

2019-2020

Master's in Applied Anthropology  
Student Handbook



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

## Contents

Introduction.....	4
Where We Sit Within the University.....	5
Anthropology Graduate Program Overview.....	6
Anthropology Graduate Faculty.....	6
General Contact Information.....	7
Master's in Applied Anthropology Learning Outcomes.....	8
Master's Degree Coursework Requirements and Proficiencies.....	8
<i>Core Requirements (12 credits)</i> .....	8
<i>Major Specialization (12 credits)</i> .....	8
<i>Supporting Courses in Anthropology (credits 12)</i> .....	9
<i>Outside Skills/Minor (15 credits)</i> .....	9
<i>Internship (6-12 credits)</i> .....	9
<i>Thesis (6-12 credits)</i> .....	9
<i>Tan Sack (1 credit)</i> .....	9
<i>Degree Type Proficiencies</i> .....	9
Internship Experience.....	9
<i>Completing an Internship</i> .....	10
<i>Applying Prior Experience to the Internship Requirement</i> .....	10
<i>Procedure</i> .....	11
Master's Degree Timeline:.....	11
Normal Progress to Graduation.....	12
Annual Progress Evaluation.....	12
Registration.....	14
Continuous Enrollment.....	14
Minimum Course Loads.....	14
International Student Registration.....	15
Forming a Master's Supervisory Committee.....	15
Program Meetings.....	16
Master's Research Proposal.....	16
Policy on Readings and Conference.....	16
Leave Of Absence.....	16
Master's Thesis Defense.....	17
Institutional Review Board Approval of Human Subjects Research.....	17
Addressing Research Ethics in the Master's Thesis.....	17
Submitting the Master's Thesis.....	17

Article Based Theses ..... 18  
Funding Sources ..... 18  
Academic and Support Resources ..... 19  
Grievance Procedures ..... 20  
Student Conduct and Community Standards..... 20  
Academic Dishonesty..... 21  
Office of Equal Opportunity and Access.....22  
Student Records.....22

## 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.

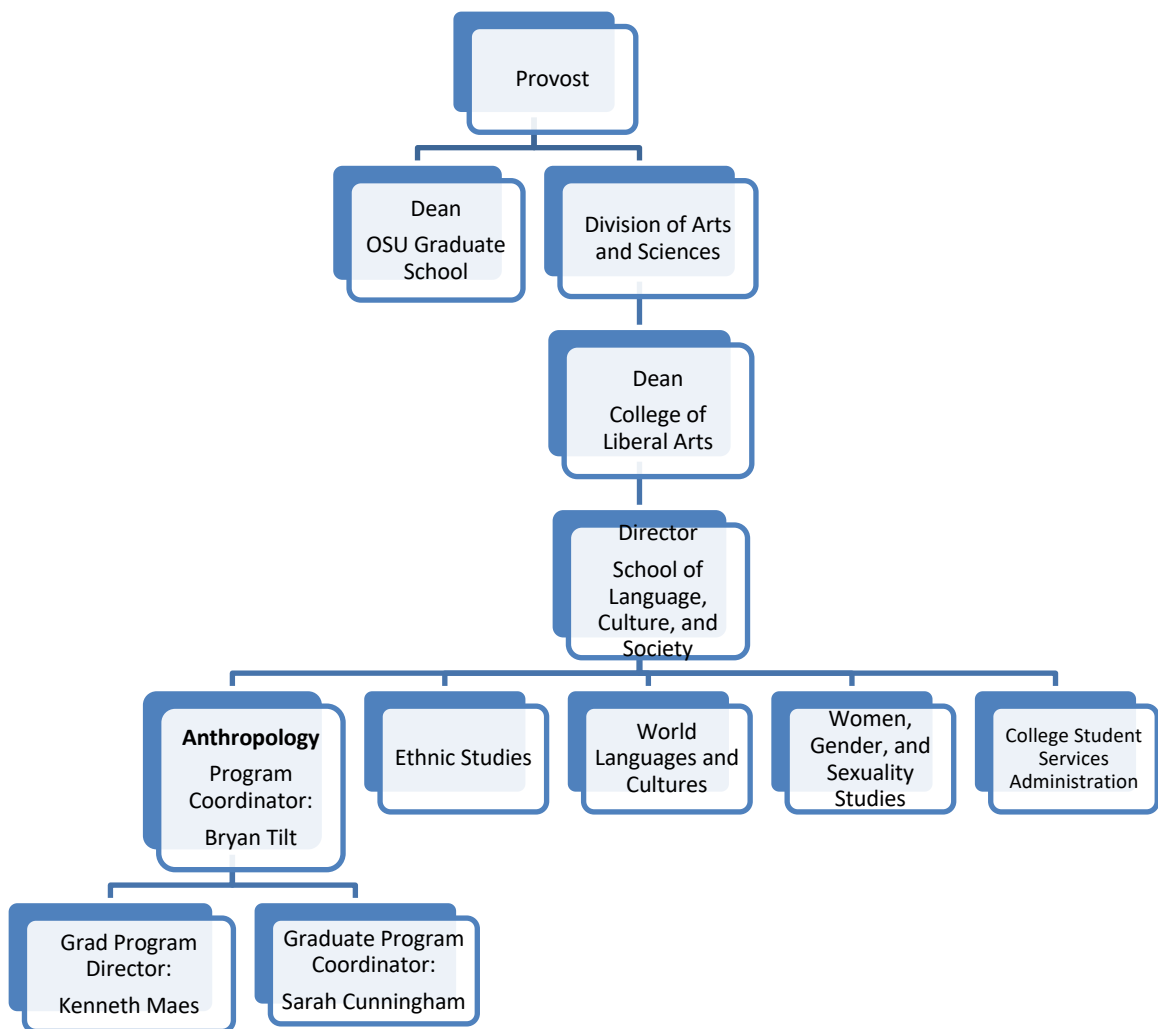
Please note the following important issues:

