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 involvement.

The Department of Anthropology offers the degrees of Master of Arts and Master of Science. The programs are designed to give the student a graduate level of competence in general anthropology, including the major subfields of Biological Anthropology, Archaeology, and Sociocultural Anthropology. At the same time, the programs permit the student to pursue a special interest in one of the subfields. Students have the option of choosing either the thesis track or the applied/policy track. The applied track is designed to prepare students for professional employment related to applied anthropology. The thesis track candidate is required to do research in an area of special interest and prepare a thesis based upon it.

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Summary of Procedures for Master's Degrees

From http://www.pdx.edu/ogs/procedures-masters-degrees

The following outline summarizes the Portland State University procedural requirements for master's degrees. Additional information can be found in the Office of Graduate Studies (OGS) section of the Bulletin, on the OGS 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 and plan a preliminary program of study, as well as 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 OGS 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 that are part of an approved bachelors+masters program, the department must submit a request to OGS 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 request to OGS to apply the courses to the program of study. This request should be made soon after admission to the graduate program. PSU pre-admission credit requests are made through the online Graduate DARS Exception Request form. 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 filed in OGS 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 Conditional and/or Department Conditional status, meet all conditions. Departments must submit a request through the online Graduate DARS Exception Request form to remove Department Conditional status. University Conditional status will automatically be removed after completion of the first 9 letter-graded graduate credits after admission with a 3.00 GPA or higher. University and Department Conditional status are converted to Regular status independent of each other, and usually not at the same time. Students must be in Regular status in order to graduate.

5. For an MA or MAT 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-16M) or any final graduation paperwork can be approved.

6. Submit the Application for Awarding of Master's Degree, Doctoral Degree, or Graduate Certificate in OGS no later than the first week of the term of graduation. Deadlines are available here.

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:

   a. Adviser submits the Appointment of Final Oral Examination Committee form (GO-16M) approximately two weeks before the end of the term preceding the term of the defense; see here for specific dates. The chair of the thesis committee must be regular, full-time PSU instructional faculty, tenured or tenure-track, assistant professor or higher in rank; the other committee members may include adjunct faculty. If adjunct faculty are part of the committee, the Department needs to financially compensate the effort. 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-16M 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 OGS.

   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 14 days prior to the defense date. For summer term graduation, deadlines apply to the regular eight-week Summer Session.

   c. Student must check with the faculty adviser and thesis committee chair to assure completion of requirements prior to final defense.

   d. The final thesis must be submitted to OGS 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 OGS 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 in OGS 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.

11. An Incomplete or In-Progress grade in any course applied toward degree requirements, excluding thesis (see #9.e above), must be removed before graduation.
12. 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.

13. 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 2006 will be beyond the seven-year limitation at the close of fall 2013).

14. OGS verifies that all requirements for the degree have been met and awards the degree.

15. The degree is awarded in the Student Information System, which causes a diploma to be produced. Diplomas are available in the Office of Degree Requirements (104 Neuberger Hall) approximately one full term after the degree is awarded. (Please note that commencement is not the same as graduation.)

Second language requirement for MA/MAT degrees

From http://pdx.smartcatalogiq.com/2019-2020/Bulletin/Graduate-School/Degree-requirements/Master-s-Degree/Language-requirement

The second language requirement for M.A. and M.A.T. 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. and M.A.T. 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. and M.A.T. 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:
   a. Oral proficiency interview
   b. A written test such as
      i. The Graduate Student Foreign Language Test
      ii. The CLEP exam
      iii. 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.

The Thesis Process (PSU Anthropology Dept.)

From http://www.pdx.edu/anthropology/thesis-track

- Identify Thesis Topic with help and through discussions with your adviser
- Preliminary Research (What else has been written on this topic? Narrow research focus, etc.)
- Develop a Thesis Proposal. A typical thesis proposal should be between 1000 and 1250 words, and should include the following elements. 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. (Further information on research design and proposal writing from Berkeley.)

Thesis Proposals should include:

1. Title: A short title clearly stating the topic of the thesis.
2. Statement of purpose or problem: A concise and clear statement of a problem which the research is focused 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.
3. 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 a special population group.
4. 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.
5. Research and plan design: Include a description of the field site (where applicable) and 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?
7. Schedule of completion: When will you complete the various phases of the project (data collection, analysis, writing)?

