

A misty, foggy forest scene with tall evergreen trees, likely Douglas firs, creating a serene and atmospheric background for the text.

GRADUATE STUDENT HANDBOOK

**Department of Anthropology
University of Oregon
*(2022-2023)***

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1. GENERAL INFORMATION

1.1 University Catalog and Schedule of Classes

The 2019-2020 University of Oregon Catalog, which includes the Graduate Studies and Research section, and the University of Oregon's Class Schedule, contains information on University and Department rules and regulations, registration procedures, and student services. The catalog is published annually, includes information on classes, departments, faculty, programs, and other useful information. See <http://uocatalog.uoregon.edu/>

The *Class Schedule* lists classes for the current and future terms, including times, rooms, and any special requirements. See <http://classes.uoregon.edu/>

A tentative schedule of Anthropology classes for the academic year is available on the departmental web page at: <https://anthropology.uoregon.edu/undergrad-program/year-long-course-offering/year-long-course-offerings/>

1.2 University of Oregon Division of Graduate Studies Web Site

The Division of Graduate Studies' web site has many useful pages documenting policies and procedures that pertain to graduate students, funding opportunities, and information to help students get oriented at the UO. See <http://gradschool.uoregon.edu>.

1.3 Department of Anthropology Graduate Student Policy Documents

This is the Department of Anthropology's *Graduate Student Handbook and Faculty Advising Manual*. It is a basic reference for graduate students in the Anthropology program and should be read and referred to frequently. The "General Duties and Responsibilities Statements (GDRS)" for Anthropology governs most matters concerning Graduate Employeeships (GEs) in Anthropology: <https://gradschool.uoregon.edu/funding/ge/gdrs>

1.4 Student Conduct Code

The University operates under a student conduct program designed to protect the health, safety, and well-being of everyone within the university community and to protect the educational objectives of the university. All university students are expected to abide by the UO Code of Student Conduct, which is here: <http://dos.uoregon.edu/conduct>

1.5 University of Oregon Directory

The Student, Faculty, and Staff Directory is available online from the University of Oregon homepage under "Find People" at: <http://uoregon.edu/findpeople>

1.6 Department of Anthropology Equipment Available

You can find the list of equipment available to graduate students at the folder 'Equipment Checkout' at the Graduate Login, which is located at the bottom of the Department homepage: <https://anthropology.uoregon.edu/>

1.7 Telephones

The four-digit telephone numbers listed in this handbook are UO campus extension numbers. If you're calling from a campus phone (e.g., from an office in Condon Hall), simply dial 6, then the four-digit number to complete your call. When calling from off-campus, the area code and prefix for all campus extension numbers is 541-346; dial the area code and prefix plus the four-digit extension to complete your call. The area code for Eugene is 541, Salem is 503, and Portland is 503 and 971.

1.8 Technology Service Desk-Computing Center

Technology Service Desk is located in Computing Center's south lobby, off Kincaid Street near Chiles Hall, supports the computing needs of the university through the creation and maintenance of computing and networking environments. They have software available for download that is free to all university members, including virus and spyware protection, as well as a step-by-step guide to setting up your on and off-campus connection.

To connect to UO net, see <https://service.uoregon.edu/TDClient/KB/ArticleDet?ID=31052>

To set up an email account, see <https://service.uoregon.edu/TDClient/KB/ArticleDet?ID=29760>

Microcomputer Services are fully detailed at: <https://is.uoregon.edu/>

The various computing labs on campus can be found at:
<https://service.uoregon.edu/TDClient/KB/ArticleDet?ID=83452>

2. DEPARTMENT OF ANTHROPOLOGY INFORMATION

2.1 Department Protocols and Support Staff

Our Anthropology Department Support Staff, Leah Frazier, Lisa Clawson, and various work study students are valued employees with a tremendous amount of knowledge and expertise. Be kind and courteous to them and respect their workspaces. Their desktops and desk drawers are private spaces; they are not "open to the public." Good advice comes from Robert L Peter's 1992 book, *Getting What You Came For: the Smart Student's Guide to Earning Masters or a Ph.D.* (Noonday Press, NY): "One of the most common mistakes of both grad students and professors is to treat secretaries and support staff with condescension. Considerations of human decency aside, this is really stupid because these people can either make life easy for you or not. If they choose to make your life hell, the chances are you won't even know it." While none of our support staff will "make your life hell," they are both knowledgeable and powerful, and it is in your best interest to always show them respect and courtesy.

2.2 Condon Hall

The Anthropology department is centered on Condon Hall: this is where the main office (308 Condon), most faculty offices, teaching labs, some faculty labs, graduate student mailboxes, and offices (365/366 Condon) are all located.

2.2.1 Condon Hall Hours

The entrance to Condon Hall is open from 7:00 am to 6:00 pm, Monday–Friday. The main office is open from 8:00 a.m. to 5:00 p.m. weekdays, except holidays. The main office is open when classes are not in session, although hours may be reduced.

2.2.2 Condon Hall / Pacific Hall Access

After hour's access is by proximity card. Report the last 5 digit number to Lisa Clawson in 311 Condon or complete [online form](#), which located in the Graduate Login (bottom of the Anthropology homepage). All graduate students are eligible for access to the outer building doors of Condon Hall after office hours and over the weekend. A code will be given for the door outside Condon 365 If you need keys to faculty laboratories, obtain authorization from the relevant faculty member. Have them notify the graduate coordinator in the main office. A fee will be charged for the keys that is non-refundable as well as a replacement fee if lost. Key will be given back to the office when you no longer need access.

2.2.3 Condon Hall Computers

Graduate students may use the computers in the graduate offices (365 Condon) main room on the third floor of Condon Hall for various tasks, although these computers are generally for short-term use. The Cultural

Laboratory (315 Condon) also has some computers for graduate student use. The various computing labs on campus, including those in the Knight Library, have computers for student use (as specified above): <https://service.uoregon.edu/TDClient/KB/ArticleDet?ID=83452>

2.2.4 Recycling

The Anthropology Department has recycling containers placed inside of the main office (Room 308) and in the Graduate Student Lounge (Room 365). Students, faculty and staff are encouraged to recycle paper, and to use divided boxes for this purpose at their desks. Each recycle location typically has four bins—one for white, three for “mixed” and non-white paper types. Some locations also have a bin for bottles and cans. White is for letterhead, copy machine paper, index cards, and notebook paper. Mixed is for pastels, as well as all white products that contain color, including printing in colored ink, magazines, paper items with labels still attached, paper bags, and all bright and neon colors. Staples may be left in recyclable items, but paperclips should not. None of these bins are for disposal of facial tissue, food wrappers, paper cups or paper plates. For more detail regarding the University’s well-established recycling program, see <https://cpfm.uoregon.edu/zerowaste>

2.2.5 Confidential Recycling

A gray bin is located in the department main office (Condon Hall 308) for confidential recycling. Confidentially recycle all student paperwork in this bin. All student papers should be kept on hand for one term after the course has been completed. Fall-recycled end of winter; winter recycled end of spring; spring recycled end of fall; summer recycled end of fall. Confidential papers are picked up for destruction on the 15th of every month.

2.2.6 Bulletin Boards

There are bulletin boards containing miscellaneous information in the hallway outside the main office and on other boards down the hall. Check the boards often for information pertaining to graduate education, departmental colloquia, department news, sales and notices, employment opportunities, calls for papers, and graduate school recruiting posters and materials. See office personnel if you have a question about bulletin board information or if you would like to post something on one of the boards.

2.2.7 Mailboxes

The Anthropology Department provides mailboxes for graduate students in the graduate office main room. You will be sharing your box with other graduate students, so be careful when picking up your mail. Mail for faculty can be left in the main office. Out-going mailing services are not provided to graduate students.

2.2.8 Office Space, Printing, Supplies

The Department of Anthropology provides office space in 365 and 366 Condon Hall for Graduate Teaching Fellows (GEs) with teaching assignments in Anthropology so that they can hold office hours. A single office with a door (366D Condon) is available for GEs to meet privately with undergraduates in their classes if their office or cubicle is not private or open to undergraduates. GEs should use only the Department Office copy machine for course materials that have been explicitly approved by the course instructor. Larger copy jobs (i.e. those requiring more than 100 printed pages total) must be sent to the Campus Copy office in advance. GEs are not permitted to charge copy orders without the permission of the Office Coordinator, who will provide the index code needed for the Campus Copy Center. In the interest of both conservation and to reduce costs, all are encouraged to “think before you print” and avoid unnecessary paper use. Departmental printers may be used in emergencies when directly related to GE teaching duties and the Graduate Student copier is not working. For those documents that must be printed, double sided printing is required.

Department of Anthropology does not control sufficient space or resources to provide all graduate students with individual offices and unlimited printing. Therefore, office space and printing resources must be limited to those relating to GE works and responsibilities. Sometimes, shared space can be made available in the cubicles in the Graduate Student Office area or through a student’s advisor. The phones, office space, copy machines, FAX machine, and printers are not for personal or unauthorized use by graduate students. Printing articles, course materials and papers, manuscripts, or dissertations, etc., are personal professional expenses that the Department cannot fully subsidize but each student will be given an annual allotment of 100 pages worth of copies. Additional printing on Anthropology resources can be arranged if funding is available from

the student. Otherwise, printing can be done at the Knight Library, EMU, and other facilities on and off campus. If a graduate student is working on a faculty grant or their own research grant which provides administrative support to the Department, then printing can be done under the aegis of the grant. Leah Frazier should be informed of the incurred costs so she can make the appropriate fund transfers.

Graduate students can use department stationery and mailing supplies for academic business. The Department provides office supplies for GE offices but not for work at home. Laptop computers, projectors, and other equipment are for teaching purposes and use must be scheduled in advance. The office staff is knowledgeable about all sign-out procedures. Contact the Graduate Coordinator for any questions on this matter.

2.3 University of Oregon Museum of Natural and Cultural History

The Museum of Natural and Cultural History is located at 1680 East 15th Avenue, just behind the Knight Law Center. It houses exhibits on the cultural and natural history of Oregon, and is open to the public from 11:00 am to 5:00 pm Tuesday through Sunday (until 8:00 pm on Thursday). The MNCH consists of three primary units: Collections, Research, and Public Programs. The Museum's research division includes archaeological and paleontological foci. Most of the Research Division's archaeologists work in buildings near the Millrace or on Moss Street, where they conduct Cultural Resource Management (CRM) work. The Collections Division staff work to accession and safeguard the material remains of Oregon's past and work in the Museum itself. The Public Programs division provides learning experiences for visitors and strives to promote curiosity in natural and cultural history and science. During fall and spring terms, the Museum sponsors lecture series. In winter term, it hosts the Margaret Mead Film Festival. The MNCH Director, Jon Erlandson, and the Associate Director, Scott Fitzpatrick, are also professors in the Department of Anthropology. Visit the Museum's webpage at: <http://natural-history.uoregon.edu/>

2.4 Current Departmental Faculty

Anthropology and associated faculty, their research interests and contact information are on the department's website at: <http://anthropology.uoregon.edu/people-2/>

2.5 Association of Anthropology Graduate Students (AAGS)

The Association of Anthropology Graduate Students (AAGS) consists of the graduate student body, elected officers, and the Director of Graduate Studies as faculty liaison. This organization was intended to: 1) facilitate communication and community among the UO Anthropology graduate students; 2) serve as a forum for pursuing graduate student concerns and interests; 3) facilitate communication between graduate students and faculty; and 4) organize the Department Colloquium series and social events. AAGS three organizing members are elected annually. AAGS generally holds its first meeting of the year immediately following the faculty-graduate student reception. The Anthropology Department encourages participation in the Graduate Student Association. Any graduate student should feel free to play an active part attending meetings and organizing the group. For more information, see <http://anthropology.uoregon.edu/grad/aags/>

2.6 Department Colloquium Series

The Department Colloquium Series is organized by the Faculty Colloquium Committee in concert with AAGS. The series is comprised of talks and lectures offered by visiting and resident faculty and graduate students. Presentations are typically on Mondays at noon in 204 Condon, although these may vary. As there are so many events on campus, it is important to coordinate the Department Colloquium Series with speakers jointly sponsored by other units on campus. Light refreshments are organized by AAGS and the office staff. See <http://anthropology.uoregon.edu/eventscalendar/speaker-series/>

2.7 Resource People

Specific questions on the requirements and regulations of the Department and the Division of Graduate Studies should be addressed to the Graduate Coordinator, Leah Frazier (lfrazier@uoregon.edu 346-5136, 312 Condon. Your academic advisor (see "The Advisor" below) is the best resource regarding course selection, professional

development, and planning a multiyear schedule to clear degree and professional requirements. The advisor is also the primary source of information on conceptualizing and preparing your research proposal, researching and writing your master's paper and/or dissertation, your job applications, and your job talks. The Director of Graduate Studies may also be consulted for other questions about Department and the Division of Graduate Studies regulations and requirements. The DGS will have an open meeting with any interested graduate students as a group at regular intervals, approximately once per term in order to facilitate communication between the graduate students and faculty.