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, our website: <https://liberalarts.oregonstate.edu/sls/anthropology>, 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.

*Josefa (Fina) Carpena Mendez* (PhD U California Berkeley 2006; Assistant Professor); Migration, childhood, neoliberalism; Latin America; [Fina.Carpena@oregonstate.edu](mailto: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](mailto:melissa.cheyney@oregonstate.edu)

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

*Kenneth Maes* (PhD Emory 2010; Associate 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](mailto:kenneth.maes@oregonstate.edu)

*Leah Minc* (PhD U of Michigan 1994; Professor); Archaeometry, trace-element analysis, Aztec and Zapotec economies, ceramic analysis; Mesoamerica; [leah.minc@oregonstate.edu](mailto: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](mailto:lisa.price@oregonstate.edu)

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

*Emily Yates-Doerr* (PhD 2011 New York University; Assistant Professor); Cultural and medical anthropology; food, culture and social justice; science and technology of eating; hunger and obesity; feminist ethnography; Science and Technology Studies; epigenetics; Guatemala; [eyatesdoerr@oregonstate.edu](mailto:eyatesdoerr@oregonstate.edu)

*Shaozeng Zhang* (PhD U of California Irvine 2014; Assistant Professor); Ecological and environmental anthropology; Science and Technology Studies; geospatial technology; digital infrastructures; climate and environmental policy; carbon markets; online gaming; Brazil; China; [shaozeng.zhang@oregonstate.edu](mailto:shaozeng.zhang@oregonstate.edu)

## General Contact Information

Academic questions (e.g. questions about your thesis) should be directed to your advisor.

Administrative questions (e.g. how to fill out the program of study or request an override to register) should be directed to Sarah Cunningham, Coordinator of the Applied Anthropology Graduate Program.

- Waldo Hall, room 114
- 541-737-1304
- [sarah.cunningham@oregonstate.edu](mailto:sarah.cunningham@oregonstate.edu).

Questions about GTA assignments should be directed to Karen Mills, Assistant to the School Director.

- Waldo Hall, room 236
- 541-737-3847
- [kmills@oregonstate.edu](mailto:kmills@oregonstate.edu)

Additional information can also be found on our program website

- <https://liberalarts.oregonstate.edu/slcs/anthropology>

The Graduate School is another resource available to you.