- 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 review forms cannot be submitted until the department has approved your proposal, you should be aware of the human subjects review process as you design your research.)
- Revise Thesis Proposal
- Establish Thesis Committee (need 2 individuals besides Adviser). Meet with committee members occasionally to inform them of your progress/timing of completion.
- After Adviser approves, proposal circulated to Anthropology Faculty, who provide comments.
• Proposal Approved. Students will meet with their committee to discuss faculty comments on the written proposal. Incorporating the comments and committee suggestions, students will craft a written reconciliation to guide them in writing their thesis.
• Human Subjects Review (Submit your application to the Office of Research and Sponsored Projects. See applications and guidelines).
• Thesis Research (Meet with adviser regularly)
• Write Thesis Draft
• Revise
• Submit Draft to Adviser
• Revise in light of their comments
• 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.
• Revise
• After Committee agrees the thesis is ready to defend, finalize schedule defense date (Check Graduate School deadlines. See information on important forms required to set up your thesis defense).
• Thesis Defense (The defense consists of a public presentation in which the candidate presents a summary of the thesis and important 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.)
• Make necessary changes to thesis in consultation with thesis chair and committee
• Obtain signatures of committee members on cover sheet
• 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.
• 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.

The Applied Process (Internship/Thesis) (PSU Anthropology Dept.)

From http://www.pdx.edu/anthropology/applied-track

The Applied Track for the MA program provides future applied and practicing anthropologists with practical experience through coursework, local, national or international internships, and a policy paper. The applied thesis utilizes original research conducted in conjunction with the internship to inform on policy related to the student's career and academic interests as well as those of their collaborating partners. The thesis must utilize a problem-oriented lens that integrates anthropological theory and method. The thesis may or may not be the deliverable for the internship depending on the terms of the internship contract. The thesis should be approximately 40 pages.

The project needs to be rooted in anthropological approaches and literature. Ideally, it serves the organization and/or the individual with whom the student interns. The applied thesis itself may be the deliverable for the partner; however the paper may also be an additional component of the internship if the required internship tasks differ from the research project. The required tasks of the internship and the
role of the research project must be clearly delineated in the project proposal and agreed upon by the student, advisor, and internship contact.

- Identify Applied Thesis and internship topic with help and through discussions with your Adviser
- Develop Applied Thesis Proposal: Before beginning their internship, students should complete an internship contract that is mutually agreed upon by the academic advisor and internship contact. The student should submit a thesis proposal (approximately 10 pages) for evaluation by departmental faculty no later than two weeks after the start of the internship. Proposal components include:
  1. Abstract
  2. Statement of Research Problem
  3. Theoretical Orientation
  4. Literature Review
  5. Methodology (Data Collection and Analysis)
  6. Significance of Study
  7. Conclusion
  8. Research and Deliverable Production Schedule
     (Including Reflection Journals)
  9. Internship Contract
- Revise Thesis Proposal
- Establish Thesis Paper Committee (need 2 individuals besides Adviser).
- Proposal Approved. Students will meet with their committee to discuss faculty comments on the project proposal. Incorporating the comments and committee suggestions, students will craft a written reconciliation to guide them in writing their thesis.
- Implement internship or project
- Meet with committee members occasionally to inform them of your progress/timing of completion
- Write thesis
- Revise
- Submit Draft to Adviser
- Revise in light of their comments
- 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.
- Revise
- After Committee agrees the thesis is ready to defend, finalize schedule defense date
  (Check Graduate School deadlines. See information on important forms required to set up your thesis defense).
- Thesis Defense (The defense consists of a public presentation in which the candidate presents a summary of the thesis and important 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.)
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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.

**Graduation Audit Process Using DARS**

*From [http://www.pdx.edu/ogs/dars-process](http://www.pdx.edu/ogs/dars-process)*

This process is being used for all master's degree, doctoral degree, and graduate certificate programs. “GO” forms need to be filled out as you proceed through the program. All forms are available [here](http://www.pdx.edu/ogs/dars-process).