Departmental Staff and faculty who should be able to assist you with questions:

Contact	Extension	With Questions About:
Your advisor	see directory	Specific course content, course load planning, research plans, your career future
Lamia Karim, Department Head	6-	Regulations and Grievances
Gyoung-Ah Lee, Director of Graduate Studies	6-4442	Graduate program and policies; petitions on ancillary skills and to deviate from departmental regulations; grievances; GE assignments; graduate student interface with faculty
Leah Frazier, Business Manager, Graduate Coordinator	6-5136	Payroll, purchasing, travel reimbursement, grant administration, Department and Division of Graduate Studies regulations and requirements, GE contracts,
Lisa Clawson, Undergraduate and Curricular Coordinator	6-5103	Individualized study preauthorization, keys, room reservations, scheduling, general office questions.

3. UNIVERSITY OF OREGON DIVISION OF GRADUATE STUDIES REGULATIONS

3.1 General Information

The Division of Graduate Studies is located in 170 Susan Campbell Hall. The office hours are 8:00 am to 12:00 pm and 1:00 pm to 5:00 pm, Monday through Friday. The phone number is (541) 346-5129. The Division of Graduate Studies web site is <http://gradschool.uoregon.edu/>

The Division of Graduate Studies maintains a clear and thorough web page detailing regulations and requirements that apply to all graduate students at the University of Oregon, including those in Anthropology. You should familiarize yourself with these, which can be found here: <http://gradschool.uoregon.edu/policies-procedures>

Important topics are addressed at the Division of Graduate Studies' website. These include, but are not limited to:

- Satisfactory Progress and Good Standing: <http://gradschool.uoregon.edu/policies-procedures/satisfactory-progress>
- Grade Requirements and Incompletes: <http://gradschool.uoregon.edu/policies-procedures/grades>
- Enrollment and residency Policies, including joint-campus program and reservation of credit: <http://gradschool.uoregon.edu/policies-procedures/enrollment-residency>
- Transfer of Credit: <http://gradschool.uoregon.edu/policies-procedures/masters/transfer>
- Research Ethics and Compliance: <http://gradschool.uoregon.edu/policies-procedures/research>
- On-Leave Status: <http://gradschool.uoregon.edu/policies-procedures/leave>
- Degree Completion Deadlines: <http://gradschool.uoregon.edu/deadlines>
- Waiver of Regulations: <http://gradschool.uoregon.edu/policies-procedures/general-petition>
- Academic Forms: <http://gradschool.uoregon.edu/current-students/academic-forms>

3.2 Application for a Degree

The application for a degree must be filed online to the Division of Graduate Studies by the second week of classes in the term of graduation. Please see <http://gradschool.uoregon.edu/node/152>

All grade changes, removal of incompletes, and transfer work necessary to complete degree requirements must be filed with the Division of Graduate Studies the term prior to the term of graduation. Corrections to an academic record can be made only during the 30 days following the granting of a degree. Deadline for degree completion is available on the Division of Graduate Studies website:

<http://gradschool.uoregon.edu/deadlines>

Once all degree requirements have been completed, notify the Graduate Coordinator who will check with the advisor and notify the Division of Graduate Studies to clear the student for graduation.

4. UO DIVISION OF GRADUATE STUDIES REGULATIONS

4.1 Summary of Division of Graduate Studies Requirements for a Master's Degree

The following summary of Master's degree requirements is taken directly from the Division of Graduate Studies web page. More detail on these requirements, along with time limits and other regulations, are clearly described on the Division of Graduate Studies web page, be sure to carefully read all relevant policies on the Division of Graduate Studies web page: <http://gradschool.uoregon.edu/policies-procedures/masters>

Total credit minimum	45 credits
Minimum credits in major	30 credits
Minimum credits in residence	30 credits
Minimum graded credits taken in residence	24 credits
Minimum 600-level credits in residence	9 credits
Minimum thesis credits (if completing a thesis)	9 credits
Minimum GPA	3.00
Language requirement	M.A. only
Time limit for program completion	7 years
Registration and continuous enrollment	3 credits per term (9 for international students)

4.2 Chronological Summary of Procedures Leading to Doctoral Degree

The following summary of requirements is taken directly from the Division of Graduate Studies web page. More detail on these requirements, along with time limits and other regulations, are clearly described on the Division of Graduate Studies web page, be sure to carefully read all relevant policies:

<http://gradschool.uoregon.edu/policies-procedures/doctoral>

- Admission
- Continuous enrollment
- Course work and residence
- Foreign languages or other specialized knowledge. Regulations are set by the department, school or college.
- Comprehensive examination, covering the major discipline, advances the student to candidacy for the degree.
- Appointment of dissertation committee, registration for Dissertation (603), and completion of dissertation. A minimum of 18 credits of Dissertation (603) are required after advancement.
- In Absentia. Post-advancement doctoral students are allowed up to three quarters of in absentia status following advancement to candidacy.
- Application for degree made to the Division of Graduate Studies. Deadlines are available from the Division of Graduate Studies.
- Defense of dissertation. Degree must be completed within 7 years.
- Dissertation publication, arrangement through the Division of Graduate Studies.
- Granting of degree at end of term in which all degree requirements are satisfied.
- Diploma, with commencement date, issued by the Registrar.

5. DEPARTMENT OF ANTHROPOLOGY GRADUATE PROGRAM REQUIREMENTS: GENERAL INFORMATION

5.1 Overview of Degrees Granted

Three advanced degrees are offered by the Department of Anthropology: Master of Arts (M.A.), Master of Sciences (M.S.), and Doctor of Philosophy (Ph.D.). A realistic timetable for a Master's degree is two years, with a course load of 12 credits per term. For students wishing to pursue a Ph.D., an additional five years is reasonable.

5.2 Admissions

All students entering the University of Oregon Department of Anthropology Graduate Program without a Master's degree enter the program as doctoral students (status "D") but with the title of "Master's in Passing", except for those seeking the Cultural Resource Management Master's degree (see below). Students entering the program with a Master's degree enter as doctoral students (status "D"). Students whose Master's degree is not in anthropology may have to complete additional anthropology course requirements as determined by the Graduate Studies Committee before they can advance to candidacy.

Students entering the University of Oregon Department of Anthropology graduate program seeking only a Master's Degree in Cultural Resource Management enter the program as Master's students (status "M").

5.3 The Advisor

Each entering student is assigned a departmental advisor. It is the student's responsibility to confer with their advisor who will assist in planning a course of study consistent with the student's interests, competence based on prior performance, and departmental requirements. The design of a course of study remains primarily the responsibility of the student, drawing upon the counsel of the advisor. The advisor is generally the faculty member whose interests and expertise are most compatible with those of the student. If at any time students feel they would be better served by changing their advisor, they should consult with the Director of Graduate Studies and Department Head. The student should, of course, clear the change with the potential new advisor. After approval by the Director of Graduate Studies and Department Head, the student should notify the Graduate Coordinator who will formalize the change. If a graduate student is unable find an advisor, then the graduate committee may ask a faculty member to serve. If none will serve, then the DGS or Head will serve as the advisor.

If a graduate student's advisor intends to take a leave of absence or sabbatical, they should, in consultation with the graduate student, work out a plan to cover the student's mentoring needs. This should be done well in advance. These arrangements should be mutually agreeable and helpful to the student. All graduate students will be assigned a second advisor who will be responsible for mentoring in the case of primary advisor's absence.

While not ideal, it is possible that in some cases (e.g., advisor retires or moves to another institution), it may be necessary for a student's primary academic and intellectual advisor to be from another department. If this is the case, then that student must also have a committee chair from the Anthropology Department on their examination committee who can serve as their programmatic advisor as well.

5.4 Course Load

Nine to sixteen credit hours is considered the full-time course load for graduate students. GEs are required to register for and complete a minimum of nine graduate credits each term to maintain their GE status. The same is true for International students here on an F-1 (student) visa to maintain their immigration status. A fixed tuition rate is assessed for 9–16 graduate credits per term. In the absence of a GE, a minimum of 3 credit hours is required to remain in the program except for international students, but the appropriateness of this should be discussed with the advisor and the Director of Graduate Studies.

5.5 Courses Requiring Faculty Approval

Open-ended courses and Individualized study plans include ANTH 503 Thesis, ANTH 601 Research, ANTH 602 Supervised College Teaching, ANTH 603 Dissertation, ANTH 605 Reading, and ANTH 606 Special Problems, and ANTH 609 Practicum. In order to be pre-authorized for an open-ended course or study plan with a faculty member, graduate students must fill out the "Permission to Register for Individualized Study" form available at the 'Forms' folder at the Graduate Login (at the bottom of department homepage). The form should outline the specifics of the course and is signed by the student and the instructor. Students will then submit the form to the main office, and office staff will pre-authorize the graduate student to register. Students will still need to register via DuckWeb. If students wish to identify a reading or project course and have a specific title appear on the transcript, students should be sure to include this on the form.

5.6 Annual Reviews of Graduate Students

During the last one or two faculty meetings of the academic year the entire faculty reviews the progress of all students. In advance of this review, students meet with their advisor to discuss their progress during the previous year and plans for their future time in the program. The faculty meeting review provides a forum for sharing information about individual graduate students with the intention of identifying student's strength and weakness and offering guidance for future years. On the basis of the faculty review, advisor-student meeting, and any other information the advisor or other faculty may have, the advisor prepares a summary review specifying progress toward the degree during the past year and expectations and planned work for the next year or more. The advisor's summary then serves as the basis of the annual progress letter written by the Director of Graduate Studies and sent to the student at the end of the academic year and summer. These annual progress letters become part of the student's departmental file and documents the progress of the student and whether or not it has been satisfactory and timely. Failure on the part of the student to make timely progress compromises the student's departmental funding. A second annual review with continued failure to make progress results in removal from the graduate program.