- The Graduate School at OSU assures quality and consistent interpretation of Graduate Council policies related to graduate education across all programs. The [OSU Catalog](#) is the official source for information regarding OSU graduate education policy and procedures. It is the student's responsibility to refer to the catalog for this information.
- The Graduate School supports students throughout the academic [lifecycle](#), from admissions to degree completion.
- The Graduate School offers an array of [professional development opportunities](#) specific to the success of graduate students. Topics covered in these offerings include: research and ethics, teaching and facilitation, writing and communication, leadership and management, career skills, grad life and wellness. Please visit the Graduate School links to browse our student success offerings.

#### University Emergency Contacts

- OSU is dedicated to providing a safe and secure learning and living environment for its community members. [The Department of Public Safety](#) provides resources, information, emergency phone numbers, and protocols for maintaining personal safety. Sign up for [OSU Alerts](#) to get timely messages delivered right to your phone or inbox regarding university closures and other emergency situations.

### Master's in Applied Anthropology Learning Outcomes

1. Conduct research or produce some other form of creative work;
2. Demonstrate mastery of the subject material;
3. Conduct scholarly or professional activities in an ethical manner;
4. Gain experience in the practice and application of anthropological theory and methods outside of an academic setting.

### 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**

### **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 internship 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(s) 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.

Major Professors are a good first resource for ideas about internship opportunities. Here are some good resources for finding an internship opportunity:

- American Anthropological Association: [www.aaanet.org](http://www.aaanet.org)
- Society for Applied Anthropology: [www.sfaa.net](http://www.sfaa.net)
- FastWeb.com: [www.fastweb.com](http://www.fastweb.com)
- The Foundation Center: <http://foundationcenter.org>
- Foundations On-Line: [www.foundations.org](http://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](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 internship 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(s) 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 previous experience to count toward the internship requirement, they 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 previous work/internship 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 6-12 internship credits (ANTH 510). These credits can be split over multiple academic terms.
7. Submit Internship Report and Evaluation Form to Major Professor to obtain signature and then to the Anthropology Office to be included in your student file.

### **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, hold a program of study meeting with your committee (including Graduate Council Representative or GCR) and file your [program of study](#). (For information on the GCR, see below under forming a supervisory committee.)
- By the end of your second year, complete all coursework.
- At the time of beginning to write your thesis or dissertation, a full committee meeting (except the GCR) is strongly encouraged for all Applied Anthropology graduate students. The goals of this committee meeting are to make sure the student and committee are on the same page regarding the student's writing plan, and to clarify expectations for the

thesis or dissertation. At this meeting, the student should provide an inventory of their data and an overview of their analysis and writing plans. The committee members should offer advice on data analysis and writing.

- 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 for revisions.
- 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 your entire committee,
  - Submit an [application for graduation](#).
- At your defense, bring a copy of the Applied Anthropology Graduate Program PhD Assessment Form and give to your major professor.
- Within six weeks after 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. 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 3.00 grade average overall.
- Maintain a 3.00 grade average for courses in the program of study filed with the Graduate School.
  - Grades below C (2.00) cannot be used on a graduate program of study.
- 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.

## Annual Progress Evaluation

Our graduate program has a formal process of annually assessing individual student progress, which is mandatory for each student. Every spring term, an assessment of student academic progress will be made by the student, the student's major professor and, if requested, by other members of the student's graduate committee. Any member of the committee may write an evaluation of student progress for inclusion in the assessment package, but this is optional. *It is*

*the responsibility of the student* to write a self-assessment narrative, arrange to meet with their major professor to review academic progress, and submit the assessment package to the Graduate Program Coordinator no later than June 30th each year. The assessment package consists of the self-assessment narrative, any assessments written by committee members, and a signed and completed progress assessment form (available on the [OSU Anthropology website](#)).