- The student submits the [Application for Awarding of Master's Degree, Doctoral Degree, or Graduate Certificate](http://www.pdx.edu/ogs/dars-process) by the specified deadline.
- Preliminary DARS audits are run by OGS in week 5 for students who have met the application for graduation deadline. The audits are sent to the department for review in a batch.
- Departments review the preliminary audits and notify OGS of any exceptions needed to the individual DARS reports. This step should be done by the 7th week of the term.
- OGS processes the exceptions to the DARS reports.
- Between week 7 and 10 of the term, departments should run DARS audits in BanWeb on graduating students to verify that exceptions submitted previously have been processed and have taken care of the student's deficiencies. If not, department should submit new exceptions as needed.
- After grades roll for the term, OGS will begin its final graduation review. At this point, all forms and exceptions should have been submitted by the department and the DARS audit should show the student is meeting all requirements for the degree. If the DARS audit shows outstanding issues, departments will be notified. Departments submit new forms and/or exception requests as needed.
- When OGS has determined that all requirements for graduation have been met, the student is certified for graduation and the degree is awarded in BANNER.

Due to the high volume of graduates each term, OGS 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 ([www.banweb.pdx.edu](http://www.banweb.pdx.edu)). 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. In some cases students may be able to schedule a defense during the summer, but this is often not possible because most faculty do not teach in the summer and are away from campus.

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-16M: 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

<table>
<thead>
<tr>
<th>Academic Year One: Fall</th>
<th>Winter</th>
<th>Spring</th>
<th>Summer</th>
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<tbody>
<tr>
<td>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).</td>
<td></td>
<td>Graduate Student Review letter from faculty</td>
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<tr>
<th>Academic Year Two: Fall</th>
<th>Winter</th>
<th>Spring</th>
<th>Summer</th>
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<tbody>
<tr>
<td>Fulfill language requirements (MA). If not before, begin to develop thesis proposal/ policy project. Thesis Track: Register for ANTH 501 with your adviser.</td>
<td></td>
<td>Focus on thesis project, staying in close contact with adviser. Graduate Student Review letter from faculty. Must be registered for at least ONE CREDIT each quarter (except summer) while you are in the program (e.g., Anth 503).</td>
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<tr>
<th>Academic Year Three: Fall</th>
<th>Winter</th>
<th>Spring</th>
<th>Summer</th>
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<tbody>
<tr>
<td>Thesis proposal must be approved by dept. faculty by end of 7th quarter (excl. summer). Work w/ your adviser on this timing.</td>
<td></td>
<td>Graduate Student Review letter from faculty.</td>
<td>Complete your program of study (including thesis) in FOUR YEARS maximum.</td>
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## Graduate Program Requirements: Thesis Track

<table>
<thead>
<tr>
<th>Anth 511 (s/c)*</th>
<th>Anth 501 (thesis research, 4 cr max.)</th>
<th>Anth 503 (thesis 8 cr )</th>
<th>Anth 503 (thesis 8 cr )</th>
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<tbody>
<tr>
<td>Anth 550 (arch)*</td>
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<td>Anth 570 (phys)*</td>
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<tr>
<td>Anth Grad Electives** (formal courses)</td>
<td>Foreign Language Proficiency (required for MA)</td>
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<tr>
<td>Adviser Approved Anth/Non Anth Electives** (or 504, 505)</td>
<td>FOR MS: work w/ your adviser to identify an appropriate course that will enhance your science/ math/technical expertise</td>
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<tr>
<td>Methods Course***</td>
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* 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: Applied Track (Internship/Thesis)

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

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<tr>
<th>Course</th>
<th>Credits</th>
<th>Notes</th>
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<tbody>
<tr>
<td>Anth 511 (s/c )*</td>
<td>Adviser Approved Electives</td>
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<td>Anth 550 (arch)*</td>
<td>Methods course (4)</td>
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<td>Anth 570 (phys)*</td>
<td>Anth Electives (8)</td>
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<td>Anth 515 Applied</td>
<td>Non-Anth electives (8)</td>
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<td>Anth 504 Internship (2)</td>
<td>Anth or non-Anth electives (8)</td>
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<td>Anth 503 Thesis (6)</td>
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<td><strong>MA:</strong></td>
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<td>Foreign Language</td>
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<td><strong>MS:</strong> Recommended science/math/technical skill</td>
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**Total Anthropology Courses: 52** (excludes Foreign Language credits)

* 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 offers 3-5 Teaching Assistantships per year. If you are already a graduate student in the program, you can apply via the Graduate assistantship application form. New applicants can fill out the TA application as part of the online departmental application.

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 Office of Graduate Studies webpage 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. Occasionally, 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 regrading 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 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. An example of 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.

Other Resources

For more departmental student resources, see the sites below.

