade average for anthropology core courses.
- Complete required courses and the thesis within four years of entering the program. (Funding normally is available for no more than six terms.) This also applies to part-time students.

Continuous Enrollment

Unless on a leave of absence approved by the Graduate School, all graduate students must register continuously for a minimum of 3 graduate credits, excluding summer, until their degree is granted or until their status as a credential-seeking graduate student is terminated. For details on this policy see "[Continuous Enrollment - Minimum Registration](#)" in the Graduate Catalog.

Full-time Registration

The [full-time](#) course load for a graduate student, including course work and thesis credits, ranges from 9-16 credits per term. All Graduate Assistants must enroll for a minimum of 12 credits during each term of their appointment during the academic year or a minimum of 9 credits during summer. All students enrolling for at least 9 credits are advised to register for their maximum allowable credits each term, using thesis credits to increase their loads to the allowable maximum. Check with your program or the Graduate School for further information.

International Student Registration

International students are advised to contact an international advisor in the [International Scholar and Faculty Services](#) office to determine the number of credits required to maintain visa status.

Graduate Assistants

All [Graduate Assistants](#) must register for and complete a minimum of 12 credits each term of their appointment (except during Summer term, when they must enroll for 9 credits). Audit registrations and enrollment in OSU Extended Campus courses may not be used to satisfy these enrollment requirements. Other minimum term registration requirements may be necessary to qualify for Veteran's benefits, etc.

Forming a Master's Supervisory Committee

The Master's supervisory committee should include at least four professors who are members of the graduate faculty at OSU. Of the committee members, at least two must be from Anthropology, one must be from the student's minor field of study, and one must be the Graduate Council Representative. For more information on the function of the graduate committee and the roles of its members, visit:

<http://gradschool.oregonstate.edu/progress/graduate-committee>.

Program Meetings

The Anthropology Department requires that Master's students hold a [program meeting](#) and get a program of study form approved by the end of third term. The Graduate Council Representative (GCR) should attend this meeting. Students should submit the signed [Program of Study](#) form to the Graduate School. Students who do not file a Program within the specified deadline for their degree will not be allowed to register for the next term. A registration hold will also be placed on graduate students whose Programs of Study are not approved after initial evaluation by the Graduate School.

Master's Research Proposal

The Anthropology Department requires all Master's students to prepare a written research proposal that outlines research questions or objectives, methods, and potential contributions to the field. Students are encouraged to work closely with their faculty advisors in designing their research.

Policy on Readings and Conference

Graduate students are *not* permitted to substitute ANTH 505. Readings and Conference for a required graduate course taught regularly (every two years) in the anthropology curriculum. Exceptions will only be granted under extenuating personal circumstances, in which case a letter of request should be sent to the Personnel Committee.

Internship Experience

Master's students in Applied Anthropology are required to demonstrate learning from professional experience. Typically, this will mean completing an approved internship, the purpose of which is to give students practical training with the guidance of an internship supervisor, and to help students make professional connections in the field.

The Graduate Faculty acknowledges that some students enter the program with significant prior professional experience and agrees that this experience should count toward the internship requirement when there is a clear fit between these experiences and the student's professional and research interests. The criteria and procedures below outline conditions for applying prior experience to fulfill residency requirements.

Completing an Internship

Students should register for 6-12 credits of internship. The OSU Course Catalog states that "One credit is generally given for three hours per week of work." Thus, one quarter credit represents 30 hours of work, and a 6-credit internship should be equivalent to 180 hours of work. Students should enroll in ANTH 510 during the term(s) in which the internship is undertaken.

The internship supervisor will usually be someone affiliated with a private organization or public agency. The student will perform an agreed upon set of tasks and report directly to the supervisor to produce a product that is useful for the organization or agency.

Prior to beginning the internship, in consultation with the Major Professor and site supervisor, the student should fill out the "[Internship Agreement Form](#)" and submit it to the Graduate

Program Coordinator. After completing the internship, the student should submit an “Internship Report” describing the supervising organization, tasks completed during the internship, the product delivered to the organization, and lessons learned during the experience. An evaluation filled out by the site supervisor must also be submitted upon completion of the internship.

Here are some good resources for finding an internship opportunity:

- American Anthropological Association: www.aaanet.org
- Society for Applied Anthropology: www.sfaa.net
- FastWeb.com: www.fastweb.com
- The Foundation Center: <http://foundationcenter.org>
- Foundations On-Line: www.foundations.org
- Idealist.org
- State of Oregon Web site (plus web sites of various departments in state government)
- U.S. National Parks Web site
- Presidential Management Fellows Program: <https://www.pmf.opm.gov/>

Portland State University, Institute for Non-Profit Management. List-serve. (To subscribe or unsubscribe via the World Wide Web, visit: https://www.lists.pdx.edu/lists/listinfo/inpm_list)

Applying Prior Experience to the Internship Requirement

Internships are typically conducted in public or private organizations that are relevant to the student’s professional and research interests. If a student wants prior experiences to count toward the residency requirement, the organization where prior experiences were gained should have clear relevance to the professional and research interests of the student. It is up to the student, Major Professor, and the Graduate Program Director to determine the relevance of prior experience.

