

**PSU Anthropology Department
Graduate Student Handbook
October 2023**

Contents

About the Department..... 1

Graduate Program Learning Outcomes.....2

Summary of Procedures for Master's Degrees 4

Second language requirement for MA degrees..... 6

Bachelor + Masters (B+M) Degree.....7

Tracks and Department Specific Requirements..... 8

Thesis Track.....9

Internship Track.....11

Skills Track.....13

Graduation Audit Process Using DARS..... 15

Applying for the Degree 12

Model of Progress: Thesis Track 13

Model of Progress: Intership Track 14

Model of Progress: Skills Track.....18

Graduate Assistant
Information.....19

Resources 18

About the Department

The Anthropology Department at Portland State University was established in 1959 as a four field Anthropology department with Oregon's only free-standing master's program. Since then, anthropologists at Portland State University have compiled a long record of research, teaching and community engagement.

The Department of Anthropology offers Master of Arts and Master of Science degrees. These programs are designed to give the student a graduate level of competence in general anthropology, including the major subfields of Archaeology, Biological Anthropology, and Sociocultural Anthropology. At the same time, the programs permit students to pursue their own interests in one or more of the subfields.

Students have the option of choosing from three tracks: thesis, internship or skills. The thesis track prepares students for professional work in any of the three sub-disciplines of anthropology. Thesis track candidates are required to do research in an area of special interest and prepare a thesis based upon that research. The internship and skills tracks are designed to prepare students for professional employment in applied anthropology, including archaeology and cultural resource management. Students in the internship track work with an organization and a write a thesis that combines an internship deliverable and a final internship paper. Students in the skills track do not write a thesis, but instead take seven additional hours of coursework, complete comprehensive exams, and submit a portfolio that documents the skills they obtained during the program.

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Graduate Program Learning Outcomes

1. **Communication.** Students will master communication in a number of modalities
 - a. **Writing**
 - i. Students will demonstrate a sophisticated ability to find, analyze, synthesize, evaluate, and use theories, scholarly writings, and anthropological data from academic sources in their own writing and research.
 - ii. Students will present data and formulate coherent, persuasive arguments based on original research at a professional level for diverse audiences
 - iii. Students will demonstrate mastery of the writing conventions suitable for their chosen subfield of anthropology and for chosen presentation milieu, which may include research proposals, reports, applied deliverables, and a graduate thesis.
 - b. **Numeracy.** Students will design and develop tables, charts, graphs, and maps and present scientific data through appropriate means of scientific illustration. They will choose and employ appropriate software to generate these materials.
 - c. **Oral, visual, and video presentation.** Students will demonstrate mastery in presenting information orally (with and without visual support such as PowerPoint), visually, and/or in video format. They will understand how to target their communications for specific audiences, including specialists and non-specialists. They will be able to facilitate discussions and work in groups.
 - d. **Ethics**
 - i. Student writing will illustrate the appropriate format for citing referencing primary and secondary source material. Students will understand and apply the principles of academic honesty codified in the Anthropology Department's Statement on Academic Honesty, including a nuanced appreciation for how to use and acknowledge input from generative artificial intelligence.
 - ii. Students will evaluate the effects of their communications, particularly regarding impacts on the groups of people being represented.
2. **Critical thinking.** Students will show mastery of analytic thinking. They will be able to evaluate the reliability of their sources and place them within intellectual traditions. They will be able to deploy evidence to support or refute arguments, choose theoretical frameworks to analyze data, synthesize materials from different sources, and craft, critique and evaluate conclusions.
3. **Professional competence and conduct.** Students will have mastery over the materials related to their subfield and other disciplines relevant to their work, and they will exemplify professional demeanor in their interactions with their peers, their clients, and the public.
 - a. Students will illustrate mastery of anthropological ontologies, demonstrated by passing the Core Seminars in anthropological theory (Anth 511, 550, and 570) and selecting and employing a set of theories in their thesis.
 - b. Students will show mastery of anthropological methods as appropriate to their chosen subfield, demonstrated by applying skills from one or more methodology courses to generate and analyze primary data for their thesis and/or other presentations, deliverables, or reports.
 - c. Students will demonstrate an understanding of how the interplay between theory, research questions, methods, and data shapes our knowledge and/or interpretations of

- the human past and present.
- d. Students will show they understand the relevance of anthropology in and to contemporary public issues and engagement.
 - e. Students will know how to apply their anthropological skills and knowledge in professional settings.
 - i. Students will know how to conduct themselves responsibly in educational and professional settings when presenting, teaching, and doing research.
 - ii. Students will show mastery of goal setting, efficiency, time management, and effective communication skills
 - iii. Students will develop interpersonal skills and etiquette such as the ability to interact appropriately and ethically in group work and community engagement.
4. **Research.** Students will show mastery of research in the following modalities
- a. **Library research and information literacy skills.** Students will demonstrate the ability to identify the parameters and key concepts and theorists in a learning community or intellectual discourse; locate information using library resources (search engines, key words, Boolean operators); and write a literature review. They will assess the quality, relevance, usefulness, reliability, and validity of information gathered from scholarly and other sources.
 - b. **Research design and methodology**
 - i. Students will show mastery of the skills needed to conceptualize and implement an independent research project with a minimum of supervision and direction.
 - ii. Students will apply their knowledge to craft appropriate research questions, perform original research, generate primary data, and analyze the resulting information.
 - iii. Students will select and employ methodologies appropriate to the task; these methods may include qualitative research methods (e.g., interviewing skills, focus group facilitation, fluency in a foreign language, and mastery of analytical software such as NVivo, MaxQDA, and Atlas.ti) and/or quantitative research methods (e.g., statistical and special analysis and mastery of associated software (SPSS, GIS)).
 - c. **Research ethics**
 - i. Students will show that they understand and can apply in practice the American Anthropology Association's Principles of Ethical Responsibility and its three main principles: 1. Do not harm, 2. Be open and honest regarding your work, and 3. Obtain informed consent and necessary permission.
 - ii. Students will demonstrate the ability to identify and mitigate ethical risks when dealing with archaeological materials and human and animal subjects.
 - iii. Students will understand and be able to apply professional, legal, and ethical codes in the conduct of development, resource extraction and delivery, and other business, NGO, and governmental activities associated with the utilization of anthropological data.

Summary of Procedures for Master's Degrees

From <https://www.pdx.edu/gradschool/summary-of-procedures-masters-degrees>, accessed 9.9.2021

The following outline summarizes the Portland State University procedural requirements for master's degrees. Additional information can be found in the Graduate School section of the *Bulletin*, on the Graduate School website, and on the applicable forms. Additional requirements may be imposed by specific programs.

