

Challenge Yourself!



Center for Cross-Cultural Studies

Ph.D. Indigenous Studies Program
STUDENT GUIDE

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Cross-Cultural Studies
Ph.D. Program Student Guide

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Naturally Inspiring

Center for Cross-Cultural Studies

Mission Statement

Our mission at the Center for Cross-Cultural Studies is the improvement of educational and professional development opportunities for rural Alaskans. We also serve as a forum for the examination of cross-cultural and Indigenous education and community development issues across the state, as well as the globe.

Through the interests of our students, our goal is to provide technical support and information to school districts, Native corporations, tribal governments, community organizations, and state and federal agencies serving Indigenous communities. Our Indigenous PhD program is the highest Native Studies degree granting program in the state and combined with our Cross-Cultural MA program, we work hard to increase the recognition of Indigenous scholarship across a range of academic disciplines to best serve our students.





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Center for Cross-Cultural Studies

FACULTY & STAFF

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FACULTY

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STAFF

Crystal Frank

**Message from Professor Michael Koskey, CXCS Department Chair
Center for Cross-Cultural Studies**

Welcome to the Center of Cross-Cultural Studies website. CXCS is the center for the PhD in Indigenous Studies at UAF. CXCS has a great team to assist current and prospective graduate students to navigate the University system. CXCS offers two graduate programs: an MA in Cross-Cultural Studies and a PhD in Indigenous Studies. We serve Alaskan, national, and international students. Our programs are taught in-class and via audio-conference, and you can earn your graduate degree from almost anywhere, even from the comforts of your own home.

Part of our mission is to improve educational and professional development opportunities for rural Alaskans. We also serve as a forum for the examination of cross-cultural and Indigenous education and community development issues across the state, as well as nationally and internationally.

Through the interests of our students, our goal is to provide technical support and information to school districts, Native corporations, tribal governments, community organizations, and state and federal agencies serving Indigenous communities. Our Indigenous PhD program is the highest Native Studies degree-granting program in the state, and combined with our Cross-Cultural MA program we work hard to increase the recognition of Indigenous scholarship across a range of academic disciplines to best serve our students.

If you are interested in furthering your graduate studies and developing your research to improve the quality of life in your community and internationally, please contact our office. Our faculty and staff are here to help and assist you with any questions you may have about our programs and your academic goals.

Apply today and join one of the most widely recognized group of graduate students and alumni of Indigenous Studies in the United States!

Welcome to the Indigenous Studies Ph.D. Program!
Earn your degree via distance!

Indigenous studies doctoral candidates will participate in research activities across a variety of UAF academic disciplines and applied fields. Students are encouraged to engage in comparative studies with other indigenous peoples around the world and to focus their dissertation research on issues of relevance to Alaska and the Arctic. Using the interdisciplinary Ph.D. model of academic assignment, the student's home base will be in the school or college of the student's major advisor, who also serves as an affiliate faculty member for the program.

The program objectives and its curriculum center around six thematic areas of study: indigenous studies/research, indigenous knowledge systems, indigenous education/pedagogy, indigenous languages, indigenous leadership and indigenous sustainability. Students may focus on one of these areas or draw on multiple themes in collaboration with their graduate committee to develop their areas of knowledge and dissertation research. In collaboration with the graduate committee, each student will develop a program of course work and research that produces a unique intellectual contribution to the applied fields associated with Indigenous Studies.

Students can earn the Ph.D. degree either on the Fairbanks campus or through distance delivery. Special application requirements and deadlines apply for distance Ph.D. degree programs. For more information contact the department (907) 474-1902 or visit our website at:

<https://www.uaf.edu/cxcs/>

Ph.D. in Indigenous Studies Degree Requirements
Minimum Requirements for Degree: 48 credits
2018-2019 Catalog

Complete the general university requirements.
Ph.D. Degree Requirements
Complete the Ph.D. degree requirements

Complete required and elective courses.

