Petition to Use Previous Experience to Fulfill Residency Requirement for Ph.D. Candidates

Materials linked from the January 15, 2016 Graduate Council agenda.

Current language in the Applied Anthropology PhD Handbook regarding the internship/residency requirement:

**Internship / Residency Experience**
Doctoral students in Anthropology must complete an internship with approved professional supervision. The purpose of this internship is to give students practical training with the guidance of an internship supervisor and a faculty advisor.

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

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

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

Under discussion:

**Policy and procedure for using previous experience to fulfill the residency/internship requirement for Ph.D. candidates**

The Graduate Faculty acknowledge that Doctoral Students often enter the program with significant prior professional experience. We agree that this experience should count toward the residency requirement when there is a clear fit between these experiences and the Student’s professional and research interests. The criteria and procedures below outline conditions for applying prior experience to partially or completely fulfill residency requirements in full consultation with the Student’s Major Professor and the Graduate Program Director.

**SUPERVISING ORGANIZATION** Residencies are typically conducted in public or private organizations that are relevant to the Doctoral Student’s professional and research interests. Therefore, if a Student wants prior experiences to count toward the residency requirement, the organization where prior experiences were gained should have clear relevance to the professional and research interests of the student. It is up to the Student, Faculty Advisor, and the Graduate Program Director to determine the relevance of prior experience.
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CREDITS Doctoral students must complete 12 credits of residency, which comes to 360 hours of work. For prior experience to qualify for completely fulfillment of the residency requirement, the Student should have completed at least 360 hours of work that is directly relevant to his or her professional and research interests, as described above. It is up to the Student, Major Professor, and Graduate Program Director to determine how many credit hours the prior experience is worth. If it is determined that less than 360 hours were done, those hours can only partially fulfill the residency requirement, and the student will need to perform the remaining number of hours to completely fulfill the residency requirement.

RESIDENCY REPORT Doctoral Students are required to complete a “Residency Report” that describes the supervising organization, the tasks completed during residency, the product delivered to the organization, and lessons learned during the experience. Also, an Evaluation Form must be filled out by the supervising organization.

If a Doctoral Student wants prior experience to count toward the residency requirement, he or she must complete a “Residency Report” and arrange for the organization where prior experiences were gained to complete the Evaluation Form. The “Residency Report” should explain connections between graduate coursework and prior experience, with an emphasis on the Student’s role within the organization and the skills acquired. If the supervisor for the residency is no longer with the organization or out of contact, the Evaluation Form requirement may be waived, pending approval from the student’s Major Professor and Graduate Program Director.

PROCEDURE

1. Meet with Major Professor to determine relevance of experience to professional and research interests
2. Determine how many credits prior experience is worth
3. Draft a 1 page summary of the experience and its relevance to submit to Graduate Program Director
4. Graduate Program Director and Major Professor will meet to discuss Summary and Petition
   If Petition is Approved:
5. Write “Residency Report” and arrange for “Evaluation Form”
6. Register for residency credits (ANTH 610)
7. Submit “Residency Report” and “Evaluation Form” to Major Professor to obtain signature and Anthropology Office to be filed in Student Portfolio.

Proposed Addition to Ph.D. Handbook (SECTION 11. RESIDENCY):

COUNTING PREVIOUS EXPERIENCE TOWARDS RESIDENCY

In cases where a student enters the Ph.D. program with significant prior professional work experience that is relevant to his or her Ph.D. research, the student may petition for that work to partially or completely fulfill the residency requirement. To petition, a student must meet with the Major Professor to determine the relevance of the prior experience and the number of credits it is worth, then complete the following: 1) a Graduate Residency Prior Experience Agreement, 2) a Residency Report, 3) a Residency Evaluation Form. The student may then enroll in the corresponding number of Residency Credits (ANTH 610).
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GRADUATE RESIDENCY PRIOR EXPERIENCE AGREEMENT

Student:

Name

Address                  Phone

Residency:

Organization

Address                  Phone

Name & Title of Supervisor

Residency Job Description. (position and duties)

Residency Objectives. (specific contributions and products provided)

Qualifying Credit Hours: ____________ (12 credits/360 hours maximum)

We, the undersigned, agree to and accept the relevance of the Student’s prior experience to his or her professional and research interests as a participant in the Doctoral Program in Anthropology at Oregon State University and request this experience qualify for the specified number of credits.

__________________________  ____________
Student Signature           Date

__________________________  ____________
Major Professor Signature   Date

__________________________  ____________
Residency Supervisor Signature Date

Satisfactory Completion of Residency (yes or no) ______ ______

__________________________  ____________
Graduate Director Signature Date
RESIDENCY EVALUATION FORM

Please rate the items below on a scale of 1 to 5:

1 = Excellent    2 = Very Good    3 = Satisfactory    4 = Poor    5 = Unacceptable

Progress toward Objectives _____ Work Quality _____
Initiative _____ Enthusiasm _____
Dependability _____ Judgment _____
Teamwork _____ Accomplishments _____

Performance Summary and Comments:

Residency Supervisor Signature           Date