1. Prior to first term of registration, meet with faculty adviser assigned by program director, plan a preliminary program of study, and become familiar with general regulations and procedures for the master's degree as described in the *Bulletin*.
2. If graduate courses taken while an undergraduate at PSU and not used in the bachelor's degree are to be considered for use in the graduate program, the department must submit a request to the Graduate School to apply the courses to the program of study. This request should be made soon after admission to the graduate program. Reserved credit requests are made through the online Graduate DARS Exception Request form. (Applicable only for courses completed at PSU, limited to 12 credits maximum.) Reserved credits are also subject to all pre-admission limits and requirements.

If graduate courses were taken while an undergraduate at PSU and are part of an approved Bachelors + Masters (B+M) program, the department must submit a request to the Graduate School to apply the courses to the program of study. This request should be made soon after admission to the graduate program.

3. If pre-admission credits taken at PSU are to be included in the program of study, the department must submit a DARS exception to the Graduate School in order to apply the courses to the program of study. This request should be made soon after admission to the graduate program. No more than one-third of the student's degree program can be pre-admission credits. If transfer courses (courses taken at any time from another regionally accredited institution) are to be included in the program of study, the [Proposed Transfer Credit form \(GO-21M\)](#) must be submitted to the Graduate School for approval. It is strongly suggested that this form be submitted early in the student's program. No more than one-third of the student's degree program can be transfer credits.

4. If admitted with university and/or department conditions, meet all conditions. University Conditional status will be automatically removed after completion of the first 9 letter-graded graduate credits after admission with a 3.00 GPA or higher. Department conditions are removed once a department determines the appropriate requirements have been met. University and department conditions are monitored independently of each other and are typically not removed at the same time.

5. For an MA degree, meet the second language requirement. This requirement must be met before any final exam is taken or before the [Final Oral Examination Committee form \(GO-16\)](#) or any final graduation paperwork can be approved.

6. Submit the [Application for Awarding of Master's Degree, Doctoral Degree, or Graduate Certificate](#) via Banweb no later than the first week of the term of graduation. Review the [Graduate Candidate Deadlines](#) for specific dates.

7. After submitting the [Application for Awarding of Master's Degree, Doctoral Degree, or Graduate Certificate](#), consult with adviser and/or department about [DARS](#) report and plans for completing final degree requirements.

8. The University requires that graduate students who are involved in activities requiring faculty time or the use of University facilities register every term (excluding summer), including those engaged in any phase of research, such as collecting or developing data; or when engaged in any aspects of a project, thesis, or dissertation.

A minimum of 1 graduate credit of registration is required in any term (including summer) when students are completing a major milestone for the degree, such as taking any comprehensive or final examination; when holding a thesis/dissertation proposal or defense; and in the term of final thesis/dissertation submission and graduation.

9. If thesis is to be submitted:

Adviser submits the [Appointment of Final Oral Examination Committee form \(GO-16\)](#) approximately two weeks before the end of the term preceding the term of the defense; see the [Graduate Candidate Deadlines](#) for specific dates.

- a. The chair of the thesis committee must be a regular, full-time PSU instructional faculty, tenured or tenure-track, assistant professor or higher in rank; the other committee members may include NTTF or adjunct faculty. Two of the committee members (the chair and one other member) must be from the student's department; the third member may be from the student's department or may be PSU faculty from another department or OHSU faculty. If it is necessary to go off campus for one additional committee member with specific expertise not available among PSU faculty, a CV for that proposed member must be presented with the [GO-16 form](#); that member must be in addition to the required three PSU faculty members. All committee members must have master's degrees. No defense shall be valid without a thesis committee approved by the Graduate School.
- b. The thesis defense must take place at least five weeks prior to the end of the term of anticipated graduation and all members must receive a complete copy of the thesis at least two weeks prior to the defense date. For summer term graduation, deadlines apply to the regular eight-week Summer Session.
- c. Student must check with the thesis committee chair to assure completion of requirements prior to final defense.
- d. The final thesis must be submitted to the Graduate School no later than three weeks prior to the close of the term of application for graduation. For details about thesis formatting, submission, and specific deadlines, see the [Thesis and Dissertation section of the Graduate School website](#). Required formatting revisions must be made before graduation.
- e. Adviser is responsible for the completion of the [Recommendation for the Degree form \(GO-17M\)](#), which is due to the Graduate School after end-of-term grades are posted. IP (In-Progress) grades for required thesis credits are changed via the [GO-17M form](#).

10. In the case of non-thesis final oral examinations, including final project presentations, the committee shall consist of at least two members of the student's department, including the student's adviser. At the discretion of the department, a faculty member from another department may be added; that member would be selected by the adviser, the department chair, or the departmental graduate committee chair, according to department policy. For MAT and MST students, one member of the committee is required to be added from the Graduate School of Education or a faculty member with pedagogical expertise in the student's discipline. Students must submit all required materials at least two weeks prior to the scheduled non-thesis final oral examination.

11. Schedule and pass final master's examination, if required, before the end of the term; see the [Graduate Candidate Deadlines](#) for specific dates.

12. An incomplete or In-Progress grade in any course applied toward degree requirements, excluding thesis (see last bullet under #9 above), must be removed before graduation.
13. Outstanding grades for all courses being used in the degree program (except 503 Thesis credits) must be submitted by the instructor directly to the Office of the Registrar. All M (Missing) grades in graduate courses that could potentially be letter graded must be removed before graduation, even if the courses are not applied to the student's degree program.
14. All coursework applied to a master's degree must be completed within seven years prior to the awarding of the degree (e.g., a course taken in fall term 2013 will be beyond the seven-year limitation at the close of fall 2020).
15. The Graduate School verifies that all requirements for the degree have been met and awards the degree. Students will be notified by email when their degree is awarded.
16. Diplomas are generally mailed within 2-3 weeks after the degree is awarded, except for fall term, which will take 4-6 weeks due to holiday closures; additional [information about diplomas is on the Office of the Registrar's website](#). (Please note that [commencement](#) is not the same as [graduation](#).)

Second Language Requirement for MA Degrees

From <http://pdx.smartcatalogiq.com/2020-2021/Bulletin/Graduate-School/Degree-requirements/Master-s-Degree/Language-requirement>, accessed 9.27.2023

The second language requirement for M.A. students must be met before any final exam is taken or final graduation paperwork can be approved.