5.7 Timely and Satisfactory Progress

Graduate students are evaluated, in part, in terms of timely progress through Master's and/or Doctoral degrees. In addition to fulfilling all the Division of Graduate Studies' requirements (<http://gradschool.uoregon.edu/policies-procedures/satisfactory-progress>) and receiving positive annual reviews, timely and satisfactory progress includes:

- Complete the M.A. or M.S. degree in two years.
- Advance to candidacy, including completion of skills, formation of the exam/prospectus committee, passing comprehensive exams, and writing and successfully defending a research prospectus within three years of entering the doctoral program.
- Doctoral research may begin as early as the first year, but no later than the third year in the doctoral program. It should be completed no later than the fifth year in the program. In other words, students are expected to spend one to two years actively conducting field and/or laboratory research for the dissertation.
- The dissertation should take about one to two years to write and successfully defend by the end of the seventh year. UO Division of Graduate Studies imposes a limit of seven years for completion of Master's, Doctoral, and Certificate degrees. See the Division of Graduate Studies website for more information: <https://gradschool.uoregon.edu/academics/policies/general/satisfactory-progress>
- In case that degrees are not fulfilled by the 7th year, students are responsible to submit the petition to request an extension of the 7-year time limit every term till the degree completion at: https://gradschool.uoregon.edu/sites/gradschool1.uoregon.edu/files/forms1/extension_7_year_deadline.pdf

Recommended timeline to Ph.D. degree by subfields:

ARCHAEOLOGY				
For students who are admitted without a Master's degree				
	Fall	Winter	Spring	Summer
Year 1	Take proseminar and core courses (Section 6.1). Work on additional requirements (Section 6.2). Select the subject of Master's paper/thesis research. Apply the NSF-GRFP, if eligible.	Continue coursework and additional requirements. Conduct Master's paper/thesis research.		Field research, if needed. Master's paper/thesis research.
Year 2	Continue coursework and additional requirements. Conduct Master's paper/thesis research. Apply the NSF-GRFP application, if eligible.	Continue coursework and additional requirements. Conduct Master's paper/thesis research.	Complete coursework and additional requirements. Submit the Master's paper/thesis. Submit the "Transition to the Ph.D. form" by the final week.	Must submit the Master's paper/thesis. Field research for the Ph.D. project.
Year 3	Continue coursework and other requirement for Ph.D. degree (Section 7.5). Form the dissertation exam committee (Section 7.2). Take comprehensive exam 1. Select doctoral research subjects and initiate the research.			Field research.
Year 4	Complete coursework and other requirement. Take comprehensive exam 1, if it has not been passed yet, and take exam 2. Conduct dissertation research.			Field research.
Year 5	Take comprehensive exam 2, if it has not been passed yet. Submit the dissertation prospectus, and advance to the Ph.D. candidacy, Submit applications for external funding and continue dissertation research.			Field research.
Year 6~7	Conduct dissertation research and write the dissertation. Take the oral defense and complete the degree by the end of Year 7*.			
For students who are admitted with a Master's degree				
	Fall	Winter	Spring	Summer
Year 1	Take Proseminar (Section 6.1.1). Take core courses (Section 6.1)**. Work on additional requirements (Section 7.5).	Continue coursework and other requirement. Form the dissertation exam committee. Take comprehensive exam 1.		Field research.
Year 2	Complete coursework and other requirements for the Ph.D., degree (Section 7.5). Take comprehensive exam 1, if it has not been passed yet, and take exam 2. Conduct dissertation research.			Field research.
Year 3	Submit the dissertation prospectus, complete the requirements for Ph.D. candidacy, if any remains, and advance. Submit applications for external funding and conduct dissertation research.			Field research.
Year 4	Submit applications for external funding and conduct dissertation research. Write the dissertation			Field research or writing.
Year 5~7	Conduct dissertation research and write the dissertation. Take the oral defense and complete the degree by the end of year 7*.			
BIOLOGICAL ANTHROPOLOGY				
For students who are admitted without a Master's degree				
	Fall	Winter	Spring	Summer
Year 1	Take proseminar and core courses (Section 6.1). Work on additional requirements (Section 6.2). Select the subject of Master's paper/thesis research. Apply the NSF-GRFP.	Continue coursework and additional requirements. Conduct Master's paper/thesis research.		Field research, if needed. Master's paper/thesis research.
Year 2	Continue coursework and additional requirements. Conduct Master's paper/thesis	Continue coursework and additional	Complete coursework and additional requirements. Submit the Master's	Must submit the Master's paper. Field research

	research. Apply the NSF-GRFP application, if eligible.	requirements. Conduct Master's paper/thesis research.	paper/thesis. Submit the "Transition to the Ph.D. form" form' by the final week of the term.	for the Ph.D. project.
Year 3~4	Complete coursework and other requirement for the Ph.D. degree (Section 7.5). Form the dissertation exam committee, preferably in Year 3 (Section 7.2). Take comprehensive exams 1 and 2. Conduct dissertation research and submit applications for external funding.			Field research.
Year 5	Submit the dissertation prospectus, complete the requirements for Ph.D. candidacy, if any remains, and advance. Submit applications for external funding and conduct dissertation research.			Field research.
Year 6~7	Conduct dissertation research and write the dissertation. Take the oral defense and complete the degree by the end of year 7*.			
For students who are admitted with a Master's degree				
	Fall	Winter	Spring	Summer
Year 1	Take Proseminar (Section 6.1.1). Take core courses (Section 6.1.2)**. Work on other requirements(Section 7.5).	Continue coursework and other requirement. Form the dissertation exam committee. Take comprehensive exam 1 and possibly exam 2.		Field research.
Year 2	Complete coursework and other requirement for the Ph.D., degree (Section 7.5). Take comprehensive exam 2. Submit the dissertation prospectus and advance to the Ph.D. candidacy. Conduct dissertation research.			Field research.
Year 3	Complete the requirements for Ph.D. candidacy, if any remains, and advance. Submit applications for external funding. Conduct dissertation research and submit applications for external funding.			Field research.
Year 4~5	Submit applications for external funding. Conduct dissertation research and write the dissertation. Take the oral defense and complete the degree. * Students who are accepted as a doctoral student (with a Master's degree elsewhere) can continue their degree program up to the 7 th -year from the admission.			
CULTURAL ANTHROPOLOGY				
For students who are admitted without a Master's degree or with one that is far removed from Cultural Anthropology***				
	Fall	Winter	Spring	Summer
Year 1	Take proseminar and core courses (Section 6.1). Work on additional requirements (Section 6.2). Select the subject of Master's paper/thesis research [Section 6.1.4]. Form the dissertation exam committee (Section 7.2).		Continue coursework and additional requirements. Conduct Master's paper research. Take comprehensive exam 1 (Section 7.3.2). Initiate the HSRC/IRB approval process.	Take comprehensive exam I. Field research.
Year 2	Continue coursework and additional requirements. Conduct Master's paper/thesis research. Complete comprehensive exam I.	Continue coursework and additional requirements.	Complete coursework and additional requirements. Submit the "Transition to Ph.D. form" by the final week of the term.	Submit the Master's Paper/Thesis. Field research.
Year 3	Complete coursework and other requirement for the Ph.D. degree (Section 7.5). Take comprehensive exam 2. Submit the dissertation prospectus and advance to the Ph.D. candidate. Conduct dissertation research and submit applications for external funding.			Field research
Year 4~5	Conduct dissertation research and submit applications for external funding.			Field research
Year 6~7	Conduct dissertation research and write the dissertation. Take the oral defense and complete the degree by the end of Year 7*.			
For students who are admitted with a Master's degree in Anthropology				
	Fall	Winter	Spring	Summer
Year 1	Take proseminar and core courses (Section 6.1). Work on additional requirements (Section 6.2).		Continue coursework. Take comprehensive exam	Take comprehensive

	Form the dissertation exam committee (Section 7.2).		1 (Section 7.3.2). Initiate the HSRC/IRB approval process.	exam I. Field research.
Year 2	Continue coursework and additional requirements. Complete comprehensive exam I.	Continue coursework and additional requirements.	Complete coursework.	Field research.
Year 3	Complete coursework and other requirement for the Ph.D. degree (Section 7.5). Take comprehensive exam 2. Submit the dissertation prospectus and advance to the Ph.D. candidate. Conduct dissertation research and submit applications for external funding.			Field research
Year 4~5	Conduct dissertation research and submit applications for external funding.			Field research
Year 6~7	Conduct dissertation research and write the dissertation. Take the oral defense and complete the degree by the end of Year 7*.			

* See Section 5.7 for the petition to request an extension of the 7-year time limit.

** Students who enter with a MA in Anthropology can be exempted from the core-course requirement. Those who enter with an MA in other discipline are required to take core courses.

*** Cultural Anthropology students who enter with a MA in other discipline than Anthropology are advised to consult with the advisor to decide whether or not to write a MA paper. See 'Section 6.1.4 Cultural Anthropology only.'

5.8 Timing of Degree Completion

The Department of Anthropology policy is that completion of a Master's degree and Ph.D. defense should be scheduled before the summer, defined for this purpose as between the end of final exam week of spring term and the beginning of fall term. Under special circumstances, summer defenses can be scheduled if all committee members, including the institutional representative, agree. Master's papers can be submitted over the summer, if both the advisor and the reader agree and credits are taken. Simply failing to submit a defensible manuscript in time to meet spring deadlines does not constitute a special circumstance warranting approval of a summer defense.

5.9 Incompletes as an Impediment to the Degree

A graduate student otherwise qualified to be awarded a Master's or Doctoral degree must remove any grades of "incomplete (I)" for courses given by the Department before being certified for the degree. Graduate students have a maximum of one year in which to remove an incomplete grade from their record.

6. DEPARTMENT OF ANTHROPOLOGY MASTER'S DEGREE REQUIREMENTS

6.1 Overview for All Subfields

The Master of Arts (M.A.) and Master of Sciences (M.S.) degrees require a minimum of 45 credit hours, 30 of which must be in Anthropology. Students who fulfill their requirements by demonstrating proficiency in a second language will obtain the M.A. All other students will receive the M.S.

To obtain a Master's degree, students in all subfields must complete the following requirements. The additional requirements vary depending on whether the student focuses on archaeology, biological anthropology or cultural anthropology.

- ANTH 615 Proseminar
- Completion of core courses, including ANTH 680 or 610; 681; and 688.
- Language proficiency for the M.A. degree (not applicable to the M.S. degree)
- Master's paper or Master's Thesis. For more information on the Master's paper or Master's thesis at: <https://gradschool.uoregon.edu/academics/thesis-dissertation>
- Additional requirements by subfield, as described in subsequent sections for archaeology, biological anthropology, and cultural anthropology (Section 6.2).

Department of Anthropology offers various 500-level and 600-level courses for graduate students. Depending on the students research interests, students can take those to meet the course credit requirement. Course offerings are varied by year and information for some courses are found at: <https://anthropology.uoregon.edu/grad/grad-courses-syllabi/>

The following courses are recommended for all subdisciplines for training for GE teaching or for preparing the grant applications: ANTH 609 Practicum or ANTH 610 Grad Practicum, ANTH 685 Professional Writing or ANTH 610 Grant Writing.

6.1.1 Proseminar in Anthropology (ANTH 615)

All newly admitted graduate students in Anthropology are required to register for ANTH 615 Proseminar. This course provides a forum for reviewing departmental structure and requirements, prepare students for planning their time in the Division of Graduate Studies and to become a professional in the field of Anthropology. The Director of Graduate Studies coordinates Proseminar and meets with new graduate students during their first term in residence.

6.1.2 Core Courses

Master's students and Ph.D. students without a Master's degree in Anthropology or an allied field are required to complete core courses in each subfield: archaeology, biological, and cultural anthropology during their first two years in residence. Students who believe they already have scholarly background equivalent to one or more of the core courses may petition the Graduate Committee to have the background accepted in place of one or more of the core courses.

The three core courses required for all subfields are:

- ANTH 680 Basic Physical Anthropology (or Bioanthropology Fundamentals) or ANTH 610 Topics in Biological Anthropology
- ANTH 681 Archaeology and Anthropology
- ANTH 688 Social Theory

Expected core course offerings for Fall 2021 through Spring 2022:

Core	Fall '22	Winter '23	Spring '23
Archaeology			ANTH 681
Biological Anthropology			ANTH 680
Cultural Anthropology			

** ANTH 688 will not be offered in AY22-23. Incoming students in Fall 2022 can take ANTH 688 in AY23-24.*

These courses offer an advanced introduction to archaeology, biological anthropology, and cultural anthropology. Each class is five credit hours and requires a concomitant amount of work. There are no formal prerequisites for these core courses. Core courses must be passed with a grade of B- or better. In the event of failure, only one retake of any single core course or re-examination will be permitted. In the case of a second failure, the student will be dropped from the graduate program in Anthropology.

