

**2011-2012**

**Doctoral Program in Applied Anthropology**

**Student Handbook**



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## **1. 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 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/](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 Ph.D. 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. CONDITIONAL ADMISSION**

The admission into the doctoral degree program is considered conditional until the student has completed *all* M.A. requirements. Students who have been conditionally admitted into the program must complete *all* M.A. requirements by September 1 of the year in which they are admitted into the doctoral program.

#### **4. Ph.D. COURSEWORK REQUIREMENTS**

##### **I. Core courses (18 credits)**

ANTH 575:	Theory of Culture (3)
ANTH 585:	Uses of Anthropology (4)
ANTH 591:	Ethnographic Methods (4)
ANTH 593:	Statistical Applications in Anthropology (3)
ANTH 595:	Research Design (4)

##### **II. Sub-discipline Core (10 or 11 credits--Select any three)**

ANTH 531:	Archaeological Theory (3)
ANTH 548:	Biocultural Theory (4)
ANTH 551:	Linguistic Anthropology (4)
ANTH 576:	Advanced Theory (3)

##### **III. Specialization courses (18 credits approved by committee)**

Courses must be approved by the student's committee. Coursework should primarily focus on Anthropology, with possible extension into other fields of study.

##### **IV. Minor Area (18 credits approved by committee)**

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

##### **V. Skills/Methods (6 credits)**

ANTH 490/590:	Methods: Documenting Cultures through Time (3)
ANTH 463/563:	Anthropological Research: Professional and Ethical Conduct (4)
ANTH 494/594:	Linguistic Transcription (3)
ANTH 497/597:	Archaeological Field Methods (3)
ANTH 498/598:	Oral Traditions (3)
ANTH 464/564:	Anthropological Approaches to Ethnohistory (4)

##### **VI. Gender/Ethnicity (3 credits)**

ANTH 573:	Gender, Ethnicity, and Culture (3)
COMM 432/532:	Gender and Communication (3)
ES 441/541:	Theories of Race and Ethnicity (3)
WS 414/514:	Systems of Oppression in Women's Lives (3)
WS 460/560:	Women and Sexuality (3)

##### **VII. Seminar (1 credit)**

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

##### **VIII. Dissertation Credits (36 Credits)**

ANTH 603:	Thesis (15)
ANTH 699:	Comprehensive Review (9)

ANTH 610: Professional Residency (12)

**Minimum Total: 110 Credits**

**Transfer Credits**

Students who enter the Ph.D. program with a Master's Degree may count some transfer credits on their program of study, with approval by their committee, as follows:

	<b>Maximum Transfer Credits from M.A.</b>	<b>Required Total Credits for Ph.D.</b>
<b>I. Core Courses</b>	9	18
<b>II. Subdiscipline Core</b>	6	10 or 11
<b>III. Specialization Courses</b>	12	18
<b>IV. Minor Area</b>	9	18
<b>V. Skills / Methods</b>	3	6
<b>VI. Gender / Ethnicity</b>	0	3
<b>VII. Seminar</b>	0	1
<b>VIII. Dissertation Credits</b>	0	36
<b>Total</b>	<b>39</b>	<b>110</b>

## **5. GRADUATE SCHOOL REQUIREMENTS**

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

All committee members must be on the graduate faculty with appropriate authorization to serve on the student's committee. The student must be registered for a minimum of 3 credits for the term in which the program meeting is held. When the program of study is approved by the doctoral committee, the Anthropology graduate program coordinator, and the dean of the Graduate School, it becomes the obligation of the student to complete the requirements as formulated.

Changes in the program may be made by submitting a Petition for Change Form available in the Graduate School. Effective fall 2005, all graduate student programs of study submitted to the Graduate School must consist of, at a minimum, 50% graduate stand-alone courses. The remaining credits may be the 500 component of 400/500 slash courses.

Selected 700-level courses that have been deemed equivalent to graduate-level learning may be used on doctoral programs of study upon approval of the student's graduate committee. No more than 15 credits of blanket-numbered courses, 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 regular graduate student who does not hold a master's degree must file a study program with the Graduate School by the end of the fifth quarter 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.

## **6. FORMING A DOCTORAL SUPERVISORY COMMITTEE**

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

### **Program Meetings**

Although the Graduate School requires formal program meetings for doctoral students, students are not required to formally schedule the program meetings with the Graduate School. Prior to a program meeting, doctoral students need to select a Graduate Council Representative (GCR) from a list provided by the Graduate School and schedule the meeting with all committee members. Following the meeting, doctoral students will submit the signed Program of Study form to the Graduate School ([http://oregonstate.edu/dept/grad\\_school/forms.php#resume](http://oregonstate.edu/dept/grad_school/forms.php#resume)).

