Doctoral Program in Applied Anthropology
Student Handbook

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

Dear Anthropology Doctoral 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, and World Languages and Cultures. Budgetary issues are handled at the level of the School under the directorship of Dr. Susan Shaw, 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. and Ph.D. programs is the responsibility of the Graduate Program Director, Dr. Kenneth Maes (Kenneth.Maes@oregonstate.edu). He is assisted by our graduate advisor, 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. 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 Ph.D. students. 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
Ph.D. Coursework Requirements

I. Core courses (18 credits)
ANTH 575: Theory of Culture (4)
ANTH 593: Statistical Applications in Anthropology (3) **
ANTH 595: Research Design (4)
ANTH 605: Reading & Conference (8)

** Or equivalent with permission of advisor, e.g.,
H 524: Introduction to Biostatistics (4)
FES 523: Quantitative Analysis in the Social Sciences (4)

II. Specialization courses (18 credits approved by committee)

III. Minor Area (18 credits approved by committee)
Students should choose a minor area of study (outside Anthropology), in consultation with their committee.

IV. Skills/Methods (6 - 8 credits approved by committee)

V. Gender/Ethnicity (3-4 credits, select one of the following)
ANTH 573: Gender, Ethnicity, and Culture (3)
COMM 432/532: Gender and Communication (3)
ES 451/551: Theories of Race and Ethnicity (4)
WGSS 414/514: Systems of Oppression in Women’s Lives (4)
WGSS 460/560: Women and Sexuality (3)

VI. Seminar (1 credit)
ANTH 607: Seminar (1)
This is a public seminar presentation given by the graduate student, based on his/her residency. The seminar should emphasize the applied aspects of the research.

VII. Dissertation Preparation (57 Credits)
ANTH 603: Thesis (36)
ANTH 610: Internship / Residency (12)
ANTH 699: Comprehensive Review (9)

Minimum Total: 121 Credits

In addition to the requirements above, doctoral students are expected to regularly attend departmental seminars given by faculty, fellow students, and invited speakers. Students should register, during at least three terms, for one credit of ANTH 607 (Seminar, commonly referred to as the “Tan Sack” seminar). This is an opportunity to be exposed to current research in all subfields of anthropology. Disclaimer: These requirements are subject to change, please check the OSU catalog.
Transfer Credits
Students who enter the Ph.D. program with a Master’s Degree may count some transfer credits on their program of study, with approval by their committee, as follows:

<table>
<thead>
<tr>
<th>Category</th>
<th>Maximum Transfer Credits from M.A.</th>
<th>Required Total Credits for Ph.D.</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Core Courses</td>
<td>10 - 11</td>
<td>18</td>
</tr>
<tr>
<td>II. Specialization Courses</td>
<td>12</td>
<td>18</td>
</tr>
<tr>
<td>III. Minor Area</td>
<td>9</td>
<td>18</td>
</tr>
<tr>
<td>IV. Skills / Methods</td>
<td>3 - 4</td>
<td>6 – 8</td>
</tr>
<tr>
<td>V. Gender / Ethnicity</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>VI. Seminar</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>VII. Dissertation Credits</td>
<td>0</td>
<td>57</td>
</tr>
<tr>
<td>Total</td>
<td>36</td>
<td>121</td>
</tr>
</tbody>
</table>

Foreign Language Competency
Second-year competency in a foreign language is required for the Ph.D. in Applied Anthropology. Language competency must be established BEFORE taking the comprehensive exam. Second-year 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.

Conditional Admission
For OSU M.A. students who are continuing their graduate studies at the Ph.D. level, admission into the doctoral degree program in Applied Anthropology is considered conditional until the student has completed all M.A. requirements. Students who have been conditionally admitted into the program must complete all M.A. requirements by September 1 of the year in which they are admitted into the doctoral program.

Graduate School Requirements
The student’s doctoral study program is formulated and approved subject to departmental policies at a formal meeting of his or her doctoral committee. The committee consists of a minimum of five members of the graduate faculty, including two from the major department and a representative of the Graduate Council. The minor must consist of at least 18 credits and the committee must include a member from the minor department.

All committee members must be on the graduate faculty with appropriate authorization to serve on the student’s committee. The student must be registered for a minimum of 3 credits for the term in which the program meeting is held. When the program of study is approved by the doctoral committee, the Anthropology graduate program coordinator, and the dean of the Graduate School, it becomes the obligation of the student to complete the requirements as formulated.
Changes in the program may be made by submitting a Petition for Change Form available in the Graduate School. Effective fall 2005, all graduate student programs of study submitted to the Graduate School must consist of, at a minimum, 50% graduate stand-alone courses. The remaining credits may be the 500 component of 400/500 slash courses.

Selected 700-level courses that have been deemed equivalent to graduate-level learning may be used on doctoral programs of study upon approval of the student’s graduate committee. No more than 15 credits of blanket-numbered courses (courses with a 0 in the middle), other than thesis, may be included in the minimum 108-credit program.

A regular graduate student who holds a master’s degree must file a study program with the Graduate School by the end of one calendar year of enrollment as a doctoral student. A student who does not file a program within the specified deadline will not be allowed to register for the next term. A registration hold also will be placed on graduate students whose programs of study are not approved after initial evaluation by the Graduate School and until appropriate action is taken to bring the program of study into compliance with Graduate Council policy.

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

- **Before completing 2 terms**
  - Select program committee members, which must include a Graduate Council Representative.
  - Meet with your program committee to create a Program of Study. (Take to the meeting, the Doctoral Program Checklist, all transcripts, list of your eligible transfer credits, your program curriculum, an initial draft of your Program of Study.

