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# SHPR GRADUATE PROGRAM HANDBOOK

Oregon State University

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# Graduate Student Handbook

School of History, Philosophy, and Religion  
Oregon State University  
Corvallis, OR 97331

## Introduction

The School of History, Philosophy, and Religion at Oregon State University offers several graduate degrees: three in the History of Science (MA, MS, & PhD), two in History (MA & MS) and two in Applied Ethics (MA & MS).

This Graduate Student Handbook is designed to provide assistance to graduate students pursuing a graduate degree in APPLIED ETHICS. The Handbook contains some information, including written descriptions of various processes and requirements along the way to completing degree requirements. It also contains URL addresses where further information about OSU degree policies and requirements can be found. Official requirements, including the webpages where they are listed, can and do change and such changes may not be reflected in the information contained in this Handbook.

The responsibility of knowing and satisfying the requirements set by OSU in order to earn a graduate degree from OSU belong to each individual student. This responsibility does not belong to the School of History, Philosophy, and Religion, any of its faculty members (including those who may serve in any capacity on graduate committees), the Director or staff of the School, nor the School's Director of Graduate Studies. But we're here to help you!

We provide this Handbook as a reference to orient students regarding what will be expected of them, what to expect of the program, how and where to look for further information and updates, and who to ask for assistance. I personally wish you the very best of luck pursuing your studies and earning your graduate degree and I look forward to getting to know you and doing what I can to help. Please don't hesitate to contact me if I can be of any assistance.

Allen Thompson, Ph.D.  
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Professor of Philosophy  
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## SHPR Contact Information

When you have a question, your first point of contact is your Major Professor (i.e., your faculty advisor). Until that relationship is established, you can start by contacting the Director of the Applied Ethics program.

But often times others can help you, including the Assistant to the Director of SHPR (business and HR issues; questions about office space, pay, benefits, etc.), the Academic Coordinator (undergraduate advising, regulations, room and course scheduling, grad program coordination, etc.).

You can always drop by the SHPR Main Office (during open hours) and talk to the Office Specialist.

### School of History, Philosophy, and Religion

Oregon State University  
322 Milam Hall  
Corvallis, OR 97331-5104

Phone: (541) 737-3421  
Fax: (541) 737-1257  
Web: <http://oregonstate.edu/cla/shpr/>

### Allen Thompson

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(541) 737-5654

### Nicole von Germanten

Director of SHPR  
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Assistant to the Director of SHPR  
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(541) 737-7415

### David Bishop

Academic Coordinator [david.bishop@oregonstate.edu](mailto:david.bishop@oregonstate.edu)  
(541) 737-8918

## Graduate School Contact Information

If you face a problem, your first recourse should be to contact someone in the School of History, Philosophy, and Religion, including your Major Professor (i.e., thesis advisor, discussed below). However, sometimes issues will arise that can only be handled by the Graduate School. If you are advised to contact the graduate school, you should try either the main switchboard or the Graduate School Liaison for SHPR, Betty Langford (see below).

In circumstances where you believe you need to consult with someone in the Dean's Office of the Graduate School (not common), begin your inquiry with the Executive Assistant to the Dean.

### The Graduate School at OSU

Oregon State University  
300 Kerr Administration Building  
Corvallis, OR 97331

Phone: (541) 737-4881  
Fax: (541) 737-3313  
Email: [graduate.school@oregonstate.edu](mailto:graduate.school@oregonstate.edu)  
Web: [www.oregonstate.edu/dept/grad\\_school](http://www.oregonstate.edu/dept/grad_school)

### Betty Langford

Graduate School Liaison for SHPR  
541-737-2298  
< [Betty.Langford@oregonstate.edu](mailto:Betty.Langford@oregonstate.edu) >

### Maureen Childers

Executive Assistant to the Dean  
541-737-2033  
< [maureen.childers@oregonstate.edu](mailto:maureen.childers@oregonstate.edu) >

### Phil Mote

Dean of the Graduate School  
541-737-1458  
< [philip.mote@oregonstate.edu](mailto:philip.mote@oregonstate.edu) >

### Steph Bernell

Associate Dean  
541-737-9162  
< [Steph.Bernell@oregonstate.edu](mailto:Steph.Bernell@oregonstate.edu) >

### Jessica Beck

Assistant Dean  
541-737-8576  
< [jessica.beck@oregonstate.edu](mailto:jessica.beck@oregonstate.edu) >

## School Faculty

Below is a list of all tenured or tenure-track, regular faculty of the School of History, Philosophy, and Religion. These are people interested in working with our graduate students by serving, in one capacity or another, on graduate committees. (Note: to serve on a graduate committee, a professor has to be a member of the Applied Ethics Graduate Faculty - please check with individual). These are also the primary faculty teaching courses, including graduate courses, in the School.