The Department of World Languages and Literatures has determined that the second language requirement for M.A. students can be met in the following ways:

1. Equivalent coursework: Students who have passed a course equivalent to PSU level 203 or higher in a second language will be deemed to have met the language requirement. The Graduate School will certify completion upon evaluation of the student's academic record if the requirement was completed at PSU. If the requirement was completed at a different institution, the Department of World Languages and Literatures will issue a certificate of completion. M.A. students are responsible for making their academic records available in the first term of admission and requesting evaluation and certification.
2. Students who do not meet the requirement under 1. above should make an appointment with the Department of World Languages and Literatures during the first term after their admission to make an individualized plan for the completion of their language requirement. Options include preparing for and passing one of these evaluations:
 1. Oral proficiency interview
 2. A written test such as
 1. The Graduate Student Foreign Language Test
 2. The CLEP exam
 3. A special exam, administered by the Department of World Languages and Literatures
 - c. Coursework after admission: taking a course at level 203 or above in residence or abroad
 - d. Special reading courses, if available.

The Department of World Languages and Literatures will teach and test only in languages in which it has expertise. However, off-campus arrangements may be possible with the cooperation of other

institutions and the approval of the chair of the Department of World Languages and Literatures. Certification of having passed a second language examination from an institution other than PSU must be approved by the Department Chair of World Languages and Literatures.

A student whose native language is not English may meet the second language requirement in English, except for students in the M.A. in World Languages and Literatures, who are required to demonstrate fluency in two foreign languages other than English at the time of admission and are not required to demonstrate additional competency except as necessary to complete their degree requirements.

Bachelor's + Master's (B+M) Degree in Anthropology

Students in the BA or BS Anthropology undergraduate program may be admitted directly into the parallel Anthropology master's program (i.e., BA students for the MA, and BS students for the MS) and share up to 20 graduate-level credits (five 4-credit courses) between their bachelor and master's degrees.

Admissions. Students first submit an initial B+M application program to the Anthropology Graduate Coordinator. Initial applications will be accepted on a rolling basis with three annual deadlines:

November 15 for a Winter term start

February 15 for a Spring term start

May 15 for a Fall term start

Initial Application Materials. The initial application will require (1) an (unofficial) transcript demonstrating that student has met the admissions criteria, (2) a 500-word personal statement outlining the applicant's career and educational goals, and 3) the names of two Anthropology faculty members who support the application.

Admissions Criteria. The following conditions must be met for an initial application to the B+M program:

- Declared Anthropology major who has completed or is enrolled in these three, 300-level major core requirements: ANTH 304 or 305; ANTH 350; and ANTH 370, 372, or 373
- 3.5 GPA in Anthropology courses
- 3.3 PSU institutional GPA
- Junior or senior standing at PSU

Formal Application. If the Anthropology Department approves the initial application, the Anthropology Graduate Coordinator will send the student an email inviting them to submit a formal application to the Graduate School for the MA/MS master's degree in Anthropology.

Program Continuation Requirements

- All 500-level courses must be taken at PSU for a grade of B or better
- All undergraduate classes must receive a grade of C or better. No P/NP credit for either program
- The departmental residency requirement for undergraduate credit prior to admission is 24 credits. The PUS institutional requirement for residency for the undergraduate program is that 45 of the last 60 credits must be taken in residence at PSU

Students must maintain a GPA of 3.3 in 500-level courses and 3.5 in 400-level and below courses in order to maintain their status in the MA/MS program.

Advising for the Bachelor + Masters

Students interested in the B+M may receive advising from any tenure line faculty in the department, who will help students determine if they are likely candidates for the B+M. Through these conversations, students should identify two faculty tenure line faculty members who support their admission to the B+M, and these faculty will help the student put their application packet together.

Tracks and Department Specific Requirements

The maximum time allowed to complete all requirements for a master's degree is four calendar years from the term of admission. Terms on approved leave of absence will be charged against the four-year limitation. In addition to formal course requirements, the following are also necessary:

1. Candidates for an MA degree must fulfill the second language requirement. Options for meeting the graduate foreign language requirement for MA students include: A) Passing a course equivalent to PSU level 203 or higher. The Department of World Languages and Literatures will verify completion of the requirement upon evaluation of the student's academic record. B) Students who do not meet the course equivalent should contact the Department of World Languages and Literatures during the first term after their admission to schedule an oral proficiency interview or a written test. Ordinarily the examination is taken in French, Spanish, or German. Other languages may, upon departmental approval, be substituted. Students must complete the foreign language requirement no later than one calendar year following entrance to the program. Foreign Language Requirement Verification Request Forms should be submitted for completion to the Department of World Languages and Literatures and a copy should be given to the Anthropology Department.
2. Candidates for an MS degree are strongly encouraged to discuss with their advisers the selection of appropriate courses in science, math, and technical skills that would complement their course of study.
3. Advancement to candidacy involves successful passing (a minimum grade of B-) of the core seminars ([Anth 511](#), [Anth 550](#), [Anth 570](#)). Advancement to candidacy can only be accomplished before the close of the next-to-the-final term of work.
4. For the thesis track, approval of a thesis topic and the appointment of the graduate committee. For the internship track, approval of an internship contract (including deliverables), a topic and format for the final internship paper, and the appointment of the graduate committee. For the skills track, approval of a course plan, portfolio content, and the appointment of the graduate committee. Students develop a thesis proposal (thesis track), internship contract and final paper scope (internship track), or coursework/portfolio plan (skills track) and submit it to the department faculty for approval and for the formal appointment of the graduate committee. Students in the thesis track should have a master's thesis proposal submitted to and approved by the department faculty as soon as possible following admission to the program, but in no case later than the end of the seventh term (excluding Summer Session) following admission to the program. Students in the internship track should have an approved internship contract as soon as possible following admission into the program, but in no case later than the end of the fifth term (excluding Summer Session). Students in the skills track should have an approved course plan by the end of their first quarter in the program.
5. For students on the internship track, submission of internship deliverable to partnership organization and presentation and approval of the final internship paper.
6. For students on the thesis track, presentation and approval of thesis and passing of an oral defense of thesis.
7. For students on the skills track, passing comprehensive exams, submitting and presenting an approved portfolio that demonstrates the skills obtained during the program.

Thesis Track

Courses

Of the 45 required credits, 32 must be in anthropology and must include:

Anth 511	Core Seminar in Social and Cultural Anthropology	4
Anth 550	Core Seminar in Archaeology	4
Anth 570	Core Seminar in Physical Anthropology	4
	Graduate-level Anthropology electives (2 courses)	8
	Approved graduate-level electives (Anth, non-Anth)	9
	An adviser-approved, graduate-level course in research methods	4
Anth 501	Thesis Research	4
Anth 503	Thesis	8

[Anth 511](#), [Anth 550](#), [Anth 570](#): Students may substitute an additional elective course for one of the core courses, with the approval of their adviser.