- **Preliminary Oral Exam**
  - At least 6 weeks before your Preliminary Oral Exam submit your signed program of study to the Graduate School.
  - At least 2 weeks before your Preliminary Oral Exam schedule your Oral Preliminary Exam by submitting the online Exam Scheduling Form (after your program of study has been approved by the Graduate School.

- **At least one term must elapse between the Oral Preliminary Exam and the Final Oral Exam.**

- **Final Oral Defense of Dissertation:**
  - At least 2 weeks before your Final Oral Defense of Dissertation:
    - Submit a diploma application
    - Schedule your Exam by submitting the online Exam Scheduling Form to the Graduate School
    - Submit pre-text pages to the Graduate School

  - Give dissertation to your whole committee
  - Submit Exam Form to the Graduate School,
  - Submit pre-text pages to the Graduate School, and
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 Ph.D. 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 certificate is granted or until their status as a credential-seeking graduate student is terminated. See the complete Registration Requirements section of the catalog for more details. To apply for an approved Leave of Absence, use the Leave of Absence form.

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 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.
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
A graduate student 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.

Forming a Doctoral Supervisory Committee
The doctoral supervisory committee should include at least five 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.

Ph.D. Comprehensive Examination
The comprehensive exam process is designed to take approximately one academic year, or 3 terms, to complete. Students should register for 3 credits of “comprehensive review” (ANTH 699) each term, for a total of 9 credits. The comprehensive exam should be completed no later than the end of the student’s third year in the Ph.D. program. The exam includes a written
portion, in which students will produce two or three research papers (each 25-30 pages in length), and an oral portion. The papers will be based on two or three subject areas chosen by the student, in consultation with his/her major professor and committee. The comprehensive exam process should follow the general guidelines and time frame outlined below.

- **During the first term**, students will develop a reading list on the subject areas, in consultation with their major professor and committee. The subject areas should relate to the student’s chosen areas of specialization, but should also engage with broader theory in anthropology. By the end of the first term, the subject areas and reading list should be finalized and approved by all committee members, and the student should begin reading and annotating the material on the reading list in preparation for the exam.

- **During the second term**, the committee will provide questions to the student related to the two subject areas chosen. The major professor will be responsible for synthesizing committee members’ questions into two or three final questions for the comprehensive exam, each related to a subject area. With approval of the major professor, the student may participate in shaping the exam questions. Based on the exam questions, the student will be expected to write the papers of 25-30 pages each.

- **During the third term**, the student will continue working on the papers. The student must complete the papers and give them to the committee no later than midterm of the third term. Each committee member will be given the opportunity to read the entire examination; however, each is specifically responsible for evaluating the portions of the exam in his/her area of expertise. The committee should have at least one week to review the written exam. All questions will be graded pass/fail. If the student does not pass, up to two re-examinations will be permitted. Once the committee agrees that the student has passed the written portion of the exam, the student will proceed to the oral portion of the exam.

The oral portion of the exam must be held before the end of the third term and must be scheduled in advance by filling out the “Exam Scheduling Form” and submitting it to the Graduate School (http://gradschool.oregonstate.edu/forms). The GCR must be present for the oral exam. Once the student has passed the comprehensive exam, he/she has advanced to candidacy for the Ph.D. in Anthropology.

**Tips for the Comprehensive Exam in Anthropology**

1. Make sure there is plenty of interaction and collaboration on the reading list compilation with all committee members during the term when this occurs. Citations should be primary sources.

2. Language competency must be established BEFORE TAKING the oral preliminary exam. This is a graduate school requirement.
3. According to Graduate School policy, the student can have no more than 12 outstanding credits (excluding thesis) on his/her program at the time of the oral preliminary exam.

**Ph.D. Research Proposal**

The Anthropology program requires all doctoral students to prepare a written research proposal and make a public presentation of their research plans. This should be done after successfully completing the comprehensive exam, and before conducting doctoral field research. The proposal (10-15 pages in length) should present a detailed research design and outline research questions or objectives, methods, and potential contributions to the field.

After submitting the written proposal, students should make a public presentation of their research plans. The student’s major professor and committee members should be in attendance, and other faculty and students in the department are also invited to attend. Committee members will evaluate the student’s research proposal for its strengths and weaknesses, feasibility, and relevance.

**Doctoral Dissertation Defense**

Dissertation 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, you 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](http://gradschool.oregonstate.edu/forms)) and turning in the pre-text pages of the dissertation. All committee members should have a copy of the dissertation at least two weeks in advance of the defense. Please schedule 3 hours for the defense, including one hour for a public presentation and questions and two hours for questioning by the committee. The GCR must be present for the defense.

**Submitting the Doctoral Dissertation**

The deadline for submitting the dissertation 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. Dissertations must conform to graduate school formatting guidelines: [http://gradschool.oregonstate.edu/success/thesis-guide](http://gradschool.oregonstate.edu/success/thesis-guide).

**Publishing Results Based On Ph.D. Research**

A key part of professional development in the field of Applied Anthropology is the publication and dissemination of research results. Program faculty members therefore expect doctoral students to disseminate their research results, as appropriate, in scholarly journals, reports, and public presentations.
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/.

Internship / Residency Experience
Doctoral 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 a faculty advisor.

Students should register for 12 credits of internship/residency. 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 the 12-credit internship should be equivalent to 360 hours of work. Students should enroll in Anthropology 610 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 internship organization, the tasks completed, the product delivered to the organization, 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)

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. We expect students to find external funding to support their dissertation research. You may 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

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.

• **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