

2011-2012

Master's Program in Applied Anthropology

Student Handbook



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1. 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 Coordinator. It is your responsibility to communicate with your advisor and the Graduate Program Coordinator about your progress in the program.

We wish you the best in your career, and let us know if you have any questions. Please refer often to this handbook and to the OSU Graduate School web site:

http://oregonstate.edu/dept/grad_school/.

2. ANTHROPOLOGY GRADUATE PROGRAM OVERVIEW

The Anthropology Department at Oregon State University has a strong tradition of combining research, graduate training and community engagement. We offer four-field graduate training in Anthropology. Our M.A. degree was established as one of the first applied anthropology programs in the nation in the early 1990s, and our Ph.D. degree became fully operational in 2006. Both programs are geared toward filling an important and growing niche: the need for anthropologists with advanced training in applied research. Our graduates go on to careers in academia or employment in a wide variety of other areas, including government agencies (recent examples include the Bureau of Land Management and the National Oceanic and Atmospheric Administration); the non-profit sector (examples include global organizations such as Oxfam, and regional organizations such as the Pacific States Marine Fisheries Commission); tribal groups around the country, and the private sector. In short, we're using anthropological skills and methods to work with people, understand the past and present, and shape the future.

Anthropology Graduate Faculty

The graduate faculty members listed below are authorized by the Graduate School to supervise Anthropology M.A. students. Most faculty have posted complete curriculum vitae on the departmental web site, which you may want to peruse as you select the members of your committee. Below is a brief description of the expertise of each of the graduate faculty in Anthropology.

- David Brauner, Professor (Ph.D. 1976, Washington State University): Historic Archaeology
- Fina Carpena-Mendez, Assistant Professor (Ph.D. 2006, University of California, Berkeley): Cultural Anthropology
- Melissa Cheyney, Assistant Professor (Ph.D. 2005, University of Oregon): Biocultural and Medical Anthropology
- Loren Davis, Associate Professor (Ph.D. 2001, University of Alberta): Prehistoric Archaeology
- Joan Gross, Professor (Ph.D. 1985, University of Texas): Linguistic and Cultural Anthropology
- Sunil Khanna, Professor (Ph.D. 1995, Syracuse University): Medical Anthropology
- David McMurray, Associate Professor (Ph.D. 1992, University of Texas): Cultural Anthropology
- Leah Minc, Associate Professor (Ph.D. 1994, University of Michigan): Mesoamerican Archaeology
- Lisa Price, Professor (Ph.D. 1993, University of Oregon): Cultural and environmental anthropology
- Nancy Rosenberger, Professor (Ph.D. 1984, University of Michigan): Cultural Anthropology
- Bryan Tilt, Associate Professor (Ph.D. 2004, University of Washington): Environmental Anthropology

3. M.A. COURSEWORK REQUIREMENTS

I. Core courses (15 - 17 credits)

- ANTH 575: Theory of Culture (3)
- ANTH 591: Ethnographic Methods (4) *
- ANTH 595: Anthropological Research Design (4)
- ANTH 535: Cultural Resources: Policy and Procedures (3) **
- ANTH 531: Archaeology Theory (3) **

Select one additional theory course (ANTH 531, 546, 551, or 576)

II. Specialization Courses (12 credits)

III. Skills / Methods (3 – 4 credits)

- ANTH 543: Osteology Lab (4)
- ANTH 545: Biocultural Anthropology Lab (4)
- ANTH 563: Anthropological Research: Professional & Ethical Conduct (4)
- ANTH 585: Applied Anthropology
- ANTH 592: Archaeological Laboratory Methods (3)
- ANTH 593: Statistical Applications (3)
- ANTH 597: Archaeological Field Methods (3)
- ANTH 598: Oral Traditions (3)

IV. Minor (15 credits)

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

V. Internship (6 – 12 credits)

VI. Thesis (6 – 12 credits)

Minimum Total: 57 credits

* Required for cultural and biocultural graduate students

** Required for archaeology graduate students

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

4. FORMING A MASTER'S SUPERVISORY COMMITTEE

The M.A. supervisory committee should include at least four professors who are members of the graduate faculty at OSU. Of the committee members, at least two must be from Anthropology, one must be from the student's minor field of study, and one must be the Graduate Council Representative.

Program Meetings

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

5. POLICY ON READINGS AND CONFERENCE

Graduate students are not permitted to substitute a “readings and conference” course for a required graduate course taught regularly (every two years) in the anthropology curriculum. Exceptions will only be granted under extenuating personal circumstances, in which case a letter of request should be sent to the Personnel Committee.

6. LEAVE OF ABSENCE

On-leave status is available to students who need to suspend their program of study for good cause. Students who desire a leave of absence will work with their major professor, program administrator, and the Graduate School to arrange authorized leave. Students understand that while on leave they will not use University resources. A graduate student intending to resume active graduate student status following interruption of his/her study program for one or more terms, excluding summer session, must apply for Regular or Planned Leave of Absence to maintain graduate student standing in his/her degree program and to avoid registration for 3 graduate credits for each term of unauthorized break in registration. Please visit http://oregonstate.edu/dept/grad_school/forms.php#resume to familiarize yourself with the “Leave of Absence” policy of the OSU Graduate School.

7. M.A. RESEARCH PROPOSAL

The Anthropology Department requires all Master's students to prepare a written research proposal that outlines research questions or objectives, methods, and potential contributions to the field. Students are encouraged to work closely with their faculty advisors in designing their research.

8. INTERNSHIP EXPERIENCE

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

Students should register for 6-12 credits of internship. The OSU Course Catalog states that “One credit is generally given for three hours per week of work.” Thus, one quarter credit represents 30 hours of work, and a 6-credit internship should be equivalent to 180 hours of work. Students should enroll in Anthropology 510 during the term in which the internship is undertaken.

The internship supervisor will usually be someone affiliated with a private organization or public agency. The student will perform an agreed upon set of tasks and report directly to the supervisor to produce a product that is useful for the organization or agency.

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

Here are some good resources for finding an internship opportunity:

- American Anthropological Association: www.aaanet.org
- Society for Applied Anthropology: www.sfaa.net
- FastWeb.com: www.fastweb.com
- The Foundation Center: <http://foundationcenter.org>
- Foundations On-Line: 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)

9. MASTER'S THESIS DEFENSE

Thesis defenses often take a long time to schedule and students must get permission from their major professor before beginning to schedule. Once every committee member has agreed on a date and time, students must schedule the defense with the Graduate School at least one week in advance by filling out the "Exam Scheduling Form"

(http://oregonstate.edu/dept/grad_school/forms.php) and turning in the pre-text pages of the thesis. All committee members should have a copy of the thesis at least one week in advance of the defense. Some faculty advisors may ask to see the thesis earlier than one week in advance of the defense. Please schedule 2 hours for the defense, including 30-45 minutes for a public presentation and questions, and the remaining time for questioning by the committee. The Graduate Council Representative (GCR) must be present for the defense.

10. 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://oregonstate.edu/dept/grad_school/thesis.php .

11. FUNDING SOURCES

A number of Teaching Assistantships are available to graduate students within the Department Anthropology. The granting of these Teaching Assistantships is controlled by the student's major professor and the teaching assignment is controlled by the personnel committee. In addition, some Research Assistantships may be provided by faculty members who are funded by grants. You may also find more information about a variety of funding opportunities on the OSU Graduate School web site: http://oregonstate.edu/dept/grad_school/financing.php .

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