Graduate-level Electives: At least two of these courses (8 credits) must be in formally numbered graduate-level courses (i.e. courses numbered between [Anth 510](#) - Anth 597 or Anth 610 - Anth 697). With graduate adviser approval, the remaining 9 credits may be in courses numbered 504 or 505 (i.e. Internship, Reading and Conference).

Adviser-approved Research Methods course: This course must be formally numbered and described in the PSU Bulletin. It may not be a course numbered 501/601, 502/602, 503/603, 504/604, 505/605, 506/606, 507/607, 508/608, 509/609.

Total Credit Hours: 45

Thesis Track Process

1. Identify Thesis Topic through discussions with your adviser.
2. Preliminary Research (What else has been written on this topic? Narrow research focus, etc.).
3. Develop Thesis Proposal. A typical thesis proposal should be between 10-15 pages long, not including appendices. Be sure to discuss the proposal format with your adviser, as there can be some variation. Students may find it particularly useful to look at examples of previously accepted thesis proposals available for checkout in the department office (Cramer Hall 141). THIS PROCESS COULD TAKE ONE QUARTER and MANY REVISIONS.

Thesis Proposals should include:

- a. Title: A short title clearly stating the topic of the thesis.
- b. Statement of purpose or problem: A concise and clear statement of a problem which the research focuses upon. Avoid too broad or highly diffuse general problems, and select one that is manageable as to scope and researchable as to methods and conditions.

- c. Significance of your research: State briefly the significance of the topic or problem chosen. For example, state how 1) it extends, clarifies, probes, or disproves theories or hypotheses or quality and reliability of existing knowledge, OR 2) it provides new means or methods of collecting data or analyzing it, OR 3) it is timely and concerns a current problem and/or community need.
 - d. Review of the literature: Discussion of the existing materials related to the topic and theories you will use in your research. Briefly indicate how your proposed research fits into existing theoretical or methodological schemes and/or work done by others.
 - e. Research and plan design: Include a description of the field site (where applicable), availability of data, and a detailed and explicit description of methods used. What data are you going to use? How will you obtain it? What analytic operations are you going to perform with the data?
 - f. Bibliography: Give complete bibliographic references for all publications cited in the proposal and major references for thesis topic.
4. Create Thesis Project Schedule: When will you complete the various phases of the project (data collection, analysis, writing)?
 5. If appropriate, visit the [Human Research Protection Program](#) (HRPP). Discuss with your adviser whether your project requires Human Research Protection training and a review. While the [IRB Review Forms](#) are not typically submitted until the department has approved your proposal, you should be aware of the human subjects review process as you design your research.
 6. Revise Thesis Proposal.
 7. Form Thesis Committee (need 2 individuals besides Adviser). Meet with committee members occasionally to inform them of your progress/timing of completion.
 8. After advisor approves, Circulate Proposal to committee members for comment.
 9. Proposal Review with Thesis Committee. Students meets with their committee to discuss faculty comments on the written proposal. Incorporating the comments and committee suggestions, students craft a written reconciliation to guide them in writing their thesis.
 10. Human Subjects Review (Submit your application to the Office of Research and Sponsored Projects. [See IRB Review Forms](#)).
 11. Conduct Thesis Research and Meet Regularly with Advisor.
 12. Write Thesis Draft.
 13. Submit Draft to Adviser.
 14. Revise Thesis Draft in Light of Advisor Comments.
 15. After advisor approves, Submit Draft to Other Committee Members. Committee members need AT LEAST 14 days to review and consider the draft before the potential defense date.
 16. Revise in Light of Committee Comments.
 17. After committee agrees thesis is ready to defend, Schedule Defense Date. Check [Graduate School deadlines](#) . See [information on important forms](#) required to set up your thesis defense.
 18. Thesis Defense. The thesis defense consists of a public presentation in which the candidate presents a summary of the thesis and its main conclusions. A public question-and-answer period is followed by a private meeting with the thesis committee. The committee then meets without the student present to make its decision. Typically, a student passes the exam but is asked to make some revisions to the thesis.
 19. Make Necessary Changes to Thesis in Consultation with Thesis Chair and Committee.

20. Obtain Signatures of Committee Members on Cover Sheet.
21. Check the [Graduate Office Thesis Guidelines](#) for Style Requirements. We recommend that you ask the Office of Graduate Studies to check your thesis for correct style *before* making the final copies. A copy of the current guidelines is included in your orientation packet.
22. NOTE: it can take several months from first draft to final submission. For example, if you want to graduate by the end of spring term, give a draft of your thesis to your adviser in early January. Also, faculty are not on contract during Summer Quarter. Faculty may be able to serve on your committee and work with you on your proposal or thesis, or be part of a thesis defense during the summer, but do not assume they will be able to.

Internship Track

The Internship Track for the MA program provides future applied and practicing anthropologists with practical experience through coursework and local, national or international internships. Students conduct applied anthropological work in conjunction with the internship organization on a topic related to the organization's needs and the student's career and academic goals. In addition to producing a deliverable for the partner organization, students write a short, problem-oriented thesis that situates their internship and internship deliverable within anthropological theory and methods. The format and length of deliverables vary considerably depending on the partner organization's needs.

Courses

Of the 45 required credits, 32 must be in anthropology and must include:

Anth 511	Core Seminar in Social and Cultural Anthropology	4
Anth 550	Core Seminar in Archaeology	4
Anth 570	Core Seminar in Physical Anthropology	4
Anth 515	Applied Anthropology	4
	Graduate-level Anthropology electives (2 courses)	8
	Approved graduate-level electives (Anth, non-Anth)	9
	An adviser-approved, graduate-level course in research methods	4
Anth 503	Thesis Internship Track	6
Anth 504	Cooperative Education/Internship	2

[Anth 511](#), [Anth 550](#), [Anth 570](#): Students may substitute an additional elective course for one of the core courses, with the approval of their adviser.

Graduate-level Electives: At least two of these courses (8 credits) must be in formally numbered graduate-level courses (i.e. courses numbered between 510-597 or 610-697). With graduate adviser approval, the remaining 9 credits may be in courses numbered 504 or 505 (i.e. Internship, Reading and Conference).

Adviser-approved Research Methods course: This course must be formally numbered and described in the PSU Bulletin. It may not be a course numbered 501/601, 502/602, 503/603, 504/604, 505/605, 506/606, 507/607, 508/608, 509/609.

