

2019-2020

**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.

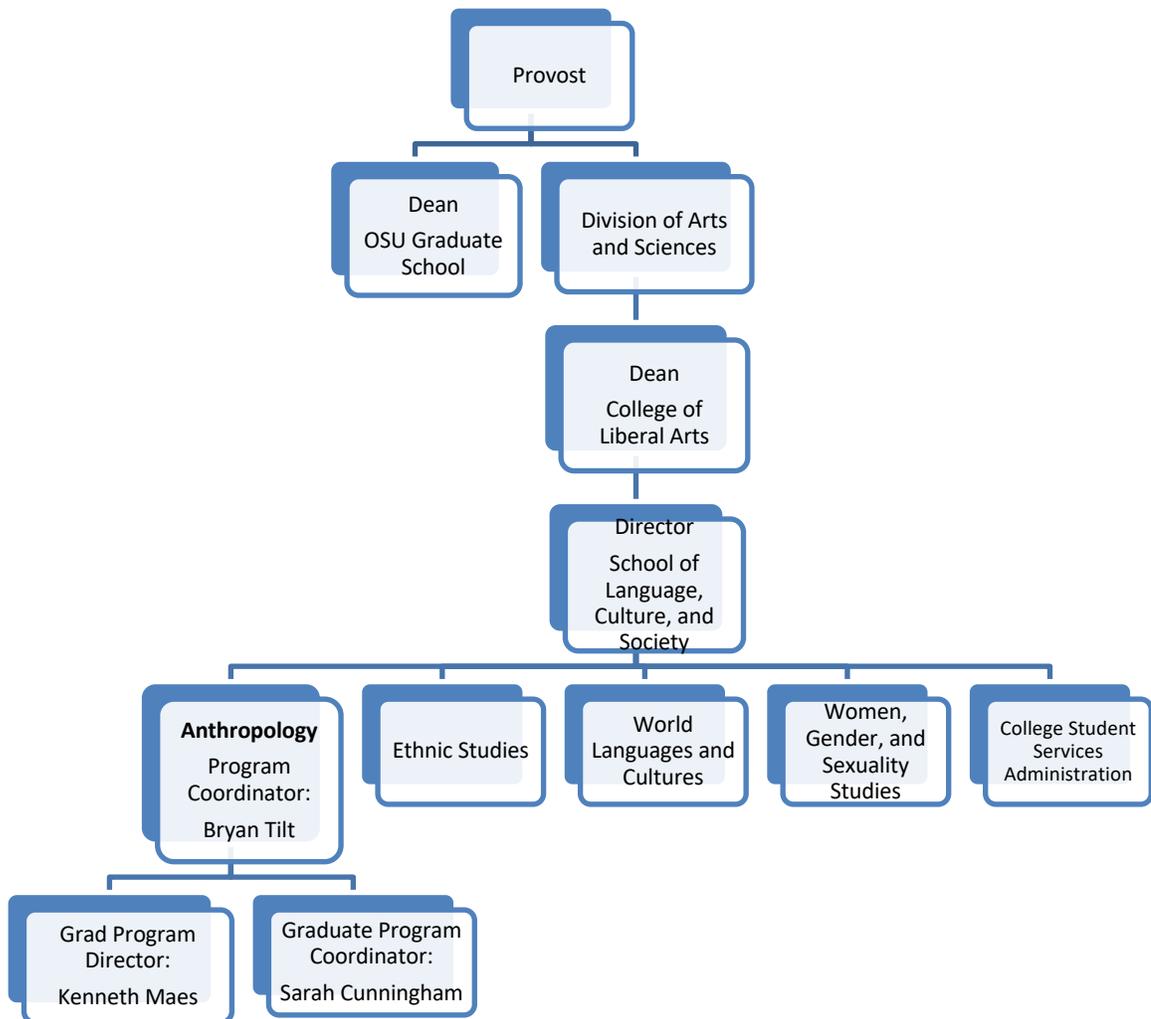
Please note the following important issues:

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, our website: <https://liberalarts.oregonstate.edu/slcs/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 PhD 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 PhD 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 PhD students. 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

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; 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; 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

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

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

Bryan Tilt (PhD U of Washington 2004; Professor); Environmental anthropology, demography, rural development, risk assessment and perception; China; 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

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

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.

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

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.

Doctorate 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;
5. Demonstrate effectiveness in teaching or providing leadership in anthropological theory, methods and skills in a classroom or fieldwork setting.

PhD Coursework Requirements

M.A. or M.S. in Anthropology or related discipline (34 credits)

Students must bring in graduate credits to cover the equivalent of the courses central to the M.A./M.S. in Applied Anthropology at OSU (20 credits, see below) plus 14 credits of graduate-level Anthropology courses or graduate courses in related disciplines as agreed upon by the Major Professor. If these requirements are not met upon entrance to the program, they must be earned after admittance. Students will work with their Major Professor in consultation with the Graduate Program Director to assess what can be accepted from past work and what must be made up at OSU.