ANL/CCS/ED/RD F608 Indigenous Knowledge Systems
ANL/CCS/ED/RD F690 Seminar in Cross-Cultural Studies

Core Courses

Complete two from the following:

ANL F601 Seminar in Language Revitalization

ANTH F631 Linguistic Anthropology: Language, Thought and Action

ANTH F646 Economic Anthropology

ANTH/BIOL/ECON/NRM F647 Global to Local Sustainability

ANTH/BIOL/ECON/NRM F649 Integrated Assessment and Adaptive Management

ANTH/ACNS F610 Northern Indigenous Peoples and Contemporary Issues

CCS F602 Cultural and Intellectual Property Rights

CCS/ED F610 Education and Cultural Processes

CCS/ED F611 Cultural, Cognition and Knowledge Acquisition
CCS F612 Traditional Ecological Knowledge
ED/LING F621 Cultural Aspects of Language Acquisition
ED F616 Education and Socioeconomic Change
ED F620 Language, Literacy and Learning
ED F660 Educational Administration in Cultural Perspective
RD F600 Circumpolar Indigenous Leadership Symposium
RD F601 Political Economy of the Circumpolar North
RD F651 Management Strategies for Rural Development
RD F652 Indigenous Organization Management

Research Courses

Complete two from the following:

ANTH F424 Analytical Techniques
ANTH F637 Methods in Ethnohistorical Research
CCS F604 Documenting Indigenous Knowledge
CCS/ED F603 Field Study Research Methods
RD F650 Community-based Research Methods

Complete four specialty courses
Doctoral Dissertation

ANL/CCS/ED/RD F699 Thesis

CENTER FOR CROSS-CULTURAL STUDIES GRADUATE COURSE DESCRIPTIONS:

Complete the following core courses:

CCS F602 Cultural and Intellectual Property Rights (3 credits)

Examines issues associated with recognizing and respecting cultural and intellectual property rights with respect to the documentation, publication and display of knowledge, practices, beliefs and artifacts of cultural traditions. Appropriate research principles, ethical guidelines and legal protections will be reviewed for their application to cross-cultural studies. **Prerequisites:** Graduate standing.

CCS/ED F610 Education and Cultural Processes (3 credits)

Advanced study of the function of education as a cultural process and its relation to other aspects of a cultural system. Students will be required to prepare a study in which they examine some aspect of education in a particular cultural context. **Cross-listed with [ED F610](#).**

CCS/ED F611 Culture, Cognition and Knowledge Acquisition (3 credits)

An examination of the relationship between learning, thinking and perception in multicultural contexts. Particular emphasis will be on the implications of these relationships for schooling. Content will focus on cultural influences on perception, conceptual processes, learning, memory and problem solving. Content will also reflect concern for practical teaching problems. **Cross-listed with [ED F611](#).**

CCS/RD F612 Traditional Ecological Knowledge (3 credits)

Examines the acquisition and utilization of knowledge associated with long-term inhabitation of particular ecological systems and adaptations that arise from the accumulation of such knowledge. Attention will be given to the contemporary significance of traditional ecological knowledge as a complement to academic fields of study. **Prerequisites:** Graduate standing. **Cross-listed with [RD F612](#).**

CCS/ED F616 Education and Socioeconomic Change

An examination of social change processes, particularly in relation to the deliberate development of new institutions and resulting forms of new consciousness. Emphasis is placed on the role of education and schooling in this development dynamic. **Cross-listed with ED F616.**

Research Courses

Complete two from the following:

ANTH F424: Analytical Techniques (3 credits)

Classification, sampling, collection and analysis of anthropological data: parametric and nonparametric significance tests and measures of association, analysis of frequency data, estimating resemblance using multiple variables, computer simulations and analysis.

Prerequisites: [ANTH F211X](#) or [ANTH F221](#); any college level mathematics course. **Stacked with [ANTH F624](#).**

ANTH F637: Methods of Ethnohistorical Research (3 credits)

Students of anthropology are introduced to the methods of historical research, particularly the critical evaluation of written documents, problems of archaic language and paleography, and methods for assessing art and folklorist tradition as sources of history. Oral history and the data of language and archaeology are considered. **Prerequisites:** Graduate standing in anthropology.

CCS/ED F604: Documenting Indigenous Knowledge (3 credits)

A thorough grounding in research methodologies and issues associated with documenting and conveying the depth and breadth of indigenous knowledge systems and their epistemological structures. Includes a survey of oral and literate data-gathering techniques, a review of various modes of analysis and presentation, and a practical experience in a real-life setting.

Recommended: Graduate-level survey course in research methods. **Cross-listed with [ED F604](#).**

CCS/ED F603 Field Study Research Methods (3 credits)

Focus on techniques for conducting both quantitative and qualitative field research. Particular emphasis on considerations for conducting field research in cross-cultural settings.