Master's students must complete 6-12 credits of internship (ANTH 510), which is 180-360 hours of work. For prior experience to qualify for the internship requirement, the student should have completed an appropriate amount of work that is directly relevant to his or her professional and research interests, as described above. It is up to the student, Major Professor, and Graduate Program Director to determine how many credit hours the prior experience is worth.

Master's students are required to complete an Internship Report that describes the supervising organization, the tasks completed during residency, the product delivered to the organization, and lessons learned during the experience. Also, an Evaluation Form must be filled out by the supervising organization. Therefore, if a student wants experience to count toward the residency requirement, he or she must complete an Internship Report and arrange for the organization where prior experiences were gained to complete the Evaluation Form. The Internship Report should explain connections between graduate coursework and prior experience, with an emphasis on the student’s role within the organization and the skills acquired. If the supervisor for the residency is no longer with the organization or out of contact, the Evaluation Form requirement may be waived, pending approval from the Major Professor and Graduate Program Director.

Procedure

1. Meet with Major Professor to determine relevance of experience to professional and research interests
2. Determine how many credits prior experience is worth

3. Draft a 1-page summary of the experience and its relevance to submit to Graduate Program Director
4. Graduate Program Director and Major Professor will meet to discuss summary and petition

If Petition is Approved:

5. Write Internship Report and arrange for Evaluation Form
6. Register for internship credits (ANTH 510)
7. Submit Internship Report and Evaluation Form to Major Professor to obtain signature and then to the Anthropology Office to be filed in Student Portfolio.

Leave Of Absence

On-leave status is available to students who need to suspend their program of study for good cause. Students who desire a leave of absence will work with their major professor, program administrator, and the Graduate School to arrange authorized leave. Students understand that while on leave they will not use University resources. A completed [Leave of Absence Form](#) must be received by the Graduate School at least 15 working days prior to the first day of the term involved.

Graduate students who takes an unauthorized break in registration by failing to maintain continuous enrollment or by failing to obtain regular or planned leave of absence will relinquish his or her graduate standing in the university. Students who wish to have their graduate standing reinstated will be required to file an Application for Graduate Readmission, pay the readmission fee, and register for 3 graduate credits for each term of unauthorized break in registration. The readmission application must be approved by the student's major professor, department/school/program chair, and graduate dean. Acceptance back into a graduate program is not guaranteed even if the student departed in good standing. The petitioner for readmission will be required to meet university and departmental admission requirements and degree completion requirements that are in effect on the date of readmission. Review of the Application for Graduate Readmission may also result in a change of residency status from resident to nonresident. See the catalog for more information on [Registration Requirements](#).

Master's Thesis Defense

Thesis defenses often take a long time to schedule and students must get permission from their major professor before beginning to schedule. Once every committee member has agreed on a date and time, students must schedule the defense with the Graduate School at least two weeks in advance by filling out the "Exam Scheduling Form" (<http://gradschool.oregonstate.edu/forms>) and turning in the pre-text pages of the thesis. All committee members should have a copy of the thesis at least two weeks in advance of the defense. Some faculty advisors may ask to see the thesis earlier than one week in advance of the defense. Please schedule 2 hours for the defense, including 30-45 minutes for a public presentation and questions, and the remaining time for questioning by the committee. The Graduate Council Representative (GCR) must be present for the defense. For complete details on the Graduate School's requirements for the thesis, visit: <http://gradschool.oregonstate.edu/success/thesis-guide>.

Institutional Review Board Approval of Human Subjects Research

It is Oregon State University policy that the OSU Institutional Review Board (IRB) must review all research that involves human subjects. The results from studies conducted without obtaining IRB review and approval may not be published or widely distributed, nor can such data be used to satisfy honors thesis, master's thesis or doctoral dissertation requirements.

The requirements for IRB review of research involving human subjects is based upon research ethics and federal law, and the implications of conducting human subject research without IRB approval are significant. Failure to follow this policy places both the individual and the institution at risk: the individual may be subject to university sanctions and/or incur personal liability for negligence and harm; the university could lose access to federal funding or be forced to cease all human subject research. For more information, please send an email to irb@oregonstate.edu or visit the IRB website at <http://oregonstate.edu/research/irb/>.

Submitting The Master's Thesis

The deadline for submitting the thesis to the Graduate School is within six weeks after the student's defense or before the first day of the next term, whichever comes first. Further delay may result in having to register for a minimum of three graduate credits during the following term. Theses must conform to graduate school formatting guidelines:

<http://gradschool.oregonstate.edu/success/thesis-guide> .