The core course program is designed to give students an overview of each subfield, prepare them for introductory-level instruction in higher education, and more immediately, help prepare students to lead anthropology discussion and laboratory sections as a Graduate Employee (as described below and in the GDRS at : <https://gradschool.uoregon.edu/funding/ge/gdrs>).

6.1.3 Language Proficiency (M.A. degree only)

Any second language may be taken by students with their advisor's approval. The Master of Arts (MA) degree requires second year level of proficiency in a language other than English, as required for the [Bachelor of Arts \(B.A.\) degree](#). Competency may be demonstrated by either [a standardized test](#) or with adequate undergraduate course

International students may use English language competence in fulfillment of the skill requirement provided that their language of instruction for their high school or college education was English. A second language proficiency is not required for the M.S. degree.

6.1.4 Master's Paper or Thesis

A Master's paper is normally submitted by the end of the student's second year in residence. Planning for the paper should begin during the first year of the program, the earlier the better. Working on the Master's paper provides students with experience in conceptualizing, implementing, and writing up a major piece of research, in preparation for the demands of professional research and publishing. The topic should be selected in consultation with the advisor. It should set out a problem and clearly follow the theme or themes involved. It should attend to the relevant literature and show an ability to synthesize material in a way that brings it to bear on the chosen subject. The length should be comparable to a typical journal article, decided in consultation with the advisor. It must be presented in a finished format and of sufficiently high caliber that it is ready to submit to a peer-reviewed journal. Students writing a Master's paper register for at least 4 credits of ANTH 606 Special Problems during the final term of working on the paper. Most students take additional ANTH 606 credits to plan and conduct their Master's research. The Master's paper is read and approved by the student's advisor and a second faculty reader. Copies of all Master's Papers (or Theses) with the signatures of the advisor and second reader are maintained in the permanent files of the Department of Anthropology.

While most students choose to complete a Master's paper, a Master's thesis can be pursued instead. There are many more requirements associated with completing a Master's thesis. Some of these are given here:

<http://gradschool.uoregon.edu/policies-procedures/masters/thesis-terminal-project>

Cultural anthropology only. If the student demonstrates the need for additional writing and analytical experience because of an MA that is far removed from Cultural Anthropology or other reasons, we will admit the student with the understanding that they will develop a 30 page paper in conjunction with their coursework that demonstrates the kind of writing and analysis expected in an MA paper, but in a shorter format. We will encourage them to produce a paper of 8,000 words that could potentially serve as a publication.

6.2 Additional Requirements for the Master's Degree by Subfields

Students are required to meet the following requirements defined by each subfield in order to complete the Master's degree in Anthropology.

Subfield specific requirements:

	Archaeology	Biological	Cultural
Research method	ANTH 549 Cultural Resource Management or another course with the approval of the DGS	ANTH 587 Bioanthropology Methods	ANTH 611 Ethnographic Research
Statistics requirement	Basic statistics (1 course)	Statistics (3 courses), including ANTH 570 Statistics for Biological Anthropologists	N/A

6.2.1 For Archaeology Students

To obtain the Master's degree, archaeology students must complete the following requirements in addition to the requirements listed in Section 6.1 Overview for All Subfields:

- Research method (1 course)
- Statistics requirement (1 course)

Research Method. Completion of ANTH 549 Cultural Resource Management fulfills the research methods requirement for archaeology students. This course will help prepare students for research in contemporary archaeology. The course is generally offered once every two years. A graduate course in Historic Preservation, offered in the School of Architecture and Allied Arts, or other course as agreed upon by the advisor may substitute ANTH 549 by petitioning the Director of the Graduate Studies.

Statistics Requirement. All archaeology students are required to complete one basic statistics course. Normally any basic upper-division or graduate-level statistics course offered in the University of Oregon or its

equivalent will be accepted, as long as the student has passed the course with a C or higher for an undergraduate course, or a B- or higher for a graduate course. Traditionally this requirement is completed by ANTH 570 Statistics for Biological Anthropologists or courses offered in other departments, including but not limited to Mathematics (MTH 525 or 526 Statistical Methods), Political Science (PS 445/545 Methods for Politics and Policy Analysis I), Psychology (PSY 302 Statistical Methods in Psychology) or Sociology (SOC 312 Quantitative Methods in Sociology).

6.2.2 For Biological Anthropology Students

To obtain the Master's degree, biological anthropology students must complete the following requirements in addition to the requirement listed in Section 6.1 Overview for All Subfields:

- Research Methods (1 course)
- Statistics (3 courses)

Research Method. Completion of ANTH 587 Bioanthropology Methods fulfills the research methods requirement for biological anthropology students. The course is generally offered yearly in the spring term, and should be completed during the first year. Another course as agreed upon by the Biological Anthropology Faculty may substitute ANTH 587 by petitioning the Director of the Graduate Studies.

Statistical Requirement. All biological anthropology students are required to complete a basic statistics course. Normally this is ANTH 570 Bioanthropology Statistics, but any basic upper-division or graduate-level statistics course offered in the University or its equivalent will be accepted, as long as the student has passed the course with a C or higher for an undergraduate course, or a B- or higher for a graduate course. Courses offered in other departments that have been accepted in the past include MTH 525 or 526 Statistical Methods (Mathematics), PS 445/545 Methods for Politics and Policy Analysis I (Political Science), PSY 302 Statistical Methods in Psychology (Psychology) or SOC 312 Quantitative Methods in Sociology (Sociology). Biological anthropology students go on to define, in consultation with their advisors, a two-term advanced statistics coursework package to be taken as a follow-up to the one term of introductory statistics. The two terms of advanced statistics may be selected from among any appropriate offering available in any department or the university. If desired, one or both of the two advanced courses may be taken as a tutorial within the department of anthropology by enrolling with a faculty member for at least four credits of ANTH 606 Special Problems to work on a statistical problem of specific relevance and professional interest to the student. Students should take the initiative in setting up such arrangements.

6.2.3 For Cultural Anthropology Students

To obtain the Master's degree, cultural anthropology students must complete the following requirements in addition to the requirement listed in Section 6.1 Overview for All Subfields:

- Research Methods (1 course)

Research Method. ANTH 611 Ethnographic Research: Epistemology, Methods, Ethics will prepare students for research in cultural anthropology. Students should complete this requirement during their first year in the program in order to commence research for the Master's paper or thesis in their second year. It is strongly advised to take the course no later than fall term of the second year.

If students wish to take another research methods course in lieu of ANTH 611, this should be done in consultation with their advisor. Courses from another institution that are demonstrably similar in content to ANTH 611 may be accepted upon approval of a petition to the Graduate Committee. Some of the following courses satisfied this requirement previously, including ANTH 524 Feminist Methods, SOC 612 Overview of Sociological Methods, SOC 613 Advanced Sociological Methods (Sociology), J 641 Qualitative Research Methods, J 642 Quantitative Research Methods, J 660 Advanced Research Methods (Journalism), and more.

6.3 Admission/Transition To Doctorate Degree In Anthropology

Students in line for a Ph.D. in Anthropology must hold a Master's degree. Students who apply externally for admission to the Ph.D. program and have a Master's degree from another program will be admitted directly into the doctoral program. Students who receive a Master's degree in the department must transition to the Ph.D. program and need to submit materials comparable to those of external applicants:

- Completed the “Transition to Ph.D. Program” form signed by the advisor and two faculty members. The form is available in the folder “Form” at the Graduate Login page, which is located at the department homepage: <https://anthropology.uoregon.edu/>
- Statement of purpose: This should be up to 1,000 word statement describing the dissertation topic and indicating how, where, and when it will be pursued.
- Current curriculum vitae.
- Current academic transcript
- Three departmental references, one of which must be from the proposed committee chair. Use the “Report on Graduate Applicant” form in the “Form” folder at the Graduate Login page.

Admission to the doctoral program is competitive. Only a few applicants are selected collectively by each subfield and decided by the Graduate Committee in consultation with the Anthropology faculty, generally in the winter or spring term of the academic year prior to admission.

7. DEPARTMENT OF ANTHROPOLOGY DOCTORATE DEGREE REQUIREMENTS

7.1 Obtaining Doctoral Candidacy

Students should attain the candidacy by the end of the 3rd year in the Ph.D. program. Those admitted into the doctoral program are doctoral students, but they are not yet doctoral “candidates.” To become a doctoral candidate, a student must:

- Form their examination committee
- Pass both comprehensive examinations
- Satisfactorily complete and defend a dissertation prospectus, and
- Clear all of the coursework and skill requirements for the doctorate

Summary of requirements for Ph.D. degree by subfield:

Requirements	Cultural	Archaeology	Biological
Comprehensive exam 1	Theory Position Paper completed by the beginning of the fall term in the 2 nd year.	Archaeological methods and theories selected by students and completed by the end of the 3 rd year in the Ph.D. program.	Areas selected by students and completed by the end of the 3 rd year in the Ph.D. program
Comprehensive exam 2	Area specialization paper selected by students and submitted by the end of spring term in the 3 rd year.		
Dissertation prospectus	The dissertation prospectus presented by the end of the 3 rd year.	The passing of dissertation prospectus should be completed within three years after the entry into the Ph.D. program. The schedule for the two exams and prospectus will be determined by students in consultation with their exam committee.*	
Other requirement	N/A	Professional skill, language proficiency, paper publication or a major research proposal	
Advancement to the Doctoral candidacy	The Advisor will notify the Graduate Coordinator, who will notify the Division of Graduate Studies		
Dissertation research	Research and writing of dissertation.		
Committee	Grad School formally appoints the dissertation committee and schedule defense.		
Ph.D.	Defense of dissertation by the end of the 7 th year.		

** Usually it is more advantageous to take comprehensive exams first and then to work on the prospectus, especially if the student's research represents a new topical or regional focus. The advantage of doing the prospectus first is that grant proposals can be submitted while the student is preparing for comprehensive exams. This works well if the student has a good command of the literature and if the dissertation topic is an outgrowth of the Master's research.*

7.2 Examination Committee

Upon entering the doctoral program, a student needs to form their examination committee. The examination committee writes and evaluates the comprehensive examinations and evaluates the dissertation prospectus. It consists of three members for archaeology and biological anthropology students: the advisor plus two readers who are generally faculty in Anthropology, although one may be from another academic department or program. Cultural anthropology students will have the advisor and one reader for comprehensive exams, and will add the third reader for the prospectus examination.

In consultation with their advisor, students select these additional members and secure their consent to serve. Students then submit the list to the Graduate Coordinator, who submits it to the Division of Graduate Studies.

If a graduate student is unable to form a committee, then the graduate committee may ask faculty members to serve. If none will serve, then the Director of Graduate Studies or Department Head will serve on the committee. Similarly, if a graduate student has a primary academic advisor who is not in the Anthropology Department and the student is unable to find a committee chair, then the Head or DGS will serve as the committee chair. If the student is unable to form a committee with a sufficient number of members, the Head or DGS will serve as a chair of the committee and appoint the other members of the committee.

7.3 Comprehensive Examinations

Students in all three subfields must pass two comprehensive exams to obtain a doctoral candidacy. When the comprehensive exam bibliographies are in near-final form, students call a meeting of the examination committee for final discussion and approval of the bibliographies and to schedule the dates and times of the exams. Through the process of writing the synthetic statement and meeting with the committee, students have an opportunity to describe the boundaries and content of the particular comprehensive exam areas and explain their relationship to each other and to the dissertation research topic in a coherent way. At the committee meeting, students orally summarize the synthetic statement and the examination committee as a whole approves the final version of the exam bibliographies on which the exams will be based. The synthetic statement and exam bibliographies are included in the students' official departmental files. Students preparing for their comprehensive examinations are typically invited to submit questions for the exam. This procedure serves the purpose of providing the examination committee with a concrete indication of the students' understanding of the exam as intellectual terrain. Where it is inadequate, this can be corrected by the examination committee. If the questions are good, they will inform the writing of the exam.