Process:

1. Each spring term, every graduate student in the Applied Anthropology graduate program will fill out the 'Completion of Milestones' section of the '[Annual Assessment of Graduate Student Progress](#)' form and attach a written *Self-assessment narrative*. The written self-assessment should summarize activities undertaken by the student since the last review and should address: (1) coursework taken and grades received, (2) proposal writing, IRB approval seeking, fieldwork, data collection, analysis conducted, (3) progress on writing thesis, (4) participation in professional development opportunities, (5) service to the department and the university; (6) GTA and other teaching experience; and last but not least (7) other relevant information, e.g., impediments to progress.
2. The student will then schedule a meeting with the major professor to review the student's self-assessment, progress, and accomplishments over the past year. Participation from other graduate committee members may be requested by either the student or the major professor, but is not required. If other committee members provide input, the student should obtain their signature on the Annual Assessment of Graduate Student Progress form.
3. The major professor reviews the student's materials and then fills out and signs the Annual Assessment of Graduate Student Progress form. The major professor (or any committee member) may document their assessment of the student's progress in writing for inclusion in the assessment, but this is optional. Written comments may be helpful to document expectations for the coming year. The student signs the form and is responsible for submitting the narrative and the signed and completed Annual Assessment of Graduate Student Progress form to the Graduate Program Coordinator (Dr. Sarah Cunningham) for inclusion in the student's file by June 30th each year.

If the student's progress is unsatisfactory, the student will work with the major professor to develop a Graduate Education Performance Plan that contains milestones for assessing student academic progress over the course of the year. The plan will also be reviewed and signed by the Anthropology Program Coordinator or the Graduate Program Director and filed in the student's permanent record.

An "I" (incomplete) grade is granted only at the discretion of the instructor. The [incomplete](#) that is filed by the instructor at the end of the term must include an alternate/default grade to which the incomplete grade defaults at the end of the specified time period. The time allocated to complete the required tasks for the course may be extended by petition to the University Academic Requirements Committee. You can obtain the form from the Registrar's Office. It is the student's responsibility to see that "I" grades are removed within the allotted time.

## Registration

The OSU Schedule of Classes is available online and contains academic regulations and registration procedures that apply to all students in the university, as well as the final examination week schedule. The online [catalog](#) is the source for up-to-date changes for the current and immediately upcoming term. It is your responsibility to [register](#) for the appropriate number of credits that may be required for any funding eligibility and/or to meet the requirements of the continuous enrollment policy. Problems arising from registration procedures, such as late registration, adding or withdrawing from courses after deadlines, or late changes from letter or S/U grading are resolved through the [petition for late change in registration](#) filed with the Graduate School. A late registration fee may be applied.

Students are responsible for staying current on registration requirements that may supersede the Graduate School requirements (i.e., international, financial aid, veterans).

## Continuous Enrollment

All graduate students enrolled in a degree program must register continuously for a minimum of 3 graduate credits each term (fall, winter, and spring terms) until all degree requirements are met, regardless of student's location. Students on approved leave are exempt from the continuous enrollment policy for the term(s) they are on leave.

Graduate students who use facilities or faculty/staff time during summer session are required to register for a minimum of 3 credits during the summer session. Students defending in the summer term are required to register for a minimum of 3 graduate credits.

Students may appeal the provisions of the continuous graduate enrollment policy if extraordinary circumstances arise by submitting a detailed request in writing to the Dean of the Graduate School. Scheduling difficulties related to the preliminary oral exam or the final oral exam are not considered an extraordinary circumstance.

Graduate assistantship eligibility requires enrollment levels that supersede those contained in this continuous enrollment policy. Various agencies and offices maintain their own registration requirements that also may exceed those specified by this continuous enrollment policy (e.g., those of the Veterans Administration, Immigration and Naturalization Service for international students, and those required for federal financial aid programs.) Therefore, it is the student's responsibility to register for the appropriate number of credits that may be required for funding eligibility and/or compliance as outlined by specific agency regulations under which they are governed.

## Minimum Course Loads

Course load requirements for graduate students are established by the Registrar and the Graduate School. You are considered a "full-time" graduate student if you are registered for 9–16 credits in a given academic term. You are considered a "part-time" graduate student if you have less than nine credits. If you are a degree-seeking student, you must be registered for a minimum of three graduate credits in any term you wish to be enrolled and access university resources, including the term of the final defense.