Full faculty profiles and contact info: <http://liberalarts.oregonstate.edu/shpr/faculty-staff-directory>

(\* = Core History of Science Faculty, # = Core Applied Ethics Faculty)

**Dr. Geoff Barstow** (Associate Professor): Buddhist history and thought, contemporary Tibetan Buddhism, vegetarianism and Buddhism

**# Dr. Courtney Campbell** (Professor & Hundere Chair of Religion and Culture): biomedical ethics, death and dying, ethics

**Dr. Marisa Chappell** (Associate Professor): 20th-century U.S. history; focus on politics, social policy, and political economy of race and gender.

**# Dr. Sharyn Clough** (Professor): philosophy of science, feminism and science, epistemology, contemporary pragmatism

**# Dr. Robert Figueroa** (Associate Professor): environmental justice studies; environmental ethics/philosophy; environmental policy

**\* Dr. Jacob Darwin Hamblin** (Professor): history of environmental sciences, Cold War era, nuclear issues, international dimensions of science and technology

**Dr. Trina Hogg** (Assistant Professor): pre-colonial and colonial West Africa, slavery, agriculture, empire in Africa

**Dr. Hung-yok Ip** (Associate Professor): modern Chinese history, gender and family, politics, religion

**# Dr. Stephanie Jenkins** (Associate Professor): continental philosophy, feminist philosophy, disability studies, critical animal studies, ethics

**Dr. Jonathan Kaplan** (Professor): philosophy of science, philosophy of biology, environmental and research ethics, political theory

**Dr. Amy Koehlinger** (Associate Professor): North American religious history, American Catholicism, ethnographic methods in historical research and writing

\* **Dr. Paul E. Kopperman** (Professor): military medicine in the 18th century, English history, history of the Holocaust.

**Dr. Rena Lauer** (Associate Professor): high and late Medieval Europe, beginnings of Early Modern Europe, Medieval Judaism and Christianity, minorities and identity in Middle Ages

# **Dr. Flo Leibowitz** (Professor): aesthetics, philosophy of art, philosophy of the mind, metaphysics

**Dr. Ben Mutschler** (Associate Professor): colonial America, early American history and culture, history of colonial medicine.

# **Dr. Joseph Orosco** (Professor): social and political philosophy, democratic theory and global justice, American philosophy, Latino/a and Latin American thought, Mexican culture, history, and immigration to the US.

**Dr. Kevin Osterloh** (Associate Professor): ancient Judaica, society and politics in the Greco-Roman world

**Dr. Kara Ritzheimer** (Associate Professor): modern European history, modern Germany, consumer culture, national identity, gender

# **Dr. Stuart Sarbacker** (Professor): comparative religion, Indic religion and philosophy, contemporary yoga

**Dr. Stacey Smith** (Associate Professor): history of the North American West; emphasis on race relations, labor, and politics in 19th-century California

# **Dr. Allen Thompson** (Professor): environmental philosophy, philosophical ethics, social and political philosophy, practical reason

**Dr. Nicole von Germeten** (Professor & Director of SHPR): Latin American and Spanish history, religion, race, gender, sexuality

**Dr. Joel Zapata** (Assistant Professor): U.S.-Mexico borderlands, the Southwest, the South history, migration, labor, civil rights, & colonialism.

## MA in Applied Ethics

### General Requirements

Earning a Masters degree in Applied Ethics requires a minimum of **45 graduate credits**, including 6 to 12 credits of thesis or research-in-lieu of thesis (PHL 503 or 501, respectively).

Your first quarter or two will be spent taking courses applicable towards your degree, meeting faculty, and developing your **Program of Study**. The program is developed under the guidance of the Major Professor, and Minor Professor when a minor is included, and signed by those professors and the Director of Graduate Studies before filing in the Graduate School. Each candidate's program should include substantial work with at least three faculty members offering graduate instruction.

The Program of Study represents your plan for completing your degree, listing all of the courses you intend to take to satisfy your degree requirements and the members of your graduate committee. You can find the Program of Study form and instructions for completing it here:

<http://gradschool.oregonstate.edu/progress/program-study>

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 come from being enrolled in the 500-level component of 400/500 "slash" courses. Different courses are offered each term.