The Anthropology Department requires that students hold a program meeting and get a program of study form approved by the end of their first year.

## **7. 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.

## **8. 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](http://oregonstate.edu/dept/grad_school/forms.php#resume) to familiarize yourself with the “Leave of Absence” policy of the OSU Graduate School.

## 9. Ph.D. COMPREHENSIVE EXAMINATION

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

- **During the first term**, students will develop a reading list on the subject areas, in consultation with their major professor and committee. The subject areas should relate to the student’s chosen areas of specialization, but should also engage with broader theory in anthropology. By the end of the first term, the subject areas and reading list should be finalized and approved by all committee members, and the student should begin reading and annotating the material on the reading list in preparation for the exam.
- **During the second term**, the committee will provide questions to the student related to the two subject areas chosen. The major professor will be responsible for synthesizing committee members’ questions into two or three final questions for the comprehensive exam, each related to a subject area. With approval of the major professor, the student may participate in shaping the exam questions. Based on the exam questions, the student will be expected to write the papers of 25-30 pages each.
- **During the third term**, the student will continue working on the papers. The student must complete the papers and give them to the committee no later than midterm of the third term. Each committee member will be given the opportunity to read the entire examination; however, each is specifically responsible for evaluating the portions of the exam in his/her area of expertise. The committee should have at least one week to review the written exam. All questions will be graded pass/fail. If the student does not pass, up to two re-examinations will be permitted. Once the committee agrees that the student has passed the written portion of the exam, the student will proceed to the oral portion of the exam.

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

### Tips for the Comprehensive Exam in Anthropology

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

2. Language competency must be established BEFORE TAKING the oral preliminary exam. This is a graduate school requirement.

3. According to Graduate School policy, the student can have no more than 12 outstanding credits (excluding thesis) on his/her program at the time of the oral preliminary exam.

## **10. Ph.D. RESEARCH PROPOSAL**

The Anthropology Department requires all doctoral students to prepare a written research proposal and make a public presentation of their research plans. This should be done after successfully completing the comprehensive exam, and before conducting doctoral field research. The proposal (10-15 pages in length) should present a detailed research design and outline research questions or objectives, methods, and potential contributions to the field. After submitting the written proposal, students should make a public presentation of their research plans. The student's major professor and committee members should be in attendance, and other faculty and students in the department are also invited to attend. Committee members will evaluate the student's research proposal for its strengths and weaknesses, feasibility, and relevance.

## 11. RESIDENCY EXPERIENCE

Doctoral students in Anthropology must complete a residency with approved professional supervision. The purpose of this residency is to give students practical training with the guidance of a residency supervisor and a faculty advisor.

Students should register for 12 credits of residency. The OSU Course Catalog states that “One credit is generally given for three hours per week of work.” Thus, one quarter credit represents 30 hours of work, and the 12-credit residency should be equivalent to 360 hours of work. Students should enroll in Anthropology 610 during the term in which the residency is undertaken.

The residency 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 residency, the student should fill out the “Residency Agreement Form,” located in the Anthropology main office, and submit it to the Graduate Program Coordinator. The job description must be approved by the site supervisor. After completing the residency, the student should submit a “Residency Report” describing the residency organization, the tasks completed, the product delivered to the organization, and lessons learned. An evaluation must be filled out by the site supervisor.

Here are some good resources for finding a residency 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))

## **12. DOCTORAL DISSERTATION DEFENSE**

Dissertation defenses often take a long time to schedule and students must get permission from their major professor before beginning to schedule. Once every committee member has agreed on a date and time, you must schedule the defense with the Graduate School at least two weeks in advance by filling out the “Exam Scheduling Form” ([http://oregonstate.edu/dept/grad\\_school/forms.php](http://oregonstate.edu/dept/grad_school/forms.php)) and turning in the pre-text pages of the dissertation. All committee members should have a copy of the dissertation at least two weeks in advance of the defense. Please schedule 3 hours for the defense, including one hour for a public presentation and questions and two hours for questioning by the committee. The GCR must be present for the defense.

### **13. 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://oregonstate.edu/dept/grad\\_school/thesis.php](http://oregonstate.edu/dept/grad_school/thesis.php) .

## 14. FUNDING SOURCES

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