2015-2016

Master’s in Applied Anthropology
Student Handbook

Anthropology
School of Language, Culture and Society
Oregon State University
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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/.
Anthropology Graduate Program Overview
The Anthropology Department 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. Both programs 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. 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

David A McMurray (PhD U Texas 1992; Associate Professor); Critical theory, political economy, migration; Middle East/North Africa, Western Europe, US; david.mcmurray@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

Nancy R Rosenberger (PhD U Michigan 1984; Professor); Gender, food and agriculture, small-scale business, effects of globalization; Japan, Central Asia; nrosenberger@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
M.A. Coursework Requirements

Core courses (10 - 11 credits)

ANTH 575: Theory of Culture (4)
ANTH 593: Statistical Applications in Anthropology (3-4)
ANTH 595: Anthropological Research Design (4)

Major Specialization (10 - 12 credits)

Archaeology
ANTH 531: Archaeological Theory (3)
ANTH 535: Cultural Resources: Policy and Procedures (3)
ANTH 543: Osteology Lab (4)
Course approved by your committee

Biocultural Anthropology
ANTH 585: Uses of Anthropology (4)
ANTH 591: Ethnographic Methods (4)
H 524: Introduction to Biostatistics (or equivalent) (4)
Course approved by your committee

Cultural Anthropology
ANTH 576: Advanced Theory (3)
ANTH 585: Uses of Anthropology (4)
ANTH 591: Ethnographic Methods (4)
Course approved by your committee

Skills / Methods (3 – 4 credits, approved by your committee)

Minor (15 credits)
Students should choose a minor area of study (outside Anthropology), in consultation with their committee.

Internship (6 – 12 credits)

Thesis (6 – 12 credits)

Minimum Total: 50 credits

In addition to the requirements above, M.A. students are expected to regularly attend departmental seminars given by faculty, fellow students, and invited speakers. Students should register, during at least two terms, for one credit of ANTH 507 (Seminar, commonly referred to as the “tan sack” seminar). This is an opportunity to be exposed to current research in all subfields of anthropology.

Second-year competency in a foreign language must be established BEFORE defending one’s thesis. Competency may be established by: coursework equivalent to 213 (with a grade of C+ or above), passing language proficiency exam with the World Languages and Cultures program, or
having attended at least two years of high school taught primarily in a language other than English. If a language is useful for your research but there is no foreign language achievement test available for it, you must confer with your major professor about how to test your competency.

M.A. Degree Timeline:
Students are encouraged to complete their educational program in a timely manner. To do this, we have provided the following suggestions:

- Anthropology core courses should be taken the first year.
- A thesis topic and your committee should be chosen before the 3rd term of your first year.
- Before you finish 18 credits of course work, students are required, by the graduate school, to develop a “program of study” with the advice of their committee.
- All course work should be completed by the end of the 2nd year.
- At least 15 weeks before your defense date, the graduate school requires each student to turn in an approved “program of study” form.
- The thesis defense date must be reported to the entire committee one quarter in advance of the defense.
- The major professor must receive the final thesis draft at least six weeks before the intended defense date.
- Your major professor must read your 1st draft and return it to you within three weeks.
- Register with the office staff (1) when you choose a defense date and (2) when you submit your final thesis draft to your major professor.
- The committee members must receive the final draft two weeks before the defense.
- The graduate school requires you to turn in an application for graduation at least two weeks before your final oral exam.

Normal Progress to Graduation Guidelines:
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. 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 the first two years). This also applies to Part-time students.

Minimum Registration – All registration information was taken directly from the OSU Graduate School Website
Unless on approved Leave of Absence, all graduate students in graduate degree and certificate programs must register continuously for a minimum of 3 graduate credits until their degree or
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 Student 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 M.A. 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.

**Program Meetings**

The Anthropology Department requires that M.A. students hold a program meeting and get a program of study form approved by the end of their first year. The Graduate Council Representative (GCR) is not required to attend this meeting. Students will submit the signed Program of Study form to the Graduate School at least one term before graduation (http://oregonstate.edu/dept/grad_school/forms.php#resume).

**M.A. 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 a “readings and conference” course 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**
M.A. students in Anthropology must complete an internship with approved professional supervision. The purpose of this internship is to give students practical training with the guidance of an internship supervisor, and to help students make professional connections in the field.

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 Anthropology 510 during the term 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, the student should fill out the “Internship Agreement Form,” located in the Anthropology main office, and submit it to the Graduate Program Director. The job description must be approved by the site supervisor. After completing the internship, the student should submit an “Internship Report” describing the tasks completed, and lessons learned. An evaluation must be filled out by the site supervisor.

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: wwwFOUNDATIONS.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)

**Continuous Enrollment**
Students are required to be registered for at least three graduate credits, excluding summer session, until you have completed your graduate requirements. These credits may be thesis, internship, etc. You will have a total of six weeks to complete any corrections needed for your thesis, however, to avoid having to register for three credits after your oral defense, you must have a final, corrected, and signed thesis turned into the graduate school before the first day of
the next term. Please see http://gradschool.oregonstate.edu/success/deadlines for information concerning continuous enrollment.

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 graduate student intending to resume active graduate student status following interruption of his/her study program for one or more terms, excluding summer session, must apply for Regular or Planned Leave of Absence to maintain graduate student standing in his/her degree program and to avoid registration for 3 graduate credits for each term of unauthorized break in registration. Please visit http://gradschool.oregonstate.edu/forms#resume and http://catalog.oregonstate.edu/ChapterDetail.aspx?key=38#Section1804 to familiarize yourself with the “Leave of Absence” policy of the OSU Graduate School and the university at large.

Unauthorized Break in Registration
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.

When readmission is approved, the student must register for a minimum of 3 graduate credits for each term of unauthorized break in registration in addition to the minimum 3 credit registration required during the first term of reinstatement and each subsequent term until all degree requirements have been met except for any subsequent term of approved leave as provided in Section II of this policy. If the accumulated credits total more than 16, the student may be required to enroll in more than one term of increased registration.

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 one week 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 one week 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.

**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.

**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. 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
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.