Students should make sure their answers clearly respond to the questions, and present coherently developed arguments and detailed treatments of the texts chosen to discuss as evidence. Students may introduce texts that do not appear on the comprehensive exam bibliographies, but the questions will give the student ample opportunity to discuss the works on the official bibliography for the exam. Additional bibliographies should be cited in their answers. Quality of writing is a factor in the evaluation of exams. If the exams are taken in the four-hour sit-down format, however, the examination committee will not penalize students for superficial blunders that sometimes occur. Take home exams will be held to a higher standard in this regard.

The examination committee is required to provide their evaluation to the student within one month from the completion of the exam. If the exam is taken during the summer, winter or spring recession, the committee will have one month from the end of the break (from the first day of the term) to complete their assessment.

Students who fail one or both of the two comprehensive exams, or who performed unsatisfactorily in the presentation of the dissertation prospectus (see below), will be permitted one retake. Any retake must occur within one year of taking the first exam or defending their prospectus, whichever occurred first.

The exam schedules and formats are varied by subfield as summarized below.

7.3.1 For Archaeology and Biological Anthropology Students

Students of archaeology and biological anthropology develop bibliographies for two exam areas which can be topical, theoretical, methodological, or geographic in focus. Students choose their exam focus, develop synthetic statements about the scope of exam areas, conceptualize questions to direct their readings, and develop the

bibliographies in consultation with their advisor and examination committee. The synthetic statement (up to 2,000 words) defines each of the comprehensive exam areas, justifies or explains the focus or scope of each, and specifies the relationship of the exam areas to the dissertation prospectus. The bibliographies developed for the comprehensive exams should be broader than the specialized research pursued in the dissertation as designed in the prospectus.

Students have the option of taking their examinations as two four-hour sit-down exams, as two take-home exams, or as one of each. Whichever option is chosen must be made in consultation with their advisor and be approved by their examination committee. Students who chose take home exams will have 10 days to write them, and the final result will be a 20-page paper in archaeology and a 10–15 page paper in biological anthropology (single-spaced, 12 point font, 1-inch margins). Regardless of how the exams are done, they are read by the examination committee, which then confers as to whether or not the student has passed.

7.3.2 For Cultural Anthropology Students

Comprehensive Exam I (Theory Position Paper). In the Theory Position Paper (TPP), student use content learned in ANTH 688 social Theory to identify their own theoretical perspective or perspectives, given their actual empirical project (Master's paper or dissertation). After passing ANTH 688 students meet with their advisor and together they decide on a second reader who can be the second advisor. With input from both, students decide on selected readings to investigate a set of concepts (*e.g.* power, bio-politics, sexuality, capital, state, sovereignty, democracy, etc.), develop questions, and a theoretical frame that may help with students' future research connected to their Master's Paper (or Thesis) or Ph.D. dissertation prospectus. The aim of the TPP is to engage with theoretical frameworks and concepts, sort out which ones will be of use in students' proposed research (Master's paper/thesis or dissertation prospectus), justify their choices, and indicate how they will use them to frame their proposed empirical research.

The TPP will be between 10–12 pages of text with a substantial bibliography. Consultation with the advisor and secondary reader is expected. Students should engage in reading on this project over the course of one term and complete their TPP by the beginning of fall term of their 2nd year or get an extension in consultation with their advisors. Once the advisor and second reader have agreed on the topic of the TPP, vetted the bibliography, and accepted it, the student can be informed to prepare for the exam.

Comprehensive Exam II (Area Specialization Paper). By the end of spring term in their 3rd year, students will submit their second comprehensive exam. This paper delves into the anthropological literature about one's geographic area of study and/or research site, demonstrating proficient knowledge of the literature and of one's area of research. In consultation with their examination committee, develop a synthetic statement about the scope of the exam area and a bibliography. The bibliography developed by students for this comprehensive exam may overlap with, but should also be significantly distinct from, the references cited in prospectus. When the comprehensive exam bibliographies are in near-final form, the student calls a meeting of the examination committee for final discussion and approval of the bibliographies and to schedule the dates and times of the exam. In the event a member of the committee is on leave, students can communicate via Skype and email with all committee members.

7.4 Dissertation Prospectus

The student will write a dissertation prospectus and formally present it before a special meeting of the examination committee three years after the entry into the Ph.D. program. The prospectus should include:

- Definition of the research problem
- A literature review placing the research problem in broader context
- A statement of the significance of research
- A detailed description of methods to be used in data collection and analysis, and
- A list of references cited

Although the format may vary, the dissertation prospectus should embody the academic rigor. Students could consult either the Social Science Research Council (SRC) or the National Science Foundation (NSF) doctoral dissertation improvement grant proposal for guidance on how to write a dissertation prospectus. The

prospectus bibliography should be extensive and similar in magnitude to the comprehensive exam bibliographies. The references cited in the prospectus may overlap to a degree, but should also be significantly distinct from either of the comprehensive exam areas. The oral presentation should not be scheduled until the dissertation prospectus is acceptable to the examination committee. The purpose of the oral presentation is to allow the committee as a whole to collectively discuss the student's research prospectus with a view toward facilitating implementation of the research project.

Ideally, the prospectus is completed in time to use it as the basis for students to apply for research funding. Such proposals grow out of the dissertation prospectus, which functions doubly to prepare students to write a competitive research proposal as well as to conduct doctoral research. Although some students may need no external funding for their research, most will. The submission of external funding proposals is an important component of professional development. Students typically submit proposals to multiple agencies (e.g., NSF, Wenner-Gren, Leakey, National Geographic, SSRC, ACLS, NIH or comparable funding source) to increase their chances of success. Because the time-lag between proposal submission, notification regarding proposal acceptance (or rejection), and the time at which the funds are made available can be nine months or more, proposals should be submitted to the earliest possible deadlines once students have entered the doctoral program. This presupposes that students have identified likely sources, learned their deadlines, and organized their schedule in such a way as to accommodate the targeted deadlines. Failure to submit in a timely way will postpone research and cause students to lose significant time. Some links to on- and off-campus sites containing information on funding can be found here: <http://gradschool.uoregon.edu/funding-awards>

7.5 Other Requirement for the Doctorate Degree

Ph.D. students in archaeology and biological anthropology must complete one of the following three options. Other requirement does not apply to students in cultural anthropology. Students should choose one of the following skill options in consultation with their advisor and examination committee no later than the first year of the doctoral program:

- Professional skill;
- Major external research proposal;
- A peer-reviewed paper accepted for publication; or
- A second language (as described under Skill Requirement for Master's degree). Demonstration of greater proficiency in the same language used for the Master's degree, demonstration of greater proficiency in English for non-Native speakers, or proficiency in a field language.

7.5.1 Professional Skill

In general, these must consist of three related courses typically from an allied field, including Area Studies, Art History, Biology, Classics, Ethnic Studies, Environment Studies, Food Studies, Folklore and Public Culture, Geography, Earth Sciences, History, Human Physiology, Journalism and Communication, Political Science, Psychology, Public Policy and Planning, Religious Studies, Sociology, Statistics, Women's Gender and Sexuality Studies, and more. For Area Studies, check the *Oregon Consortium for International and Area Studies*: <https://ocias.uoregon.edu/>

Professional skill satisfying course packages are typically from allied fields but can be from Anthropology department. Allied fields include specific laboratory or field skills that involve significant training and are related to the dissertation. All courses used to satisfy the skill requirement must be taken as graded. Additionally, professional skills requirement could be fulfilled by Photography/video making or Museum Studies regarding handling and preservation of material culture.

7.5.2 Major Research Proposal or a Peer-Reviewed Paper accepted for publication

Ph.D. students may submit a grant application to a major external funding source or a research paper to a ranked, internationally recognized peer-reviewed venues. A publications or a grant application must be submitted while in residence at the University of Oregon. For papers, the graduate student must be the first author and the student's examination committee should be satisfied that the work is primarily the intellectual product of the student. The paper must be formally accepted by the journal to meet this requirement. To meet the requirement, a grant proposal should be submitted to one of the major external funding agencies (e.g., NSF,

Wenner-Gren, Leakey, National Geographic, SSRC, ACLS, NIH or comparable funding source) but does not have to be accepted. The publication or grant proposal option is strongly recommended for Ph.D. students who hope to pursue careers in academia, but is also very helpful for those pursuing applied or CRM careers.

7.5.3 Language

General. Students who desire to satisfy their doctoral skill by demonstrating high proficiency in the same language that they choose for Master's degree must pass the Modern Language Association (MLA) exam in listening comprehension, speaking, reading, and writing, with an average percentile score of 55 or better and no individual score below the 45th percentile. In the case of languages for which no MLA exam is available, students may demonstrate their ability by another appropriate examination procedure.

For international students. International students who desire to meet skills by demonstrating high proficiency in English may do so by documenting their graduation from a degree program at an institution where English is the language of instruction. Alternatively, such students may undergo an English proficiency evaluation by their doctoral committee, based on the written Ph.D. examinations and oral defense of the dissertation prospectus.

For Languages not taught at UO. In cases where students wish to a field language for their skill that is not taught on campus, students, with the support of their advisor, may petition the Director of the Graduate Studies for the acceptance of a package of three appropriate courses in that language in an institute located in the US or overseas chosen to prepare the student for language learning in the field. Alternatively, if an examiner is available, an examination procedure will be permitted. The examination procedure must first be cleared by the Director of Graduate Studies.

7.6 From Doctoral Candidacy to the Ph.D.

Normally a student undertakes dissertation research in the year following advancement to candidacy. Much of the basic planning, however, is done during or as a part of the preparation of the prospectus beforehand. The remainder of the candidate's program will be devoted to the research upon which the dissertation is to be based, to the preparation of the final manuscript, and to its successful defense. Students who aspire to obtaining a position in academia should also work on publications during this time.

7.6.1 Doctoral Dissertation Committee

Once advanced to candidacy, the doctoral candidate will propose a doctoral committee, in consultation with their advisor. The doctoral committee must include three members from the Anthropology Department plus one member from a University of Oregon department other than Anthropology, who is termed the "institutional representative." Usually the doctoral committee consists of the examination committee plus the institutional representative as the fourth member. If the examination committee includes a member from a department other than Anthropology, then a third member should be from the Anthropology Department. The student's advisor will inform the Graduate Coordinator of the proposed committee, who will inform the Division of Graduate Studies, which authorizes the formation of the committee. The approval by the Division of Graduate Studies should be achieved no later than 6 months before the date the student expects to hold their final oral defense.

7.6.2 Field Research

While in the field, students will maintain contact with their advisor. Students may want to go "On-leave Status" with the university, which requires petitioning the Division of Graduate Studies, see their policy page here: <http://gradschool.uoregon.edu/policies-procedures/leave>

If research funds are required, applications to funding agencies should have been submitted while students were in residence.

All required permits must be obtained prior to the beginning of the research. If research involves human subjects, on-campus clearance must be obtained through the Committee for the Protection of Human Subjects in the Office of Research Compliance Services before research begins: <https://research.uoregon.edu/about/administrative-units/research-compliance-services>

If research involves animals, on-campus clearance must be obtained through the Office of Veterinary Services and Animal Care: <https://graduatestudies.uoregon.edu/academics/forms>

7.6.3 Preparation of the Dissertation

Preparation of the dissertation will be done in close consultation with the advisor. The dissertation itself should be based upon original research, typically involving field or laboratory work. It must be written in fully professional and publishable style, appropriate to the subfield of specialization and adhering to the University of Oregon Thesis and Dissertation Style and Policy Manual: <http://gradschool.uoregon.edu/policies-procedures/doctoral/dissertation>

7.6.4 Presentation of the Dissertation

All members of the dissertation committee read and make any comments on the dissertation early enough that students may make revisions before undertaking the final draft. Students should make drafts of the dissertation available to the committee in a timely fashion according to an agreed upon schedule, and the committee should provide feedback to the student in a timely manner.