Students are responsible for staying current on course load requirements that may supersede the Graduate School requirements (i.e., international, financial aid, veterans)

All Graduate Teaching or Research Assistants must enroll for a minimum of 12 credits during each term of their appointment during the academic year or a minimum of 3 credits during summer.

## **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.

## **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 or from one of the fields included in an Integrated Minor, and one must be the Graduate Council Representative.

A Graduate Council Representative (known as a GCR or Grad Rep) is required for all doctoral committees, all M.A.I.S. committees, and all master's degrees involving a thesis. Your GCR represents the OSU Graduate Council and ensures that all rules governing committee procedures are followed. Your GCR must be present at your formal exam(s), and will be responsible for some of the paperwork that the Graduate School requires. Per Graduate School guidelines, the GCR will also lead your committee's roundtable discussion following your final oral exam. Your GCR must be a graduate faculty member outside your major and minor area.

The GCR is a full voting member of your graduate committee. Many students select a GCRs who can also add disciplinary expertise. Select your GCR using the online GCR list generation tool (<http://gradschool.oregonstate.edu/forms#gcr>) and be sure to allow ample time for this selection process. If you run into difficulty finding a GCR to serve on your committee, you can re-generate the list until you find someone who is willing to serve.

### **Policy on non-OSU Committee Membership:**

Your [graduate committee](#) guides your course work and research and serves as your final examining committee. It is generally expected that all committee members or approved substitutes must be present for all formal meetings with the student (e.g. final oral exams). If you have a special case in which a committee member may need to participate remotely, you and your committee must assure that all the conditions for remote participation are met.

If the faculty member is not a member of the [Graduate Faculty](#) or is not approved for the role proposed, your major department/program will need to nominate the proposed member to act in those roles using the [Nomination to Graduate Faculty form](#). Committee

structure is evaluated when your program of study is received by the Graduate School and when you schedule your formal examination(s).

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 Applied Anthropology Graduate Program 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 Applied Anthropology Graduate Program 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 typically develop this proposal during their first year while taking ANTH 595 (Research Design). 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.

### **Leave Of Absence**

Leave of Absence status is available to eligible students who need to suspend their program of study for good cause. The time the student spends on approved leave will be included in any time limits prescribed by the university relevant to degree completion. Students on approved leave may not a) use any university facilities, b) make demands upon faculty time, c) receive a fellowship or financial aid, or d) take course work of any kind at Oregon State University. Leave of Absence/Intent to Resume Graduate Study Forms must be received by the Graduate School at least 15 working days prior to the first day of the term involved. Family Medical Leave (FML) may be granted at any point during a term. FML inquiries should be directed to [medical.leave@oregonstate.edu](mailto:medical.leave@oregonstate.edu).

Degree seeking graduate students who take an unauthorized break in registration relinquish graduate standing at the University.



To have graduate standing reinstated after an unauthorized break, students are required to reapply to their program (complete the online graduate admission application, pay the application fee, and may be required to register for three graduate credits for each term of unauthorized break in registration). It is advisable that students in this situation state that they are applying for readmission in the application packet. A reapplication does not ensure admittance to the program.

### **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 receive a copy of the thesis at least two weeks in advance of the defense. Some faculty advisors may ask to see the thesis earlier. 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 the master's thesis requirement.

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 subjects research. For more information, please send an email to [irb@oregonstate.edu](mailto:irb@oregonstate.edu) or visit the IRB website at <http://oregonstate.edu/research/irb/>.

### **Addressing Research Ethics in the Master's Thesis**

The Graduate School at OSU and the Applied Anthropology Graduate Program expects all students to conduct scholarly activities in an ethical manner. All Master's theses must include a brief statement on how the student managed ethical issues that arose during research.

### **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.

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

In consultation with their Major Professor and thesis committee, Masters students in the Applied Anthropology Graduate Program can choose to write either a traditional thesis or a journal article manuscript-based thesis. 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 manuscript(s) 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 ordered in accordance with the rules or customs of the specific sub-discipline.