Funding opportunities: https://www.pdx.edu/anthropology/anthropology-scholarships

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

Wayne Suttles Graduate Fellowship: $5000-6000. 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.
Laurels Graduate Award: $5000. Deadline Feb 1. [https://www.pdx.edu/ogs/laurels-graduate-award](https://www.pdx.edu/ogs/laurels-graduate-award)

Anthropology-focused student groups: [http://www.pdx.edu/anthropology/student-groups](http://www.pdx.edu/anthropology/student-groups)

Internships: [http://www.pdx.edu/anthropology/internships](http://www.pdx.edu/anthropology/internships)

Careers: [http://www.pdx.edu/careers/jobs-databasecareerconnect](http://www.pdx.edu/careers/jobs-databasecareerconnect)

Writing and resume help: [http://www.pdx.edu/anthropology/writing-resume-help](http://www.pdx.edu/anthropology/writing-resume-help)

Department news and events: [http://www.pdx.edu/anthropology/news-events](http://www.pdx.edu/anthropology/news-events)

Course descriptions and schedules: [http://www.pdx.edu/anthropology/courses-advising](http://www.pdx.edu/anthropology/courses-advising)

**Office of Graduate Studies (OGS)**

[http://www.pdx.edu/ogs](http://www.pdx.edu/ogs)

PKM 183 (1633 SW Park Ave, Portland, OR 97201)

503-725-8410

[grad@pdx.edu](mailto:grad@pdx.edu)

The Office of Graduate Studies governs graduate programs at PSU and handles theses, graduation, and many other important steps in the master’s process.

**Departmental Student Associations**

*Anthropology Student Association (ASA)*

OrgSync page: [https://orgsync.com/12974/chapter](https://orgsync.com/12974/chapter)

Facebook page: [https://www.facebook.com/pages/Portland-State-Anthropology-Student-Assocation/199737530068004](https://www.facebook.com/pages/Portland-State-Anthropology-Student-Assocation/199737530068004)

**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. To access files stored on campus computer from off campus use [http://myfiles.pdx.edu/](http://myfiles.pdx.edu/) and login using Odin account name and password. This will allow you to access files on your H drive and any other drive you have linked/access to.

**Broadway Graduate Lab**

[http://www.pdx.edu/oit/idsc](http://www.pdx.edu/oit/idsc)

BHB 225 (625 SW Jackson)

The Broadway Graduate Lab is a Graduate student only computer lab open 24 hours a day, 7 days a week. To access the lab after hours or weekends a PSU ID (key card) is required. Once you have your PSU ID Card, send an email to [accessrequest@pdx.edu](mailto:accessrequest@pdx.edu) requesting after hour’s access to the Broadway Housing Building. Include your badge number in the email.

**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, the Office of Graduate Studies, and the School of the Environment will communicate with students.
D2L

https://d2l.pdx.edu/

D2L is used for courses you are currently taking. To access D2L, login using your Odin account name and password. D2L has its own email service but you can have D2L email forwarded to your PSU email account. While you will be notified you have a new D2L email by an envelope icon, this will only appear each time you are logged into D2L. If you forward your D2L email to your PSU email account, you will get a notification even if you are not logged into D2L. At times D2L email does not forward right away so you may receive the forwarded email with some delay. Additionally, to reply to a D2L email (the email address will end in @d2l.pdx.edu) you must reply using D2L. D2L provides tutorials (https://portlandstate.atlassian.net/servicedesk/customer/portal/2/article/165544022 ) for help getting started and using the service.

IT Help Desk

http://www.pdx.edu/oit/
503-725-4357
help@pdx.edu

The IT Help Desk is located in the FMH lobby, 1885 SW Broadway and open Monday to Friday from 8 a.m. to 7 p.m.

Banweb

https://sso.pdx.edu/idp/profile/SAML2/POST/SSO?execution=e2s1

To Access Banweb click “Log in to Banweb” 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

http://www.pdx.edu/financial-services/id-card-services

Located in FMH 1st floor, ID Card Services will issue you your PSU ID. The PSU ID will give you access to secured buildings and rooms on campus. Your Student Key Card will need to be activated in order for you to have access to these secured buildings.

Key Requests/Card Reader Access

You will need to request a key to access lab space and/or office space. To request a key, contact Becky in Cramer 141 or at 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.
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

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: 503-725-4404
Non-Emergency Phone Number: 503-725-4407

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)

http://www.pdx.edu/shac/
1880 SW 6th
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.