A complete revised draft of the dissertation must be distributed to all committee members at least 3 weeks before the candidate can take action to schedule the oral defense. The chair of the student's committee will confer with the committee to decide whether the defense should be scheduled. After the committee has agreed that the dissertation is defensible, students are responsible to provide advertising materials (e.g., thesis title, a brief outline of thesis, image relevant to research) to the Graduate Coordinator, and the defense should be advertised 2 weeks prior to defense.

Dissertation defenses are open to the public. Students must orally present and defend the dissertation before the committee, other faculty, graduate students, and public as desire to attend. However, the decision on the dissertation is made by the dissertation committee alone. Upon its positive recommendation to the Vice Provost of the Division of Graduate Studies, and with the fulfillment of all other requirements, the candidate is awarded the Ph.D. degree.

No candidate can be recommended for the degree until the minimum Division of Graduate Studies requirements for credits, residence, study, and the skills requirements set forth by the Department have been satisfied.

8. POLICIES AND REGULATIONS ON COURSEWORK COMPLETION

8.1 Grade Policy/GPA

Each graduate student should be familiar with both departmental and Division of Graduate Studies regulations for maintaining graduate status and for graduation. All 15 core credits must be taken for a letter grade and passed with grades of B- or better. Such grades are also expected for all other courses as well. Students who fail to maintain a cumulative 3.00 GPA in two successive terms may be dropped from the program. See <http://gradschool.uoregon.edu/policies-procedures>

8.2 Pass/No Pass

Please note that "P" indicates satisfactory performance, which is defined by the university as a grade of B- or better for graduate students.

8.3 Incompletes - Anthropology Department Policy

An "I" is appropriate only in an extraordinary circumstance, such as serious illness or injury, which precludes completion of the course before the end of the term, and then only if the completed coursework is satisfactory (B- or higher). In particular, "I" may not be used to forestall a failing or otherwise undesirable grade. If the conditions for the removal of the incomplete grade are not fulfilled within one year, the incomplete will remain on the student's transcript permanently.

8.4 Incompletes - University Regulation

An incomplete may be issued when the quality of work is satisfactory but some minor requirement has not been completed for reasons acceptable to the instructor. To remove an incomplete, a graduate student must convert a graduate course incomplete into a passing grade within one calendar year of the assignment of the incomplete. Students may request additional time for the removal of the incomplete by submitting a petition stating the course requirements that were not initially completed, signed by the instructor, to the Vice Provost of the Division of Graduate Studies for approval. This policy does not apply to incompletes assigned to ANTH503 Thesis or ANTH 603 Dissertation. Thesis and dissertation credits are automatically converted to "Pass" when the thesis is completed and accepted by the Division of Graduate Studies. Students who are graduating and planning to remove an incomplete must have it completed and recorded with the Registrar within 30 days after graduation. Otherwise it will remain as a permanent "I" on the transcript.

8.5 Transfer Credits

Courses required for the Ph.D. degree may be waived if taken at another university, regardless of whether they have been officially transferred. The Graduate Committee should be petitioned to waive the course, after an advisor agrees that equivalent coursework has been met.

9. GRADUATION CEREMONIES

The University-wide graduation typically takes place in the Matthew Knight Arena, while the Department of Anthropology ceremony takes place in the EMU Ballroom. The Department of Anthropology policy is that *all* requirements for graduation be completed for a student to walk in the Department's graduation ceremony. Both ceremonies take place in June at the end of spring term.

10. DEPARTMENT OF ANTHROPOLOGY FUNDING

10.1 Graduate Employeeship (GE)

Every year the Department supports the majority of its graduate students in residence through Graduate Employees. Students may receive funding in their first year in Anthropology Department, with three to four additional years of funding, assuming academic merit and timely progress through the program.

10.1.1 Standard GE

GEs typically lead weekly discussion or laboratory sections of a larger class or are assigned as teaching assistants (readers) who aid the instructor in grading and logistics in classes without sections. In either case, by accepting a GE, the graduate student agrees to teach course contents as designated by the primary instructor. Occasionally, students may involve serving as an instructor of record. GEs and potential GEs must read the General Duties and Responsibilities Statement (GDRS): <https://gradschool.uoregon.edu/funding/ge/gdrs>

Typically, GEs are offered between 0.40 Full Time Equivalent (FTE) and 0.49 FTE (the maximum for graduate students allowed by the university). GEs teaching sections are following this formula:

- 0.40 FTE, if leading three 50-minute sections, two 80-minute sections or two 50-minute sections plus serving as a coordinating a "super" GE in courses with 14 sections or more.
- 0.48 FTE, if leading four 50-minute sections, three 80-minute sections or two sections of ANTH 366 human osteology.
- 0.49 FTE, if a student serves as an instructor of record.

Readerships are typically appointed at 0.4 to 0.48 FTE depending upon course enrollment, following this formula:

- 0.40 FTE, if enrollment is greater than or equal to 75, but less than 100,
- 0.48 FTE, if enrollment is greater than or equal to 100, but less than 125.

Details on typical workload and duties for various appointments in Anthropology are given in the GDRS. Information on number of work hours a particular FTE entails, pay scale, and benefits, and can be found at the Division of Graduate Studies' web page: <https://graduatestudies.uoregon.edu/funding/ge>

All incoming graduate students and all continuing graduate students in good standing who are making timely and satisfactory progress will be eligible and automatically considered for GE appointments. Timely and satisfactory progress (Section 5.7) and good standing in the Anthropology Graduate Program are assessed by a faculty-level departmental review (Section 5.6). Any student not wishing to receive a GE in the following year should inform the Director of Graduate Studies as early as possible. Additionally, students have the opportunity to apply for GEs in other departments. In the past, anthropology students have held GEs in Biology, Ethnic Studies, Humanities, International Studies, Religious Studies, Women's Gender and Sexuality Studies, General Science, Physical Education, The Museum of Natural and Cultural History, and the English Department's Writing Program.

10.1.2 GE Selection Criteria and procedures are detailed in the GDRS

Assigning GEs to Particular Courses. The Director of Graduate Studies (DGS) attempts to make the regular GE assignments for the academic year at the end of spring term of the previous year through summer. GEs and the faculty teaching the courses requiring GE support are encouraged to identify their preferences and inform the DGS. Although the DGS tries to honor both student and faculty requests, students must be willing to accept the GE assignments they are given. The DGS reserves the right to make these decisions as the DGS sees fit to meet curricular, enrollment, and departmental needs. As students' and faculty's schedules change (for example, when they receive grants supporting field research off-campus) and course enrollments may not meet projections, adjustments have to be made prior to the beginning of each term, and thus final assignments are often not possible until approximately 2 weeks prior to each term. The DGS and Graduate Coordinator greatly appreciate students' flexibility and cooperation during this process.

Courses on Teaching. Prior to teaching, students are recommended to take ANTH 609 Practicum or ANTH 610 Graduate Practicum. The Teaching Engagement Program (TEP) is also available to all teaching staff at the University of Oregon. Throughout the year the TEP offers free workshops on a variety of teaching issues. Most helpful to GEs is the new GE training: <https://tep.uoregon.edu/>

If you are concerned about your teaching now, you can use a private consultation with the TEP staffs (tep@uoregon.edu). You may want to plan on doing a midterm evaluation of teaching. The TEP staff can arrange for a classroom interview or compile email comments. If you identify any issue from this feedback during the midterm, you have time to make improvements by the end of the term.

The Center for Media and Educational Technology (CMET) provides training in the use of instructional technology and multimedia (e.g., using CANVAS course websites). GEs teaching in the Department of Anthropology are encouraged to take advantage of these opportunities to improve their teaching skills: <https://library.uoregon.edu/cmet>

GE Evaluations. GE Evaluations in the Department of Anthropology consist of:

- Course Evaluations filled out online by students. Your students will assess your preparation, course content, fairness of grading, willingness to engage in dialogue, and availability outside of class (i.e., office hours). These surveys are compiled and summary statistics are provided to you for each category. Your students are also invited to write short narrative comments about your teaching. A typical one might read, "my GE was really well-organized, but had a tendency to call on the same students week after week." Sometimes you will receive unmitigated praise, sometimes not. Copies of both the summary statistics and narrative comments become part of your Departmental file. You can improve your teaching from the feedback throughout your graduate career, and thus are advised not to concern too much about the teaching evaluation.
- Feedback from faculty during the "Annual Reviews Graduate Students (Section 5.6)."

Summer GE Session/Summer Tuition Waiver. Students who do not hold a GE in the summer but did have a GE appointment in any two quarters of the preceding academic year are eligible for a summer tuition waiver (formerly known as the "Summer Sandwich" tuition waiver). The waiver is applicable for up to 16 credits of tuition for classes that will be used to meet degree requirements. However, the waiver does not cover fees for self-support courses, courses with irregular fees or tuition for those courses that are not used toward degree

requirements or courses at other university. Eligible students need to complete the “Summer Tuition Waiver Request” form available on the Division of Graduate Studies’ website:

<https://gradschool.uoregon.edu/academics/policies/ge/summer-tuition-waiver>

Occasionally, employment during the summer term is available as a GE. Interested students should fill the “Submit Summer GE Course Request” form available at the folder “Forms” on the Graduate Login in Anthropology department website, and submit it to the Graduate Coordinator. Decisions about the summer teaching schedule can be generally delayed as late as a week prior to the summer term begins. Only in the summer term, department may hire a GE at more than the standard 0.49 FTE maximum, up to 1.0 FTE. However, there are very specific criteria and guidelines that need to be followed:

<https://gradschool.uoregon.edu/academics/policies/ge/exceptions-49-fte-limit-during-summer-term>

Research Assistantships. Faculty members sometimes have grant-supported positions similar to GEs for students. In some cases these positions are structured like GEs with tuition waivers, and in other cases, a position may simply provide an hourly wage. More information about such positions is available from individual faculty.

10.2 Other Departmental Awards

Department of Anthropology administers a range of awards and scholarships available to graduate students in the department. They range in focus and scope, but generally aim to support graduate student research, travel, and other costs. A comprehensive list of these, along with brief descriptions and recent awardees are listed:

<http://anthropology.uoregon.edu/grad/gradstudent-awards/>

11. OTHER FUNDING OPPORTUNITIES AT THE UNIVERSITY OF OREGON

11.1 Division of Graduate Studies

The Division of Graduate Studies offers and administers a range of awards and fellowships every year for which graduate students may apply. Application procedures vary, but are found along with any relevant forms and deadlines on the Division of Graduate Studies’ “Awards and Fellowships” web page at:

<http://gradschool.uoregon.edu/fellowships>

11.2 College of Arts and Sciences

The College of Arts and Sciences (CAS) offers several awards each year, most of which range from \$500 to \$1000. **The Mary Chambers Brockelbank Endowed Assistance Fund** awards of \$500-\$10,00 will be made to outstanding students of limited means, teaching assistants, instructors, or support staff who are students. Students are nominated by the department. **The Risa Palm Graduate Fellowship** provides an annual source of income to supplement support for one or more graduate students (M.A., M.S., Ph.D. degree candidates) in any of the CAS departments or programs. Candidates shall show exceptional promise for achievement in their chosen academic field as evidenced by GPA, originality of research, publication, teaching evaluations or other applicable criteria. Typically, awards will be made for one year, but may be repeated for not more than two consecutive years. At present, the annual award is \$1,000. **The John L. and Naomi Luvaas Graduate Fellowship** award criteria are the same as those for the Risa Palm Fellowship described above. The deadlines for applications and nominations are usually in mid-February, and the awards are announced in March or April. See the CAS website at: <https://cas.uoregon.edu/cas-scholarships/>

11.3 University of Oregon Center on Diversity and Community (CoDaC)

CoDaC and the Division of Graduate Studies provide 10 \$1,000 summer stipends for outstanding UO graduate student research projects on issues relating directly to the Center's mission. Applications may be for a portion of research projects already underway (such as theses or dissertations) or to launch a new project. See <https://inclusion.uoregon.edu/programs-resources>

11.4 University of Oregon Diversity-Building Scholarship

This scholarship recognizes undergraduate and graduate students who enhance the educational experience of all students by sharing diverse cultural experiences. These scholarships are an integral part of the university's effort to meet the educational-diversity needs of its students, and they complement other programs in the UO campus diversity plan. The Diversity-Building Scholarship is a tuition-remission scholarship with awards ranging from partial to full tuition and fee waivers. The amount of each award is determined by the UO Diversity-Building Scholarship Committee. Scholarships are renewable. The duration of each award depends on the recipient's class standing at the time of initial award. Recipients must meet specific scholarship-renewal requirements to retain their scholarships. See https://financialaid.uoregon.edu/diversity_excellence_scholarship.