Internship Track Process

1. Identify Partner Organization and Internship Topic through Discussions with Advisor.
2. Develop Internship Project Proposal and Contract. Before beginning their internship, students complete an internship contract that is mutually agreed upon by the academic advisor and the internship partner organization.
The Internship Project Proposal is approximately 10-15 pages and includes:
 - a. Abstract
 - b. Statement of Research Problem and Partner Organization Profile
 - c. Theoretical Orientation/Literature Review
 - d. Methodology (Data Collection and Analysis)
 - e. Significance of Study for Organization and Applied Anthropology
 - f. Internship Deliverable, including Format and Production Schedule
 - g. Internship Contract
3. Revise Internship Project Proposal based on Advisor Feedback
4. Establish Internship Track Thesis Committee (need 2 individuals besides Advisor).
5. Internship Project Proposal Approval. Students meet with their committee to discuss faculty comments on the proposed internship project.
6. Conduct Internship with Partner Organization.
7. Meet Regularly with Committee Members.
8. Produce Deliverable for Partner Organization and Revise as Needed Based on Partner Organization Feedback
9. Final Internship Paper. The structure of the final internship is flexible and is developed in coordination with the Advisor. It typically includes:
 - a. Project Overview
 - b. Theories and Methods Underlying Work with Organization and Deliverable
 - c. Process Evaluation
 - d. Results/Outcome Evaluation
 - e. Conclusion/Discussion of How Project Advanced Applied Anthropology and Student's Trajectory
10. Submit Final Internship Paper Draft to Adviser.
11. Revise Based on Adviser Comments.
12. After adviser approves, Submit Draft to Other Committee Members. Committee members need AT LEAST 14 days to review and consider the draft before the potential defense date.
13. Revise Based on Committee Feedback.
14. After committee agrees, the "thesis" (i.e., the Partner Organization Deliverable + Final Internship Paper) is ready to defend, Schedule Defense Date. (Check [Graduate School deadlines](#) . See [information on important forms](#) required to set up your thesis defense).
15. Defense. The defense consists of a public presentation in which the candidate presents a summary of the internship project and their findings. A public question-and-answer period is followed by a private meeting with the thesis committee. The committee then meets without the student present to make its decision. Typically, a student passes the exam but may be asked to make some changes to the Final Internship Paper.

16. Make Necessary Changes to Final Internship Paper as needed based on committee feedback.
17. Obtain Signatures of Committee Members on Cover Sheet.
18. Check the [Graduate Office Thesis Guidelines](#) for Style Requirements. We recommend that you ask the Office of Graduate Studies to check your Final Internship Paper (the “thesis” in Graduate School terminology) for correct style *before* making the final copies. A copy of the current guidelines is included in your orientation packet.
19. NOTE: it can take several months from first draft to final submission. For example, if you want to graduate by the end of spring term, give a draft of your thesis to your adviser in early January. Also, faculty are not on contract during Summer Quarter. Faculty may be able to serve on your committee and work with you on your proposal, deliverable, or final internship paper and be part of a thesis defense during the summer, but do not assume they will be able to.

Skills Track (Comprehensive Exams + Portfolio)

The skills track is designed to prepare students for professional employment related to applied anthropology. Working with their advisors, students develop 52 credit set of courses tailored to their specific needs and interests. In their last quarter, students submit a written comprehensive exam and a portfolio that documents the skills they obtained during the program. Note that skills track students do not write a thesis.

Courses

Of the 52 required credits, 32 must be in anthropology and must include:

Anth 511	Core Seminar in Social and Cultural Anthropology	4
Anth 550	Core Seminar in Archaeology	4
Anth 570	Core Seminar in Physical Anthropology	4
	Graduate-level Anthropology electives (3 courses)	12
	Adviser-approved, graduate-level methods electives (3 courses)	12
	Graduate-level Non-Anthropology electives (2 courses)	8
Anth 506	Special Projects (Comprehensive Exams + Portfolio)	8

[Anth 511](#), [Anth 550](#), [Anth 570](#): Students may substitute an additional elective course for one of the core courses, with the approval of their adviser.

Graduate-level Electives: At least two of these courses (8 credits) must be in formally numbered graduate-level courses (i.e. courses numbered between 510-597 or 610-697). With graduate adviser approval, the remaining course (4 credits) may be in courses numbered 501-505 and 507-509).

Adviser-approved Research Methods course: This course must be formally numbered and described in the PSU Bulletin. It may not be a course numbered 501/601, 502/602, 503/603, 504/604, 505/605, 506/606, 507/607, 508/608, 509/609.

Total Credit Hours: 52

Skills Track Comprehensive Exam Deliverables

A. Theoretical and Conceptual Blueprint

What theoretical frameworks do you use to support anthropologically-informed research and practice on [insert student's topic/issue]? What are the key concepts that guide your work, and how do they fit together? Thinking about putting theory into practice, how do you talk about your issue(s) with different stakeholders (e.g., diverse communities, applied anthropologists, activists, academic researchers from different disciplines, policy makers, journalists, social media)? Your response should be 10-12 double-space pages using standard bibliographic formatting.

B. Theory of Practice/Critical Problem Solving in Action

Part 1 (3-5 double-spaced pages using standard bibliographic formatting). What is your theory of applied/activist anthropological practice? Your discussion should include discussion of (1) how your background influences your practice, (2) your personal code of ethics and its relationship to anthropological practice, and (3) how these values can be further developed and implemented in your career post-PSU.

Part 2 (3-5 double-spaced pages using standard bibliographic formatting). Drawing on your experiences in our program, present three to four distinct case studies that concretely demonstrate how you put your theory of practice into action. Your discussion should highlight critical problem solving and address real-world situations in all their nuance and complexity.

C. Reflection and Portfolio

Personal Reflection (6-8 double-spaced pages). What concrete skills have you developed during your time at PSU? What do you think are your biggest accomplishments? What went as planned, what was unexpected, and what challenges did you overcome? Are there things that you might have done differently, or that you feel the program did not offer? Lastly, how do you see your career developing in the next five years?

Portfolio. Your portfolio should consist of work products that demonstrate your skill-set and main accomplishments while at student in the master's program. Be sure to capture all the dimensions of your time at PSU: classes, community and political engagement, research experience, teaching, interactions with your classmates, etc. The format is up to you – you might, for example, create a personal professional website or a resume with links. The goal is to concretely demonstrate the diverse skills you have. In addition to the items you choose, your portfolio must include: (1) a network diagram showing the professional and community contacts you have made and /or grown during your time at PSU, and (2) an annotated bibliography of 20-25 sources that presents the key readings that inform your professional trajectory on [topic/issue].

D. Oral Presentation

Candidates will make a 30-minute oral culminating presentation on their experiences and accomplishments in the program, followed by a 15-minute question and answer session. The presentation should be directed toward a professional audience and, building on A, B, and C above, include discussion of candidate's topical focus, educational and career trajectories, theory of practice, and key formative experiences while in the program.