Article Based Theses

The Applied Anthropology Graduate Program policy on article-based theses complements and supersedes the [Graduate School's policy/guidelines](#).

In consultation with their Major Professor and thesis committee, graduate students in the Applied Anthropology program can choose to write either a traditional thesis or a journal article manuscript-based dissertation. For either traditional or journal article manuscript-based theses, it is the Major Professor and committee who ultimately decide whether or not the thesis is defensible. For the journal article manuscript-based option, the manuscripts must specifically be deemed *of publishable quality* by the Major Professor and committee, meaning that the manuscripts are likely to be peer-reviewed in a reputable journal and given at least a "revise and resubmit" decision by the journal editor(s).

For Master's degrees, a minimum of 1 article is required for the thesis, and a maximum of 2 articles are allowed. Following the Graduate School guidelines, journal article-based theses and dissertations should contain an overarching introductory chapter and conclusion chapter. None of the manuscripts need to be submitted for peer review by the time of the defense. However submission for peer review is encouraged.

To ensure that reputable, relevant, and otherwise appropriate journals are targeted when preparing (and submitting) manuscripts, all students who are writing journal article manuscript-based theses must consult with their major professor in selecting a peer-reviewed journal.

Co-authoring with the Major Professor or others is allowed, but the student must be the first author. As first author, the student should make the most integrative contribution to the article manuscript. All other authors should be ranked in accordance with the rules or customs of the specific sub-discipline.

Funding Sources

A number of Teaching Assistantships are available to graduate students within the Department Anthropology. The granting of these Teaching Assistantships is controlled by the student's major professor and the teaching assignment is controlled by the personnel committee. In addition, some Research Assistantships may be provided by faculty members who are funded by grants. Master's students can receive Anthropology teaching assistantships for a maximum of 6 terms. In exceptional situations involving department needs, a student may be offered a teaching assistantship even if she or he has exceeded the maximum number of terms allowed (6).

You may also find more information about a variety of funding opportunities on the OSU Graduate School web site: <http://gradschool.oregonstate.edu/finance>.

In addition to resources available at OSU, there are many external funding agencies and organizations that support anthropological research. These include:

The National Science Foundation

The Social Science Research Council

The Wenner-Gren Foundation for Anthropological Research

The Freeman Foundation

The Sasakawa Young Leadership Fellows Foundation (SYLFF) – Administered by the Oregon University System

The McNair Foundation

The Ford Family Foundation

The National Institutes of Health

The Andrew W. Mellon Foundation

Fulbright U.S. Student Program

The Pew Charitable Trusts

Graduate School Student Travel Award

Graduate student travel to conferences is essential for the professional development of our students. The University also benefits by being represented at such events. The travel funds from this program are designed to provide graduate students with financial support to cover part of the cost of attending and presenting their scholarly achievements at prestigious conferences and venues.

Awards are intended to cover up to half of the full cost of attending a conference (air and or ground transportation, hotel, meals, and meeting registration). Approximately 10 awards will be made per quarter. The maximum award will be \$500 for domestic travel and \$1,000 for international travel. The department or program should indicate the % of the travel expenses that will be covered by the department/program or other sources. Applicants supported on grants, fellowships, or other means that identify funds specifically for student travel should indicate the % of the travel costs that will be paid from the grant or fellowship funds.

Awards will be made to students who are enrolled as a full-time graduate student at OSU at the time of the conference, or in the case of a conference occurring between the end of spring term and the beginning of fall term, the student must be returning to full time enrollment in fall term. Domestic and international students are eligible.

This information was taken directly from the graduate school website. For deadlines, requirements, & application go to <http://gradschool.oregonstate.edu/finance/travel>.

Other Resources on Campus

- **Writing Assistance** - The School of Language, Culture, and Society (SLCS) has a writing coach on staff. Nancy Barbour (Waldo 117) is available to review writing assignments, to assist with clarity and organization of presentation. The [Graduate Writing Center](#), in Waldo 123, is also available to you.
- **Computer Software** - Many commonly used statistical and spatial analysis software packages are available to OSU students through a site-license. These include SPSS, MATLAB, and the GIS packages. Students can access these programs via the OSU Umbrella server (aka Virtual Computing Lab) by creating a remote desktop connection using their ONID account. See the following link for more information: <http://oregonstate.edu/is/learning-technologies>
- **Mental Health - Counseling and Psychological Services (CAPS)**, provides [individual](#), [couples](#), and [group](#) counseling for OSU students and works to promote a community culture of positive mental health.
- **Hunger, Housing Problems, and Poverty - The Human Services Resource Center (HSRC)** provides direct service, outreach, education, and referral services to OSU students facing hunger, housing problems, and poverty.