11.5 Center for the Study of Women in Society (CSWS)

The Center for the Study of Women in Society offers **CSWS** travel and research grants to students working on topics about gender, feminist theory, or any aspect of women's experience. **CSWS Graduate Student Travel Grants** (from \$100 to \$400) have application deadlines in fall and spring, and support travel for research and to attend conferences. **CSWS Graduate Student Research Support Grants**, which range from \$100 to \$2000, also have deadlines in fall and spring. The **CSWS Laurel Research Award** offers \$2500 to graduate students of under-represented groups; the **CSWS International Laurel Research Award** offers \$2500 to international students. Applications for the Laurel awards are due in April. CSWS also offers the **Jane Grant Dissertation Fellowship**, a \$10,000 award, to a graduate student working on topics of gender, feminist theory, or any aspect of women's lives; its deadline for applications is in early May. See <https://csws.uoregon.edu/funding/>

11.6 Center for Asia and Pacific Studies (CAPS)

The Center for Asia and Pacific Studies (CAPS) offers travel and research grants to students whose area of studies are Asia and Pacific's. CAPS Small Professional Award (up to \$ 500) has applications deadlines in fall and spring, and are made for the following purposes: travel to conferences for presentation, travel to library, museums and archival collections, and expenses related to book and article production and publication. Foreign Language and Area Studies Fellowships (FLAS) provide academic year (\$ 15,000 living stipend plus tuition and mandatory fees) and summer fellowships (\$ 2,500 plus up to \$ 5,000 tuition and mandatory fees) to students with a US citizenship or permanent residence in foreign language and either are or international studies. Other grants are also available. See <https://caps.uoregon.edu/funding/>

11.7 Emergency Funds

The Division of Graduate Studies and the University offer either loan or assistance fund to students facing financial hardship. **The Graduate Student Assistance Fund program** is designed to assist graduate students facing financial hardship relating to a qualifying event (new child, medical issue, childcare expenses). The fund currently provides up to \$ 1,500, but maximum award amounts are determined by the nature of the qualifying event. The amount could change with a new Collective Bargaining Agreement (CBA) with the Graduate Teaching Fellows Federation (GTFF). See <https://gradschool.uoregon.edu/funding/special-assistance-funds/assistance-fund> **The Jesse M. Bell Graduate Loan** is a short-term loan available to graduate students of high academic standing to be used in the pursuit of their graduate studies at UO. Bell loans can be made up to a maximum of \$ 500, Repayment is due within 30, 60 or 90 days according to the conditions of the individual loan. A service charge of \$ per loan will be charged to the student account. See <https://gradschool.uoregon.edu/funding/special-assistance-funds/bell-loans> **UO Emergency Loans** are available for up to \$300. Students apply for these loans through the Student Billing Office. Repayment terms are up to 90 days. A service charge of \$ 8 per loan will be charged to the student account. See <https://ba.uoregon.edu/content/emergency-loans>

12. NATIONAL AND INTERNATIONAL AGENCIES

12.1 National Science Foundation Graduate Research Fellowships (NSF-GRFP)

The NSF GRFP program recognizes and supports individuals early in their graduate training in STEM (Science, Technology, Education, and Mathematics) fields. Applicants must be U.S. citizens, nationals, or permanent residents in early career (undergraduates, baccalaureate recipients or first or second year graduate students) who pursue research-based M.S. or Ph.D. degrees. Awards for the 2019 competition carry a stipend for each fellow of \$34,000 stipend per year plus \$ 12,000 educational allowance to institution in lieu of tuition and fees. https://www.nsf.gov/funding/pgm_summ.jsp?pims_id=6201

12.2 NSF Doctoral Dissertation Improvement Grants.

The NSF offers DDIGs in Archaeology, Biological Anthropology, and Cultural Anthropology. Proposals may only be submitted by the following: Institutions of Higher Education (IHEs) - doctoral degree granting IHEs accredited in, and having a campus located in, the U.S., acting on behalf of their faculty members. Project budgets should be developed at scales appropriate for the work to be conducted. Proposal budgets cannot exceed \$20,000 in direct costs for the entire duration of the award; indirect costs are in addition to this maximum direct cost limitation and are subject to the awardee's current Federally negotiated indirect cost rate. Items normally requested include per diem for time spent away from the home institution, travel funds, supplies and equipment, costs associated with field research and analysis fees. Salary for research at one's home institution is not permitted. Recent panel advice to applicants in cultural anthropology notes that "projects which advance our theoretical understanding are more scientifically meritorious than descriptive projects which add a case study of some (albeit fascinating and topical) situation. Outstanding proposals specify how the knowledge to be created advances our theoretical understanding of the study situation, so that people interested in similar situations in different contexts will learn from the project's outcome. The key is to be explicit in showing how the general theory explains the local situation, and in showing how the new knowledge from the local situation will advance the theory." This advice is relevant to all subfields: <https://www.nsf.gov/funding/aboutfunding.jsp>

12.3 Fulbright Fellowships for Graduate Study and Research Abroad

These awards provide travel and maintenance, and specific book or research allowances for study or research projects in over 100 nations. Level of required language training depends on the project or study plan and the country in question. The UO interviews applicants and forwards applications in a single institutional packet. For application materials see [Kathy Poole](#), OIP, 346-1212. The campus deadline is in late September or early October.

12.4 Preservation Technology and Training Grants (PTT Grants) Program

The PTT Grants program supports research, training, meetings and conferences, and publications that advance the application of technology to the preservation of cultural resources. Preservation technology refers broadly to any equipment, method, or technique that can be applied to the discovery, analysis, interpretation, conservation, protection, and management of historic objects, sites, structures or landscapes. Research priorities include protecting cultural resources against vandalism, looting and terrorism, studying environmental effects of pollution on cultural resources, and documenting and preserving threatened cultural landscapes. The proposal deadline is usually in December. More information can be found at <https://www.nps.gov/articles/000/2022-preservation-technology-and-training-grants.htm>

12.5 National Institute of Mental Health

The National Institute of Mental Health is the lead Federal agency for research on mental and behavioral disorders. NIMH does support some doctoral research, please see the info from the following link and discuss with your advisor: <https://www.nimh.nih.gov/funding/opportunities-announcements/index.shtml>

12.6 Student Career Experience Program (SCEP)

The Student Career Experience Program is a strong recruitment source for Federal agencies that need to attract diverse and talented students with skills which will be critical to the future workforce needs of the Federal Government. For example, both the Forest Service and Bureau of Land Management use this program to train and recruit archaeologists and heritage specialists. The program provides for work-study partnerships between the students, the university, and a Federal agency. The SCEP provides an opportunity to gain work experience directly related to an academic field of study, and allows for a flexible work schedule. See the following link, and the appropriate federal agency website: <https://www.benefits.gov/benefit/2704>

12.7 Canadian Embassy - Canadian Studies Graduate Student Fellowships

The purpose of the fellowship is to offer graduate students an opportunity to conduct part of their doctoral research in Canada. The fellowships will support research in the social and human sciences, journalism, business, trade, environment, and law with a view to contributing to a better knowledge and understanding of Canada and its relationship with the U.S. and/or other countries of the world. Applicants must be U.S. citizens or permanent residents of the U.S. and should have advanced to the doctoral candidacy at the time of application. All dissertations must be related in substantial part to the study of Canada, Canada/U.S. or Canada/North America. The fellowships are available for up to 9 months with a maximum stipend of up to \$850 per month: https://www.canadainternational.gc.ca/france/academic_relations_academiques/grants-bourses.aspx?lang=eng

Please note: the Canadian Embassy is just one example of an international funding opportunity.

13. FOUNDATIONS AND SOCIETIES

13.1 American Association of University Women

One of the world's largest sources of funding exclusively for graduate women, the AAUW Educational Foundation supports aspiring scholars around the globe, teachers and activists in local communities, women at critical stages of their careers, and those pursuing professions where women are underrepresented. See <https://www.aauw.org/>

13.2 American Indian Graduate Center

Founded in 1969 to assist American Indian college graduates who want to pursue graduate degrees, AIGC fellowships are made to enrolled members of U.S. federally recognized Indian tribes and of Alaska Native groups in need of financial aid. See <https://www.aigcs.org/aigc-scholarship-fellowship-opportunities>

13.3 Ford Foundation Pre-doctoral and Dissertation Fellowships

Open to All U.S. citizens, U.S. nationals, and U.S. permanent residents (holders of a Permanent Resident Card), as well as individuals granted deferred action status under the Deferred Action for Childhood Arrivals Program, political asylums, and refugees, regardless of race, national origin, religion, gender, age, disability, or sexual orientation. The awards are made for individuals with evidence of superior academic achievement (such as grade point average, class rank, honors, or other designations) and committed to a career in teaching and research at the college or university level. For more information on eligible research-based discipline or fields of study list, stipends, and benefits, see <http://sites.nationalacademies.org/pga/fordfellowships/index.htm>

13.4 Jacob K. Javits Fellowships

These provides financial assistance to students who have demonstrated: (1) superior academic ability and achievement; (2) exceptional promise; and (3) financial need to undertake graduate study leading to a doctoral

degree or a Master's degree in which the Master's degree is the terminal (highest) degree in the selected field of study. The Department of Education awards fellowships in selected fields of study in the arts, humanities and social sciences. Fellowships can be offered to individuals who at the time of application have not yet completed their first full year of a doctoral or Master's degree program (whichever is the terminal degree for the field of study) or are entering graduate school for the first time in the next academic year. See <https://www2.ed.gov/programs/jacobiavits/index.html>

13.5 Leakey Foundation

The Foundation exclusively funds research specifically related to human origins, including paleoanthropology, primate behavior, and studies of modern hunter-gatherer groups. Graduate students who are advanced to candidacy may apply. Research grants are awarded twice per year, with grants to doctoral students typically in the range of \$3,000 – \$13,500. Priority is given to projects in the exploratory phase of research. See <https://leakeyfoundation.org/>

13.6 Newberry Library

The Newberry's long-standing fellowship program provides outstanding scholars with the time, space, and community required to pursue innovative and ground-breaking scholarship. Fellows have access to the Newberry's wide-ranging and rare archival materials as well as to a lively, interdisciplinary community of researchers, curators, and librarians either in **a short-term (1 to 2 months) or a long-term base (4 to 9 months)**. The funding agency expects recipients to advance scholarship in various fields, develop new interpretations, and expand our understandings of the past. The Newberry Library D'Arcy McNickle Center offers the **Frances C. Allen Fellowship for Women of American Indian Heritage**. Preference for this award is given to non-tenured women working in any graduate or pre-professional field. This fellowship is open to all fields of study. Recipients are expected to work closely with members of the D'Arcy McNickle Center for American Indian and Indigenous Studies during their residency. See <https://www.newberry.org/fellowships>

13.7 School of American Research

The School of American Research is a nonprofit center for advanced studies, contributes to the understanding of the human condition by supporting the study and practice of anthropology and Southwest Indian arts. Two **Weatherhead Fellowships** are available for either Ph.D. candidates or scholars with doctorates whose work is either humanistic or scientific in nature. The **Katrin H. Lamon Fellowship** is available for a Native American scholar, either pre- or post-doctoral, working in either the humanities or the sciences. See <https://sarweb.org/#>