Graduation Audit Process Using DARS

From <https://www.pdx.edu/gradschool/dars>, accessed 9.27.2023

You will need to fill out various GO forms by the specified deadlines as you proceed through the program. All forms are available [here](#).

Due to the high volume of graduates each term, the Graduate School does not notify students individually when their degrees are awarded. The best way to verify if your degree has been awarded is to check your unofficial transcript in [Banweb](#). Once graduation processing is finished for the term, the Office of Degree Requirements will send all graduates a notification about when and how diplomas will be available.

Applying for the Degree

As you near the completion of your thesis, you will need to keep in mind the deadlines for three important forms required to be admitted to candidacy, schedule your thesis defense, and complete your oral exam.

Your thesis should be complete and ready to defend by the end of the term before the term in which you wish to graduate. For example, if you wish to graduate in Winter Term, you will need to have your thesis ready to circulate to your committee by the end of the immediately previous fall term. Students who wish to graduate at the end of the fall term should have their theses ready by the beginning of that term. Faculty are off contract in the summer months and it is usually not possible to schedule a defense during the summer.

As you are writing your thesis, check with the Office of Graduate Studies for the deadlines for filing the following forms: (Forms are available on the web at: <http://www.pdx.edu/ogs/procedures-masters-degrees/>)

- **Application for the degree**: All students must file this form **IN PERSON** with the Office of Graduate Studies in order to graduate. This informs the graduate office of the student's intended graduation date.
- **GO-16: Appointment of Final Oral Examination Committee (Master's Level)**
This form is used to formally appoint an oral exam committee, including a graduate office representative, or faculty member from outside the anthropology department. The department submits this form once the student is ready to defend the thesis (as determined by the chair of the thesis committee). The department must have an approved copy of this form before the thesis defense.
- **GO-17M: Master's Recommendation for the Degree**
This form indicates successful completion of the oral exam or thesis defense. The student fills in the top part of the form and the chair of the thesis committee completes the form after the oral examination. A student who passes the oral exam will typically be required to make final revisions to his or her thesis before graduating.

Model of Progress: Thesis Track

<p>Academic Year One: Fall</p> <p>Work w/adviser; Map out plan for coursework, next 5 terms. Begin developing thesis topic/policy topic. Check w/ World Languages Dept about language test (if MA).</p>	<p>Winter</p>	<p>Spring</p> <p>Graduate Student Review letter from faculty</p>	<p>Summer</p>
<p>Academic Year Two: Fall</p> <p>Fulfill language requirements (MA). If not before, begin to develop thesis proposal/ policy project. Thesis Track: Register for ANTH 501 with your adviser.</p>	<p>Winter</p> <p>Complete coursework by end of this term.</p>	<p>Spring</p> <p>Focus on thesis project, staying in close contact with adviser. Graduate Student Review letter from faculty. <u>Must be registered for at least ONE CREDIT each quarter</u> (except summer) while you are in the program (e.g., Anth 503).</p>	<p>Summer</p>
<p>Academic Year Three: Fall</p> <p>Thesis proposal must be approved by dept. faculty by end of 7th quarter (excl. summer). Work w/ your adviser on this timing.</p>	<p>Winter</p>	<p>Spring</p> <p>Graduate Student Review letter from faculty.</p>	<p>Summer</p> <p>Complete your program of study (including thesis) in FOUR YEARS maximum.</p>

Graduate Program Requirements: Thesis Track

Anth 511 (4, s/c)*	_____	Adviser Approved Electives	_____
Anth 550 (4, arch)*	_____	Methods course (4)	_____
Anth 570 (4, bio)*	_____	Anth Electives (8)	_____
Anth 501 Thesis Research (4)		Anth or non-Anth electives (9)	_____
Anth 503 Thesis (8)			_____
MA:		Total Credits: 45	
Foreign Language		(excludes Foreign Language credits)	
MS: Recommended science/math/technical skill			

* Students may substitute an elective course for one of the core courses, with the approval of their advisor

** At least three of these courses (12 credits) must be in formally numbered graduate-level courses (i.e. courses numbered between 510-597 or 610-697). With graduate adviser approval, the remaining two courses (8 credits) may be in courses

numbered 504 or 505 (i.e. Internship, Reading and Conference.)

*** This methods course must be formally numbered and described in the *PSU Bulletin*. It may not be a course numbered 501/601, 502/602, 503/603, 504/604, 505/605, 506/606, 507/607, 508/608, 509/609.

Model of Progress: Internship Track

<p>Academic Year One: Fall</p> <p>Work w/ adviser; Map out plan for coursework, next 5 terms; Begin developing internship/policy topic. Check w/ World Languages Dept about language test (if MA).</p>	<p>Winter</p>	<p>Spring</p> <p>Graduate Student Review letter from faculty</p>	<p>Summer</p>
<p>Academic Year Two: Fall</p> <p>Fulfill language requirements (MA).</p>	<p>Winter</p> <p>Complete coursework by end of this term.</p> <p>If not before, create internship contract and begin working on internship project.</p>	<p>Spring</p> <p>Focus on internship project, staying in close contact with adviser. Graduate Student Review letter from faculty. <u>Must be registered for at least ONE CREDIT each quarter</u> (except summer) while you are in the program.</p>	<p>Summer</p>
<p>Academic Year Three: Fall</p> <p>Internship proposal must be approved by dept. faculty by end of 7th quarter (excl. summer). Work w/ your adviser on this timing.</p>	<p>Winter</p>	<p>Spring</p> <p>Graduate Student Review letter from faculty.</p>	<p>Summer</p> <p>Complete your program of study (including thesis/policy paper) in FOUR YEARS maximum.</p>

Graduate Program Requirements: Internship Track

Anth 511 (4, s/c)*	_____	Adviser Approved Electives	_____
Anth 550 (4, arch)*	_____	Methods course (4)	_____
Anth 570 (4, bio)*	_____	Anth Electives (8)	_____
Anth 515 (4, Applied)	_____	Anth or Non-Anth electives (9)	_____
Anth 504 Internship (2)			
Anth 503 Thesis (6)		Total Credits: 45	
MA:		(excludes Foreign Language credits)	
Foreign Language	_____		
MS: Recommended science/math/technical skill	_____		

* Students may substitute an elective course for one of the core courses, with the approval of their advisor

** At least three of these courses (12 credits) must be in formally numbered graduate-level courses (i.e. courses numbered

between 510-597 or 610-697). With graduate adviser approval, the remaining courses may be in courses numbered 504 or 505 (i.e. Internship, Reading and Conference.)