- Central courses of the M.A./M.S. in Applied Anthropology at OSU (20 credits)
 - Anthropological Theory (8 credits)
 - Statistics (4 credits)
 - Methods (4 credits)
 - Applied Anthropology (4 credits)

Specialization Courses (25 credits)

Specialization courses are those that enable students to develop their knowledge in order to do effective comprehensive exams and dissertation work in their particular area of expertise. Students work with their Major Professor and their Committee to determine what courses will be most helpful to them. Students may transfer up to 12 credits to fulfill the Specialization requirement. Students will work with their Major Professors in consultation with the Director of Graduate Studies to assess what can be accepted from past work and what must be taken at OSU. Specialization courses *must* include:

- Anthropological Research Design (ANTH 695) for developing their dissertation research project,
- Two courses in Anthropology,
- And 2 credits of "Tan Sack" Seminar (ANTH 607).

All other specialization courses may be within *or* outside Anthropology.

Second Language Proficiency

Evidenced by passing two years of university-level second language study or by passing the proficiency exam. Must be completed before Comprehensive Exams are taken. A substitution of skill sets is possible for archaeology students in consultation with the Major Professor and the Graduate Program Director.

Minor: Optional

Internship/Residency: ANTH 610 (6 credits)

Comprehensive Exams: ANTH 699 (9 credits)

Dissertation: ANTH 603 (36 credits)

Minimum Total: 110 credits

Transfer Credits

Students who enter the PhD program with a Master's Degree in Anthropology or a related discipline may count some transfer credits on their program of study. In addition to the 34 credits equivalent to OSU's M.A./M.S. in Applied Anthropology, students may transfer in up to 12 in the Specialization area. Students who wish to transfer credits must submit a [Transfer Credit Request form](#) before the end of their first year of study.

Second Language Competency

Second-year competency in a foreign language is required for the PhD in Applied Anthropology. A substitution of skill sets is possible for archaeology students in consultation with the Major Professor and the Graduate Program Director. Language competency (or equivalent) 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 language achievement test available for it, you must confer with your Major Professor about how to test your competency.

Internship Experience

Doctoral students in Anthropology must complete an internship with approved professional supervision. 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/residency 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 completing an internship/residency and applying prior experience to fulfill this requirement.

Completing an Internship

Students should register for 6 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 6-credit internship should be equivalent to 180 hours of work. Students should enroll in ANTH 610 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 internship organization, the tasks completed, 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
- Society for Applied Anthropology: www.sfaa.net
- FastWeb.com: www.fastweb.com
- The Foundation Center: <http://foundationcenter.org>
- Foundations On-Line: www.foundations.org
- Idealist.org
- State of Oregon Web site (plus web sites of various departments in state government)
- U.S. National Parks Web site

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

Applying Prior Experience to the Internship Requirement

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

Doctoral students must complete 6 credits of internship (ANTH 610), which is 180 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.

Doctoral 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 residency 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 internship credits (ANTH 610). 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 filed in Student Portfolio.

Conditional Admission

For OSU Master's students who are continuing their graduate studies at the PhD level, admission into the doctoral degree program in Applied Anthropology is considered conditional until the student has completed all Master's requirements. Students who have been conditionally admitted into the program must complete *all* Master's 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 the student's 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. If a student chooses to pursue an optional minor it 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. The final plan of study must be submitted to the Graduate School no later than six weeks before the student's oral preliminary examination.

Changes in the program may be made by submitting a [Petition for Change of Program form](#) available in the Graduate School. 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.

Policy on Readings and Conference

Graduate students are *not* permitted to substitute ANTH 605. 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.

Doctoral Degree Timeline

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

Coursework

Before completing three terms:

- Select [Committee](#) members, which must include at least two from Anthropology, a [Graduate Council Representative](#) (GCR or “grad rep”), and Minor Professor if the student elects to pursue the optional minor, for a total of at least five members.
- Meet with your Committee to create a [Program of Study](#) and fill out the corresponding [form](#).
 - Take to the meeting: the list of PhD coursework requirements (pg. 7 of this handbook and in the [catalog](#)), your complete transcripts, a list of possible transfer credits, and a draft of your Program of Study form.
 - Students wishing to apply transfer credits to the program of study must submit the [Transfer Credit Request form](#) before the end of their first year of study.

Prior to scheduling your dissertation defense:

- Internship Requirement is Fulfilled

Comprehensive Exams

The comprehensive exam process should be undertaken by the start of the student's third year in the PhD program.