## Funding Sources

A number of Teaching Assistantships are available to Applied Anthropology graduate students. 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 they have 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

Depending on availability of funds, Applied Anthropology Graduate Students can receive funding for travel, lodging, membership, and registration expenses for professional conferences at which they are presenting papers or posters. Masters students are eligible for up to \$500 while pursuing their degree. To initiate this process, submit [this form](#) from the program website at least two weeks prior to conference travel.

## **Academic and Support Resources**

OSU offers a wide array of academic and support resources designed to meet graduate student needs. Some of the more commonly used resources are included below. For a more complete list, please visit the Graduate School's [Student Resources web page](#). Note that some services are campus-specific. See also [OSU Cascades Campus Life](#) and [Ecampus Student Services for services specifically provided to graduate students pursuing degrees or certificates via those specific venues](#).

- [Campus Safety](#) – Emergency phone numbers, university alerts
- [Career Development Center](#) – Resume/CV, networking, job search strategies
- [Childcare and Family Resources](#) – University child care centers, child care assistance
- [Computer Software](#) - Many commonly used statistical and spatial analysis software packages are available to OSU students through a site-license. Students can access these programs via the OSU Umbrella server (aka Virtual Computing Lab) by creating a remote desktop connection using their ONID account.
- [Counseling and Psychological Services \(CAPS\)](#) – Individual and group counseling
- [Cultural Resource Centers](#) – Cultural based community centers, social support
- [Disability Access Services \(DAS\)](#) – Academic accommodations
- [Equal Opportunity and Access \(EOA\)](#) – Employment accommodations, discrimination or bias response
- [Financing your education](#) – Funding options and information, graduate awards

- [Graduate Student Success Center \(GSSC\)](#) – Lounge, study space, printing, reservable meeting rooms
- [Graduate Writing Center](#) – Writing workshops, groups, and 1:1 writing coaching
- [Health Insurance](#) – Plans for graduate students and graduate employees
- [Human Services Resource Center \(HSRC\)](#) – Food pantry, housing and food stamp assistance
- [Institutional Review Board \(IRB\)](#) – Review for human subjects research
- [Office of International Services \(OIS\)](#) – Visa and immigration advising
- [Ombuds Conflict Management Services](#) – Informal, impartial conflict resolution advising
- [Recreational Sports](#) – Dixon Recreation Center, intramural sports
- [Statistics Consulting Service](#) – Graduate student research statistical advising
- [Student Health Services \(SHS\)](#) – Clinic and pharmacy
- [Student Multimedia Services \(SMS\)](#) – Poster printing, equipment and laptop loans
- [Transportation Alternatives](#) – Bike, bus, SafeRide
- [Transportation and Parking Services \(TAPS\)](#) – Parking permits, maps
- [Valley Library](#) – Reference and research assistance, study spaces, research tools

## Grievance Procedures

All OSU students holding a baccalaureate degree and not enrolled as postbaccalaureate or professional degree students are enrolled in the Graduate School. This is in contrast to undergraduate students who are enrolled in an academic school or college. Graduate students typically work for advanced degrees, which are administered through academic departments or comparable administrative units. The graduate faculty members have appointments in these academic units and these units have a direct influence on the quality of graduate education at OSU.

When grievances arise relative to the application of the rules, procedures or policies of a department or comparable academic unit, the order of appeal will be: (1) major professor, (2) administrator of department or comparable academic unit, (3) graduate dean, (4) provost.

Graduate assistants whose terms and conditions of employment are prescribed by the [collective bargaining agreement](#) between OSU and the Coalition of Graduate Employees, American Federation of Teachers Local 6069, should also refer to that document and may seek guidance their CGE rep and from OSU's Office of Human Resources. Further information on grievance procedures is available from the Graduate School:

<https://gradschool.oregonstate.edu/progress/grievance-procedures>

## Choosing a Major Professor

New graduate students will generally know who is their major professor because that is the person who accepts them into the program and communicates with them after reviewing their application and deciding to accept them. There are times when a student becomes interested in changing from their current Major Professor to a new one. This sometimes happens when the student wants to change the focus of their thesis or dissertation. When a student feels they need to change their major professor, they should first approach the Graduate Program Director to discuss the issue. The GPD will help mediate the situation and be an advocate. If the student

cannot approach the GPD or if the GPD is the student's current major professor, the student should approach the Graduate Program Coordinator/Advisor or the Director of the School of Language, Culture & Society. After all the parties (student, current MP, and desired MP) agree to the change, the student should ensure that their Program of Study is amended and signed accordingly.