*** This methods course must be formally numbered and described in the *PSU Bulletin*. It may not be a course numbered 501/601, 502/602, 503/603, 504/604, 505/605, 506/606, 507/607, 508/608, 509/609.

Model of Progress: Skills Track

Academic Year One: Fall	Winter	Spring	Summer
Work w/ adviser; Map out plan for coursework, next 6 terms; Check w/ World Languages Dept about language test (if MA).		Graduate Student Review letter from faculty	<u>Must be registered for at least ONE CREDIT each quarter (except summer)</u> while you are in the program.
Academic Year Two: Fall Fulfill language requirements (MA).	Winter Complete coursework by end of this term.	Spring Work on comprehensive exam deliverables Graduate Student Review letter from faculty.	Summer Oral presentation (or in Fall Year Three)
Academic Year Three: Fall Oral presentation (if not done in Summer Year Two)			.

Graduate Program Requirements: Skills Track

Anth 511 (4, s/c)*	_____	Adviser Approved Electives	
Anth 550 (4, arch)*	_____	Methods courses (12)	_____
Anth 570 (4, bio)*	_____	Anth Electives (8)	_____
Anth 515 Applied (4)	_____	Non-Anth electives (8)	_____
Anth 506 Special Projects (8)			
MA:		Total Credits: 52	
Foreign Language		(excludes Foreign Language credits)	
MS: Recommended	_____		
science/math/technical skill	_____		

* Students may substitute an elective course for one of the core courses, with the approval of their advisor

** At least three of these courses (12 credits) must be in formally numbered graduate-level courses (i.e. courses numbered

between 510-597 or 610-697). With graduate adviser approval, the remaining courses may be in courses numbered 504 or 505 (i.e. Internship, Reading and Conference.)

*** This methods course must be formally numbered and described in the *PSU Bulletin*. It may not be a course numbered 501/601, 502/602, 503/603, 504/604, 505/605, 506/606, 507/607, 508/608, 509/609.

Graduate Assistant Information

Graduate Employees Union (GEU)

As of Spring 2018, PSU graduate employees became unionized. Please go to <http://pdxgeu.org/> for detailed information on the contract, constitution and bylaws, bargaining updates.

Research Assistants

Research assistantships are offered by individual faculty to students who have the skills, experience, and interests that align with specific faculty research needs. Details of the position (wage, dates of service, job description, etc.) and hiring are managed by grant administration staff in consultation with the faculty Principal Investigator (PI). The student is directly supervised by the PI. Research Assistants are part of the GEU.

Teaching Assistants

The Anthropology Department currently offers 4 teaching assistantships per year. If you are already a graduate student in the program, you can apply in February via the [Graduate assistantship application form](#). New applicants can fill out this [TA application](#) as part of their online application to the program/graduate school.

Teaching assistants are selected by the faculty based on a variety of criteria including specific skills and experience necessary for the classes being offered any given academic year, prior education or other preparation that further prepares a graduate student for teaching responsibilities, and academic performance. Availability of other funding is also a consideration as we have limited teaching assistantships. The offer of a position for one term or one year carries no expectation of continued employment beyond the term or year the appointment is offered. See the [Graduate Assistantship page](#) for more information.

Hiring is managed by the Anthropology Department. Students are typically assigned to a specific class and supervised directly by the class instructor. Sometimes, students are assigned to more than one class and/or instructor. In all cases, instructors are expected to work with the student in managing their work load to fit the appointment expectations established by the appointment contract. You should contact your assigned instructor as soon as you are notified of your appointment.

Appointment Details and Work Schedule

As part of the GEU process, you will be issued a contract detailing the terms and conditions of your appointment prior to the year that your appointment starts. Your graduate teaching assistantship (GTA) includes a tuition remission covering up to 9 graduate credits and a stipend. You are responsible for university fees and health insurance costs. You must be enrolled as a full-time student, which requires a minimum of 9 graduate-level credits taken for a grade each quarter that you are a GTA.

GTAs in Anthropology are employed as 0.30 FTE (full time equivalent). This translates to 12 hours/week. The number of hours worked per week will likely not be entirely evenly distributed. For example, GTAs may be required to work more hours in the weeks before and after exams to assist in preparation and grading of exams. In these cases, the instructor will provide advance information regarding time requirements of the assistantship in advance. The student and instructor are both responsible for maintaining an on-going dialogue regarding work load over the course of the quarter so that adjustments can be made as needed. The instructor will take the graduate student's own academic schedule into consideration.

You are required to be report for work prior to the start of classes and must remain available through the end of the grading period, typically two working days beyond the end of finals week. If you are a new GTA, you are also required to attend the PSU GTA orientation offered prior to the start of fall term. Any potential scheduling conflicts should be discussed with the instructor prior to accepting the appointment or as soon as a schedule conflict arises over the course of the term.

Eligibility

To qualify for a graduate assistant (GA) appointment, a student must be admitted to a graduate degree program at PSU with either Regular status and must be in good academic standing. In order to maintain eligibility, all GAs (regardless of funding source) must satisfactorily complete a minimum of 9 graduate credits each term the assistantship is in effect (except Summer Term), with term and cumulative GPAs of 3.00 or higher, and show satisfactory academic progress in fulfilling the requirements of the degree program.

Satisfactory completion of a course at the graduate level is demonstrated with grades of A through B-, P, or IP (In Progress). Grades of C+ through F, NP, I, W, X, M, and AU are not satisfactory completion of a course at the graduate level. There are two scenarios under which a GA can potentially register for fewer than 9 graduate credits in a term. First, a maximum 4 of the 9 required credits can be undergraduate credits if these undergraduate courses are needed as prerequisites or are important for the student's program of study. Second, a GA can register for as few as 5 graduate credits in the final two terms before graduation provided no additional credits are needed to meet degree requirements.

Responsibilities

GTA responsibilities are highly variable in the Department of Anthropology, due to the diversity of our course offerings. Possible responsibilities include: holding office hours or review sessions for undergraduates, organizing and teaching lab sections, giving a lecture, facilitating discussions or discussion sections, leading activities, proctoring exams, grading class materials, assisting in assignment and exam development, and generally assisting in the delivery of curriculum. Instructors are responsible for providing a clear outline of GTA responsibilities at the beginning of the term. GTAs should request additional details as needed. Both parties are responsible for maintaining an on-going dialogue regarding expectations and responsibilities over the course of the term of service.

Resources

Funding opportunities: <https://www.pdx.edu/anthropology/scholarships>

Newman Fund: award between \$500-750. Deadline will be announced during winter term.