Each student must assemble an **Advisory Committee** to oversee the student's culminating Master's project (either thesis or non-thesis). The Committee is chaired by the student's **Major Professor**, who must be a member of the graduate faculty in Applied Ethics at OSU. The Major Professor is your thesis/non-thesis advisor. The Advisory Committee must consist of at least one other member of the Applied Ethics graduate faculty and a **Minor Professor**, who is a member of the graduate faculty in the student's minor field.

Students who are writing a thesis must have a **Graduate Council Representative** on their committee. It is the student's responsibility to obtain his or her own Graduate Council Representative from a list provided by the Graduate School. This must be done prior to scheduling the final exam. Non-thesis students do not require a Graduate Council Representative on their Advisory Committee.

We strongly recommend that your Program of Study be completed, approved by your committee members, and turned into the SHPR Director of Graduate Studies **before you complete 18 credit hours of coursework**. Students wishing to transfer applicable credits from another institution must submit a Transfer Credit Request form before the end of their first year of study.

Ideally, by the end of the student's first year a meeting of the full Advisory Committee should be convened, at which the student presents and defends a proposal for a thesis or non-thesis culminating project (discussed below) to be completed by the end of the student's second year.

As conditions and plans change during the time you pursue your degree, changes may be made to the Program of Study, as needed. These changes must be approved by your Advisory Committee. In any case, **a final Program of Study must be submitted to the Graduate School at least 15 weeks prior to the date of the student's final examination.**



## **Graduate Course Requirements**

Degree requirements, specifically the distribution of graduate course work, can be found here:

<http://liberalarts.oregonstate.edu/shpr/philosophy/academic-programs/masters-degree-applied-ethics/ae-course-study>

Please note that the graduate courses listed under (B) are representative; this is not an exhaustive list. Other graduate-level course may be offered by the Graduate Faculty in Applied Ethics which can be applicable toward your degree. Please consult the Director of Applied Ethics if you are unsure.

## **Practicum Requirement**

Students pursuing an MA or MS in Applied ethics must complete a Practicum for at least 3 but no more than 6 credits. The Practicum requirement involves service work in the community relevant to the student's interests and/or culminating project and is set up individually by the student, his or her Major Professor, and an appropriate institution or organization with which the student works. The proposal for a student's Practicum must include a completed Practicum Proposal form, a link to which can be found at the bottom of the example Practica page, here:

<http://liberalarts.oregonstate.edu/shpr/philosophy/academic-programs/masters-degree-applied-ethics/ae-student-practica>

## **Culminating Project (thesis or non-thesis)**

Earning a Masters in Applied Ethics requires a student to complete and defend a Culminating Project. There are two options: writing a Master's Thesis or developing a suitable non-thesis option, approved of by the student's Advisory Committee. Students completing the thesis option for a Masters in Applied Ethics will take 6-12 credits of PHL 503. Students completing the non-thesis option for a Masters in Applied Ethics will take 6-9 credits of PHL 501.

The culminating project must be presented and defended in a final oral examination. When scheduling their final oral examination, Thesis option Master's students are required to submit the pretext pages of their thesis to the Graduate School at least one week prior to the final oral examination. Pretext pages include the abstract, copyright, title page, approval page, acknowledgment page, contribution of authors, table of contents, list of figures, tables, appendices, dedication (optional), and preface (optional). It is expected that students will distribute examination copies of his or her Thesis to all their committee members, including the Graduate Council Representative, sufficiently early to permit thorough review of the thesis prior to the student's final oral examination (this is usually thought to be at least two weeks in advance of the exam).

Within six weeks after the final oral examination or before the first day of the following term, whichever comes first, students must upload one PDF copy of the thesis, without signatures, electronically to ScholarsArchive and submit the signed ETD submission approval form with a copy of the title page to the Graduate School. If final submission requirements are met after the initial six-week period, the student may be subject to re-examination. Please refer to the Graduate School's website for complete details:

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

Details about what constitutes a satisfactory non-thesis culminating project are to be worked out in consultation with the student's Major Professor and other members of the Advisory Committee.

The results from studies conducted using human subjects without obtaining Institutional Review Board approval shall not be used to satisfy master's thesis requirements. For more information, please send an email to [irb@oregonstate.edu](mailto:irb@oregonstate.edu) or visit the IRB website at <http://research.oregonstate.edu/irb/>

### **Final Oral Examination**

Successful completion of a final oral examination is required for all Master's degrees. The final oral examination should be scheduled for two hours.

For master's candidates who are completing a thesis, not more than half of the oral examination period should be devoted to the presentation and defense of the thesis; the remaining time will be spent on questions directed at the student relating to the student's knowledge of the major field and minor field. Graduate faculty will vote to pass or fail the student, and may sign the thesis when it is in acceptable final form.