## **Student Conduct and Community Standards**

Graduate students enrolled at Oregon State University are expected to conform to basic regulations and policies developed to govern the behavior of students as members of the university community. The Office of Student Conduct and Community Standards (SCCS) is the central coordinating office for student conduct-related matters at Oregon State University. Choosing to join the Oregon State University community obligates each member to a code of responsible behavior which is outlined in the [Student Conduct Code](#). The assumption upon which this Code is based is that all persons must treat one another with dignity and respect in order for scholarship to thrive. Violations of the regulations subject a student to appropriate disciplinary action.

## **Academic Dishonesty**

Academic Dishonesty is defined as an act of deception in which a student seeks to claim credit for the work or effort of another person, or uses unauthorized materials or fabricated information in any academic work or research, either through the Student's own efforts or the efforts of another. It includes:

- **CHEATING** — use or attempted use of unauthorized materials, information or study aids, or an act of deceit by which a Student attempts to misrepresent mastery of academic effort or information. This includes but is not limited to unauthorized copying or collaboration on a test or assignment, using prohibited materials and texts, any misuse of an electronic device, or using any deceptive means to gain academic credit.
- **FABRICATION** — falsification or invention of any information including but not limited to falsifying research, inventing or exaggerating data, or listing incorrect or fictitious references.
- **ASSISTING** — helping another commit an act of academic dishonesty. This includes but is not limited to paying or bribing someone to acquire a test or assignment, changing someone's grades or academic records, taking a test/doing an assignment for someone else by any means, including misuse of an electronic device. It is a violation of Oregon state law to create and offer to sell part or all of an educational assignment to another person (ORS 165.114).
- **TAMPERING** — altering or interfering with evaluation instruments or documents
- **PLAGIARISM** — representing the words or ideas of another person or presenting someone else's words, ideas, artistry or data as one's own, or using one's own previously submitted work. Plagiarism includes but is not limited to copying another person's work (including unpublished material) without appropriate referencing, presenting someone else's opinions and theories as one's own, or working jointly on a project and then submitting it as one's own.

Academic Dishonesty cases are handled initially by the academic units, following the process outlined in the University's Academic Dishonesty Report Form, and will also be referred to SCCS for action under these rules.

## **Office of Equal Opportunity and Access**

The OSU Office of Equal Opportunity and Access defines sexual harassment as the following:

- Unwelcome\* sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:
- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
- Submission to or reject of such conduct by an individual is used as the basis for employment of education –related decisions affecting such an individual; or
- Such conduct is sufficiently severe or pervasive that it has the effect, intended or unintended, of unreasonably interfering with an individual's work or academic performance because it has created an intimidating, hostile, or offensive environment and would have such an effect on a reasonable person of that individual's status.

*\*Employee conduct directed towards a student – whether unwelcome or welcome – can constitute sexual harassment under OAR.*

There are two confidential resources to discuss reporting options: Center Against Rape and Domestic Violence (CARDV) provides 24/7 confidential crisis response at 541-754-0110 or 800-927-0197, and OSU Sexual Assault Support Services is available weekdays at 541-737-7604.

## **Student Records**

Both federal and state laws permit Oregon State University staff to release directory information (e.g. name, address, degree program, birth date) to the general public without your consent. You can prohibit the release of directory information to the public by signing the Confidentiality Restriction form available from the Registrar's Office. It will not prohibit the release of directory information to entities of Oregon State University that have a "need to know" to accomplish their required tasks. It further will not prohibit Oregon State University departments from including your name on mailing lists for distribution of materials that are essential to your enrollment at Oregon State University.