Wayne Suttles Graduate Fellowship. \$5000-6000. Deadline will be announced during winter term. Awarded to graduate student researching a topic related to the Pacific Northwest/Alaska. Open to all sub-disciplines. Award covers tuition and stipend. Preference to student who has completed their thesis proposal. Decision made in spring of student's second year of program, to be used in third year.

The Graduate School also offers a number of funding opportunities for our graduate students. See <https://www.pdx.edu/gradschool/funding> for more information.

General Information on courses, schedules, internships, careers, writing and resume help can be found on [Resources for Current Students](#)

Department news and events: <https://www.pdx.edu/anthropology>

Useful Books and Resources

Peters, Robert L., 1997, *Getting What You Came For: The Smart Student's Guide to Earning a Master's or Ph.D.*, Farrar, Straus and Giroux: New York.

Shore, Zachary, 2016, *Grad School Essentials: A Crash Course in Scholarly Skills*, University of California Press: Oakland.

PSU Graduate School

<https://www.pdx.edu/gradschool/current-students>

PKM 184 (1633 SW Park Ave, Portland, OR 97201)

503-725-8410

gradschool@pdx.edu

The Graduate School governs graduate programs at PSU and handles theses, graduation, and many other important steps in the master's process.

Anthropology Student Association (ASA)

Portland State Connect page: <https://pdx.campuslabs.com/engage/organization/anthropology-student-association>

Anth Dept page: <https://www.pdx.edu/anthropology/anthropology-student-association>

Email: ansa@pdx.edu

Computers on Campus

To use computers on campus you will need to login using your Odin account name and password. Every student has 500 MB of storage on a personal H drive that is accessible from any campus computer. Make sure you always log out when you are finishing using a campus computer. For support, please contact the [Office of Information Technology \(OIT\) Helpdesk](#).

Computer Labs

<https://www.pdx.edu/technology/computer-labs>

For up-to-date information about OIT general access lab locations and availability, visit the [Computer Labs overview](#) in the PSU Help Center.

Email

Students are required to check their email at least every other day, Monday through Friday. This is the official mode of communication through which the university and the Graduate School will communicate with students.

Canvas

To access [Canvas](#), login using your Odin account name and password.

IT Help Desk

<http://www.pdx.edu/oit/>

503-725-4357

help@pdx.edu

The IT Help Desk is at 1885 SW Broadway and they currently offer phone support seven days a week, from 8 a.m. to midnight. (except on university holidays and closures.): 503-725-4357 or toll free: 1-800-547-8887 ext. 5-4357.

Chat with the Helpdesk (Mon-Fri, 9 a.m.-5 p.m. (except on university holidays and closures) or schedule an appointment with our technicians for Remote Desktop support.

Banweb

<http://banweb.pdx.edu/>

To Access Banweb click “myPSU” in the top right hand corner of the screen. You will need your Odin account name and password to log in. Banweb is used for registration, personal contact information, registration, unofficial transcripts, enrollment verification, and employee services.

ID Card Services

<https://www.pdx.edu/student-finance/id-cards>

Located in the FMH first floor Student Services Lounge, ID Card Services will issue your PSU ID. The PSU ID will give you access to secured buildings and rooms on campus. Your ID also acts as a key card for keyless entry to many departmental spaces. As a graduate student, you will automatically be given access to Cramer Hall, Anthropology Dept/ Cramer 141, and the graduate lounge in the Cramer basement.

Key Requests/Card Reader Access

If need to request a key to access to lab space and/or office space. Contact anthdept@pdx.edu. Key requests may take two weeks or more, especially at the beginning of the quarter. You will receive an email when it is ready for pickup. Be mindful of your PSU issued keys, if lost, they are very expensive to replace. We have card readers for accessing the main office/lobby of the Anthropology Department, CH 41 lab, and CH 87, the graduate student lounge. Email us (anthdept@pdx.edu) if you do not have access.

Library Privileges

<http://library.pdx.edu/>

In addition to the regular usage undergraduate students have, graduate students are granted special library privileges. Graduate students may be allowed to check out some journals marked "for library use only" for a period of one to two days. Graduate students and faculty are allowed to borrow material from the following libraries: Oregon Health Sciences University, Oregon Graduate Institute, and Reed College. Special conference rooms and study areas are set-aside in the library for graduate student use.

Graduate students may use the interlibrary loan service, including out-of-state requests, without faculty authorization. Graduate students may also renew books for two weeks, provided a hold has not been placed on the books.

Resources for Graduate Students with Children

<https://www.pdx.edu/students-with-children/>

Recreation Center

<http://www.pdx.edu/recreation/>

ASRC entrance on second floor (1800 SW 6th)

503-725-2931

campusrec@pdx.edu

Student membership is included, for those taking one or more credits, in tuition and fees. Hours vary by quarter/holidays.

Transportation and Parking

<http://www.pdx.edu/transportation/>

1812 SW 6th Ave

Transportation Services sells Parking permits, Viking Passes and TriMet fares. TriMet (<http://trimet.org/>) is Portland's public transit agency. Students can buy a Viking Pass to ride all TriMet area transit.

The PSU Bike Hub (<http://www.pdx.edu/bikehub/>) can help assist in your biking needs. The BikeHub also sells secure indoor bike parking permits (\$15 per quarter or \$45 for the year). You can also join the BikeHub as a member and receive discounts.

The Portland Streetcar (<http://www.portlandstreetcar.org/>) is free for all PSU students. If you are asked to show fare show your Student ID to the fare officer.

Public Safety

<http://www.pdx.edu/cpso/>

Emergency Phone Number: 503-725-5911

Non-Emergency Phone Number: 503-725-4407 / TTY: 503-725-2511

Email: cpso@pdx.edu

633 SW Montgomery St.

The Campus Public Safety Office (CPSO) provides emergency response, emergency campus dispatching, and patrol services to the campus 24/7. CPSO provides an escort service is available to anyone, 24 hours a day, 365 days a year, free of charge. A Campus Public Safety Officer will escort students, faculty, staff, and visitors to their bus, car, apartment, or office on campus and up to two blocks off campus.

Center for Student Health and Counseling (SHAC)

<https://www.pdx.edu/health-counseling/>

1880 SW 6th Ave

503-725-2800

SHAC offers physical and mental health care, including dental services, counseling, prescription medication, and vaccines. Located at, it is open Monday to Thursday from 9 a.m. to 5p.m. and Friday from 9:30 a.m. to 5 p.m.

Academic Calendar

<http://www.pdx.edu/registration/academic-calendar>

The Academic Calendar shows current and upcoming academic terms. Includes dates for when the class schedule is available online, when registration begins, when classes begin, important deadlines for dropping courses and refunds, final examination periods, when grades will be posted, and holidays/university closures.