- Written Exam
 - First term of third year: develop reading list on subject areas in consultation with Major Professor and Committee.
 - Second term of third year:
 - Committee provides the student with questions relating to the chosen subject areas (minimum two, maximum three).
 - Students may commence writing and will have a maximum of 6 weeks (maximum of 9 for international students whose primary language is not English and for students with disabilities registered with [OSU Disability Access Services](#)) to complete the written comprehensive exam, which consists of papers (25-30 pages each) based on at least two and no more than three subject areas.
 - Third term of third year:
 - Complete the papers and give them to the Committee no later than midterm.
- Oral Exam
 - The oral comprehensive exam must be held before the end of the third term of the third year.

- At least 2 weeks in advance you must schedule your Preliminary Oral Exam with the Graduate School by submitting the [online Exam Scheduling Form](#).
- Your [program of study](#) must be submitted to the Graduate School at least 6 weeks before your Preliminary Oral Exam.

Dissertation

- Prepare your research proposal and present it publicly.
- Obtain [IRB](#) approval.
- Fieldwork
- Writing: A full committee meeting (except the GCR) is strongly encouraged for all Applied Anthropology graduate students at the time of beginning to write their thesis or dissertation. 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.

Defense

- At least one term in advance, arrange your dissertation 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 dissertation 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:
 - Schedule your Final Oral Exam with the Graduate School by submitting the [online Exam Scheduling Form](#).
 - Deliver or [email pretext pages](#) of your dissertation to the Graduate School.
 - Give dissertation to your entire committee.
 - Submit a [diploma application](#).
- Note: At least one term must elapse between the Oral Preliminary Exam and the Final Oral Exam.
- Bring a copy of the Applied Anthropology Graduate Program PhD Assessment Form to your defense 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 Guidelines:

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 seven 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 (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 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.

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.

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.

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 (or from one of the fields included in an Integrated Minor) if a student elects to pursue an optional 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

Doctoral students are required to hold a [program meeting](#) and get a program of study form approved by the end of second term. The student will need to print the [Doctoral Program Meeting Checklist](#) and take it to this meeting. The Graduate Council Representative will complete and sign this form and return it to the Graduate School with the signed Program of Study. The student will then 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.

PhD Comprehensive Examination

The comprehensive exams are intended to help the future professional develop mastery in specific areas of study, including the cutting edge and historical trajectories of research and knowledge production. While the essays produced for the exam often get revised and included in the dissertation, the intent is not simply to provide material for the dissertation.

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 PhD program.

The exam includes a written portion, in which students will produce two or three papers (each 25-30 pages in length), and an oral portion. The written portion will consist of papers based on two (minimum) or three (maximum) subject areas chosen by the student, in consultation with his/her Major Professor and Committee. It is expected that students will take 6 weeks to write the papers. For international students whose primary language is not English, 1.5x the maximum time is allowed (9 weeks). For students with disabilities registered with [OSU Disability Access Services \(DAS\)](#), 1.5x the maximum is allowed (9 weeks).

The comprehensive exam process should adhere to the following guidelines and time frame.

- **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, they have advanced to candidacy for the PhD 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 (or equivalent) 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.

PhD Research Proposal

The Applied Anthropology Graduate 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 exams, and before conducting doctoral field research. Students typically develop this proposal while taking ANTH 695 (Research Design). 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. 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. Any incomplete grades on the [program of study](#) must be resolved prior to scheduling the defense.

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](#) and turning in the pretext pages of the dissertation. Pretext pages include the abstract, copyright (optional), title page, approval page, acknowledgment page, contribution of authors, table of contents, list of figures, tables, appendices, dedication (optional), and preface (optional). All Committee members should have a copy of the dissertation at least two weeks in advance of the defense. Some faculty advisors may ask to see the dissertation earlier.

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>.

Article-Based Dissertation

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 expect doctoral students to disseminate their research results, as appropriate, in scholarly journals, reports, and public presentations.

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

For Doctoral degrees (PhD), a minimum of 3 articles is required for a dissertation, and a

maximum of 4 articles is allowed. Following the Graduate School guidelines, journal article-based theses and dissertations should contain an overarching introductory chapter and conclusion chapter.

At least one of the manuscripts must be submitted for peer review prior to defending the dissertation. However, no manuscripts have to be accepted for publication prior to defending. 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 or dissertations (MA, MS, and PhD students) must consult with their major professor in selecting a peer-reviewed journal.

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

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 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/>.

Addressing Research Ethics in the Doctoral Dissertation

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

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. Doctoral students can receive Anthropology teaching assistantships for a maximum of 12 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 (12). PhD candidates in the field are

not expected to hold teaching assistantships. However, the faculty will entertain and possibly allow candidates in the field to hold a teaching assistantship (normally involving Ecampus teaching). Decisions will be made by the faculty on a case-by-case basis, taking into account both the financial needs of the candidate as well as whether or not reliable internet access and other infrastructures are in place to allow the candidate to carry the teaching responsibilities.

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

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. Doctoral students are eligible for up to \$1000 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.