The examining committee will be the student's Advisory Committee and consists of at least four members of the graduate faculty (two in the major field, one in the minor field, and a Graduate Council Representative). All members of the student's graduate committee must approve the scheduling of the final examination.

When no thesis is involved, not more than half of the final oral examination period should be devoted to the presentation of the culminating research project; the remaining time will be spent on questions relating to the student's knowledge of the major field and the student's minor field.

For non-thesis students, the Major Professor is responsible for directing and assigning a final grade for the research and culminating project. Other members of the non-thesis committee will assess the student's defense of the project in the final oral examination, as well as the student's knowledge of his or her major and minor fields, and vote to pass or fail the student. The examining committee consists of three members of the graduate faculty (two in the major field and one in the minor field).

### **Language Requirements**

For any MA degree at OSU the student must show foreign language proficiency 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. English is not considered a foreign language for purposes of this requirement. The foreign language requirement for the MA degree must be completed before the student takes the final oral examination for the degree.

To access the OSU Graduate School's form for completion of the MA foreign language requirement, please visit [oregonstate.edu/dept/grad\\_school/phpforms/ma\\_fl\\_req.php](http://oregonstate.edu/dept/grad_school/phpforms/ma_fl_req.php)

### **Time Limit**

All work toward a Master's degree, including transferred credits, course work, thesis or final project, and all examinations, must be completed within seven years.

## **Appendix (Forms, Examples, and Instructions)**

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# Applied Ethics Master's Degree Program Checklist

The Master's Degree Program Checklist must be filed with the Director of Graduate Studies for the School of History, Philosophy, and Religion before completing 18 hours of graduate credits.

## Program Committee

Chair: \_\_\_\_\_ (major field)

Member: \_\_\_\_\_ (major field)

Member: \_\_\_\_\_ (minor field)

Member: \_\_\_\_\_ (grad council rep, thesis-option only)

Foreign Language: \_\_\_\_\_

Thesis or research Topic: \_\_\_\_\_

## Philosophy Core (9 credits):

PHL 525

PHL 541

PHL 542

## Applied Ethics (15 credits from the following; 6 credits max from PHL 501, 502, and 505):

PHL 501, PHL 502, PHL 505, PHL 507, PHL 512, PHL 517, PHL 536, PHL 540, PHL 543, PHL 544, PHL 547, PHL 555, PHL 556, PHL 561, PHL 570, PHL 574, PHL 599 (other 500-level PHL course may apply)

## Practicum (3-6 credits, PHL 510)

## Supervised Research Project (6-9 credits: PHL 503 for thesis option, PHL 501 for non-thesis option)

## Disciplinary or Integrated Minor (15 credits):

## School of History, Philosophy, and Religion

OREGON STATE UNIVERSITY

## Master of Arts in Applied Ethics Practicum Proposal

Student Name: \_\_\_\_\_  
Major Professor: \_\_\_\_\_  
Minor Professor: \_\_\_\_\_  
Date: \_\_\_\_\_

### ***Practicum Overview and Goals***

Include proposed schedule/timeline of activities, number of credits assigned, and number of hours (1 cr. = aprox 30 hrs).

### ***Practicum Rationale and Learning Outcomes***

#### **Academic**

Explain in a paragraph or two how the proposed practicum project will complement/ supplement the applied ethics themes addressed in the thesis, or the non-thesis option (specify which).

#### **Professional**

Explain how the proposed practicum project will support professional goals after graduation.

#### **Learning Outcomes**

Specify the skill set the proposed practicum is likely to help you build.

### ***Professional Contacts***

List here the names and contact info of those practicum supervisors/partners with whom you plan to work. Discuss your proposal with them. Before you begin your work with them, be sure to have them sign off, on the next page.

## ***Requirements and Details***

Setting the requirements for a successful practicum should be done in consultation with your major professor and your professional contacts. Examples include interview notes or journal entries compiled during the project; a final written summary of the project addressed to the major professor; and/or a product designed for professional contexts, such as lesson plans, powerpoint presentations, or a website.

## ***Evaluation***

### **Major Professor**

Will this project be graded pass/no pass? Or will it receive a letter grade? Discuss these options with your major professor.

### **Professional**

Evaluation from your professional contacts is usually in the form of a letter addressed to your major professor, assessing your work based on how well you met the requirements set out, above.

## ***Proposal Approval***

### **Student:**

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

### **Major Professor:**

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

### **Professional Contact:**

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

### **Director of Graduate Studies, SHPR: Dr. Allen Thompson**

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