13.8 Social Sciences Research Council

International Dissertation Field Research Fellowships are available to provide 9-12 months of dissertation field research abroad in social science and humanities disciplines, especially comparative, cross-regional, and/or cross-cultural projects that build knowledge about some part(s) of the world other than the U.S. Upon completion of the field research, fellows will participate in multi-disciplinary workshops. Applicants may be citizens of any country, but must have completed all Ph.D. requirements except the research component by the time the fellowship begins. Support includes maintenance funds plus travel, normally under \$15,000 per award. See <https://www.ssrc.org/fellowships/>

13.9 Society for American Archaeology

The SAA presents various fellowships for students, including the **Fred Plog Memorial Fellowship, Dissertation Award, Arthur C. Parker Scholarship, Native Americans Graduate Archaeology Scholarship, historically Underrepresented Groups Graduate Scholarship, Paul Goldberg Award, Douglas C. Kellogg Fellowship for Geoarchaeological Research. The Student Paper Award and the Student Poster Award** are designed to recognize the best student research paper presented at the Annual Meeting. All student members of SAA are eligible to participate. See the specifics of award and deadlines at: <https://www.saa.org/membership/student-benefits/awards-scholarships>

13.10 Wenner-Gren Foundation for Anthropological Research

The Wenner-Gren Foundation seeks to further the discipline of anthropology. **Dissertation Fieldwork Grants** are awarded to individuals to aid doctoral dissertation or thesis research. Applicants must be enrolled for a doctoral degree. Application must be made jointly with a thesis advisor or other scholar who will undertake responsibility for supervising the project. Awards are contingent upon the applicant's successful completion of all requirements for the degree other than the dissertation/thesis. Applications may be submitted before such requirements have been met; however, should an award be approved, the foundation will at that time request evidence of that the applicant is "all-but-dissertation/ advanced-to-candidacy." Qualified students of all nationalities are eligible. **Wadsworth International Fellowships** provide funds to support study leading to a Ph.D. or equivalent doctoral degree in anthropology. Fellowships are made for amounts up to \$17,500 per year with the possibility of renewal for a total of four years of funding. Applicants must be from countries where anthropology is underrepresented and where there are limited resources to send students overseas for training. **Wadsworth African Fellowships** provide funds to support African students wishing to study anthropology (including biological anthropology and archaeology) at a South African university. Fellowships are made for amounts up to \$17,500 per year with the possibility of renewal for a total of four years of funding. See www.wennergren.org.

13.11 Woodrow Wilson Foundation

Founded in 1945, the Woodrow Wilson National Fellowship Foundation is an independent, nonprofit organization dedicated to the encouragement of excellence in education through the identification of critical needs and the development of effective national programs to address them. Graduate student funding opportunities can be found at <https://woodrow.org/fellowships/>

14. PROFESSIONAL SOCIETIES

Students are encouraged to join professional societies such as the American Anthropological Association and other organizations tailored to regional and topical interests. Most of these societies provide students with reduced membership fees and offer scholarship opportunities to student members.

14.1 American Anthropological Association (AAA)

The primary professional society of anthropologists in the United States since its founding in 1902, is the world's largest professional organization of individuals interested in anthropology. The AAA provides numerous online resources for graduate students, and an extensive list of funding opportunities. See <https://www.americananthro.org/>

14.2 Society for American Archaeology (SAA)

An international organization dedicated to the research, interpretation, and protection of the archaeological heritage of the Americas. With more than 6,600 members, the society represents professional, student, and vocational archaeologists working in a variety of settings including government agencies, colleges and universities, museums, and the private sector. See www.saa.org

14.3 American Association of Physical Anthropologists (AAPA)

The world's leading professional organization for physical anthropologists. Formed by 83 charter members in 1930, the AAPA now has an international membership of over 1,700. The Association's annual meetings draw nearly two thousand scientists and students from all over the world. Their webpage provides links to several funding sources that support biological anthropology including the National Geographic Society, National Institutes of Health, Decade of Behavior, and Ellis R. Kerley Forensic Sciences Foundation. The AAPA also awards several student prizes to graduate students. See <https://www.physanth.org/>

14.4 Sigma Xi

Founded in 1886, Sigma Xi, the Scientific Research Society is a non-profit membership society of more than 70,000 scientists and engineers who were elected to the Society because of their research achievements or potential. Sigma Xi has more than 500 chapters at universities and colleges, government laboratories and industry research centers. In addition to publishing *American Scientist*, Sigma Xi awards grants annually to promising young researchers. See <https://www.sigmaxi.org/>

14.5 Regional societies

While this list is not comprehensive, it does provide a good sampling of the types of professional organizations that support graduate students in anthropology.

Oregon Archaeological Society. Each year the OAS offers funding to deserving individuals for projects in the field of archaeology, anthropology, ethnology or related areas. Two grants are currently available in 2018-19, including the Loring Grant and Roy F. Jones Memorial Scholarship Fund. See

<http://www.oregonarchaeological.org/loring-grant/>

<http://www.oregonarchaeological.org/jones-scholarship/>

Association for Oregon Archaeologists. Accepts proposals for funding archaeological research in Oregon. Grants will provide funds for technical analyses necessary for ongoing research in the state. The total amount of this award is \$500. Proposals may target all or part of this amount. The application deadline is usually in February, and announcement of the winner usually takes place at the Northwest Anthropological Conference in March.

15. ALTERNATIVE FUNDINGS FOR DREAMERS, UNDOCUMENTED, AND DACA STUDENTS

Undocumented and DACA students are not eligible for Federal financial aid offered by filing the Free Application for Federal Student Aid (FAFSA). Instead, it is important to learn about the resources that can help fund college and make it more affordable. Generally, Oregon residents should look into: Tuition Equity, state funding through the Office of Student Access and Completion, and institutional funding offered by the university. Be mindful of deadlines and eligibility criteria. See <https://blogs.uoregon.edu/dreamers/funding/>

16. UNIVERSITY FACILITIES, SERVICES, AND OTHER USEFUL LINKS

16.1 UO Libraries

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

A note regarding "Waiving Confidentiality." Waiving this right means that if someone requests a particular book you have checked out, that person may contact you to determine when the book will be available. In many cases, the person who contacts you will be a colleague. Waiving your right to confidentiality will help you and your peers trace materials currently on loan from the library.

Miriam Rigby is the Anthropology department librarian and will assist with research projects/questions, books/dvds and more: rigby@uoregon.edu

16.2 Bookstore

<http://uoduckstore.com/>

16.3 University Housing

<http://housing.uoregon.edu/>

16.4 UO Teaching and Learning Center (formerly Academic Learning Services)

The TLC Center provides assistance to students in a variety of ways: academic courses (Introduction to University Studies and College Reading Skills), research skills, speed-reading, writing and math workshops, and general study skills. See <http://tlc.uoregon.edu/>

16.5 Student Financial Aid/Employment

<http://financialaid.uoregon.edu/>

16.6 International Students

The office of international affairs provides extensive useful information for incoming graduate students, and for faculty advising international students. See <http://iss.uoregon.edu/incoming-students>

16.7 Oregon State Museum of Anthropology

The State Museum of Anthropology sometimes has part-time positions for archaeologists for field and lab workers during the school year, and full-time temporary work in the summer. OSMA is a separate and self-supporting section of the University of Oregon Museum of Natural and Cultural History and conducts archaeological research under contract with state agencies and a few large corporations, in compliance with federal and state cultural resource protection laws, as well as through grants and other awards. The museum presently handles work for the Oregon Department of Transportation highway projects, and other large development projects. A huge amount of research on Oregon prehistory is represented by these endeavors. ANTH 549 (Cultural Resource Management) provides excellent background for working at OSMA. See <https://core.tdar.org/browse/creators/56693/oregon-state-museum-of-anthropology>

16.8 ERB Memorial Union (EMU)

The EMU provides a very wide range of services, from bicycle repair to child care which are summarized at: <https://emu.uoregon.edu/>

16.9 Health Insurance

All students are encouraged to purchase health insurance coverage. Student health insurance is available through the University Health Center at <https://health.uoregon.edu/insurance>

International students are automatically billed for this insurance, unless they have submitted a waiver verifying adequate coverage of their own which can be handled at the GTFF office.

Students awarded a GE obtain insurance through the GTFF. See <http://gtff3544.net/health-care/>

16.10 Medical Emergencies

In the case of an on-campus emergency, call 911. Be sure to state your actual location on campus; a street address is best.

16.11 University Health Center

The Student Health Center (6-4441) is located on the corner of 13th and Agate Streets (across from Oregon Hall). All currently registered University of Oregon students are eligible to use the Student Health Center, whether they have insurance or not. See <https://health.uoregon.edu/>

16.12 University Counseling Center and Testing

Located on the second floor of the Student Health Center, the Counseling Center provides trained counselors to assist students with personal problems. The Testing Office, housed also on the second floor, coordinates most of the national testing programs such as the School Aptitude Test (SAT), the Graduate Record Exam (GRE), Test of English as a Foreign Language (TOEFL), and the Law School Admission Test (LSAT). See <https://counseling.uoregon.edu/>

16.13 Academic Advising and Student Services

Located at Rm. 164 Oregon Hall (541-346-3211). See <http://advising.uoregon.edu/>

16.14 Office of Affirmative Action & Equal Opportunity

Located at Rm. 474 Oregon Hall (541-346-4215). See <http://aaeo.uoregon.edu/>

16.15 UO Crisis Hotline

The hotline is 24-hour telephone emergency service for personal and emotional problems (541-246-4488). Crisis Center staff provides emergency counseling at times when other University facilities are unavailable.

16.16 UO Police Department

Located at 2141 E. 15th Ave (541-346-5444). Police Department handles emergencies regarding security (including keys/locks), safety and environmental health. See: <http://police.uoregon.edu>

16.17 Safe Ride

Safe Ride is devoted to the idea that a person - regardless of gender identity, race, religion, sexuality, and more - should be able to go where they wish at night while feeling comfortable and secure. The mission is to provide inclusive, safe, and accessible alternatives to traveling alone at night. This service provides over 30,000 rides a year and are a free assault prevention service open to UO students, faculty, and staff. Designated Driver Shuttle (541-346-RIDE ext. 1) and UO Campus Shuttle can be used for safety. See <https://duckrides.uoregon.edu>

16.18 Information about Eugene

<https://www.eugenecascadescoast.org/regions-cities/eugene/>

16.19 Child Care

For University-affiliated childcare information, go to the UO Human Resources Family Resources at Web Site at <https://hr.uoregon.edu/hr-programs-services/work-life-resources/family-resources> Once there you may link to the various center sites.

- Moss Street Children's Center (children 3 months to third grade), 541-346-4384
- EMU Child Care and Development Centers (children 15 months to 6 yrs.), 541-346-4384
- Co-op Family Center/Spencer View (children 8 wks. to 10 yrs.), 541-346-7400
- Vivian Olum Child Development Center (children 6 wks. to 11 yrs.), 541-346-6586
- U.O. Parent and Baby Co-op (children 6 wks. to 1 yr.), 541-346-2962

The UO Basic Needs Resource Guide lists various service and support available to UO community. See <https://blogs.uoregon.edu/basicneeds/childcare/>

16.20 UO Dreamer Working Group

In alignment with the UO mission statement and values, UO Dreamer Working Group is to foster the unique gifts and talents of Dreamer students and promote their sense of belonging and safety, as they pursue their

higher education goals. The term “Dreamers” refers to Undocumented, DACA-mented, Tuition Equity, and students of mixed status families. See <https://blogs.uoregon.edu/dreamers/>

Justine Carpenter, the Director of Multicultural and Identity-Based Support Services, is the University of Oregon’s point of contact for DACA, undocumented, and students of mixed-status families, seeking resources for a quality experience at the University of Oregon:

<https://around.uoregon.edu/content/daca-and-dreamer-students-see-new-face-support>