Prerequisites: Graduate standing. **Cross-listed with [ED F603](#).**

RD F650 Community-based Research Methods (3 credits)

This graduate course provides students with opportunities for advanced exploration of community-based research principles and practices. In the course, emphasis is placed on developing a thorough understanding of the community research process from conceptualization to implementation and evaluation. It includes skill development of skills applicable to both quantitative and qualitative research. **Prerequisites:** Graduate standing.

Complete four specialty elective courses

ANL/CCS/ED/RD F699 Thesis (1-9 credits)

Note: Recommended additional academic experience: Students are encouraged to enroll in a minimum of one semester of course work at a partner institution with program offerings related to their area of specialization. Students are encouraged to make at least one formal academic presentation at a statewide, national or international meeting, as well as a community-level presentation in Alaska. Students are encouraged to study a language other than English, as appropriate for the thematic area in which they are enrolled.

The Ph.D. in Indigenous Studies draws and builds upon long-standing academic and research capabilities at UAF to offer an integrated, cross-disciplinary course of advanced graduate study consisting of a common core curriculum coupled with six thematic specialty areas of emphasis from which students choose a concentration:

Indigenous Studies/Research

- ANTH F630 Anthropological Field Methods (3 Credits)
- ANTH 637 Methods in Ethno-historical Research (3 Credits)
- ANTH/BIOL/ECON/NRM F648 Integrative Modeling of Natural and Social Systems (3 Credits)
- PSY F635 Field-Based Research Methods (3 Credits)

Indigenous Knowledge Systems

- ANS/RD F401 Cultural Knowledge of Native Elders (3 Credits)
- ANS/ED F461 Native Ways of Knowing (3 Credits)
- ANTH/NORS F670 Oral Sources; Issues in Documentation (3 Credits)
- CCS/ED F611 Culture, Cognition and Knowledge Acquisition (3 Credits)
- CCS F612 Traditional Ecological Knowledge (3 Credits)
- PSY F602 Native Ways of Knowing (3 Credits)
- PSY F606 Native Ways of Healing (3 Credits)

Indigenous Education/Pedagogy

- ANS/ED F461 Native Ways of Knowing (3 Credits)

- ED F606 Alaska Native Education (3 Credits)
- ED/CCS F610 Education and Cultural Processes (3 Credits)
- ED/CCS F611 Culture, Cognition and Knowledge Acquisition (3 Credits)
- ED/CCS F613 Alaska Standards for Culturally Responsive Schools (3 Credits)
- CCS/ED 616 Education and Socioeconomic Change (3 Credits)
- ED F631 Small Schools Curriculum Design (3 Credits)
- ED 660 Education Administration in Cultural Perspective (3 Credits)
- ED/NORS F680 Comparative Education (3 Credits)
- ED F681 Place Based Education (3 Credits)

Indigenous Languages

- ANL/LING F651 Topics in Athabascan Linguistics (3 Credits)
- ED F620 Language, Literacy and Learning (3 Credits)
- ED/LING F621 Cultural Aspects of Language Acquisition (3 Credits)
- ED F669 Reading, Language and Culture (3 Credits)
- LING F602 Second Language Acquisition (3 Credits)
- LING F627 Introduction to Linguistic Description and Documentation (3 Credits)
- LING F631/ANTH 632 Field Methods in Descriptive Linguistics (3 Credits)
- LING F650 Language Policy and Planning (3 Credits)

Indigenous Leadership

- ANS F475 Alaska Native Social Change(s) (3 Credits)
- ANTH F603 Political Anthropology (3 Credits)
- ANTH F607 Kinship and Social Organization (3 Credits)
- ANTH F652 Research Design and Professional Development Seminar (3 Credits)
- ANTH F653 Current Perspectives in Cultural Resource Management (3 Credits)
- ED F660 Educational Administration in Cultural Perspective (3 Credits)
- PSY/NORS F614 Human Adaptation to the Circumpolar North (3 Credits)
- RD F600 Circumpolar Indigenous Leadership Symposium (3 Credits)
- RD F625 Community Development Strategies: Principles and Practices (3 Credits)
- RD F651 Management Strategies for Rural Development (3 Credits)
- RD F652 Indigenous Organization Management (3 Credits)
- PS/NORS F662 Alaska Government and Politics (3 Credits)

Indigenous Sustainability

The Indigenous Sustainability concentration is concerned with the social, cultural, and physical wellbeing of Indigenous communities at the present and into the future. Students focusing on this concentration area will explore interdisciplinary topics from a systems perspective that holistically examine the interactions between food, health, education, economic, and political subsystems, within a historical context. Knowledge sources for sustainability are not limited to a single cultural or ideological perspective, and new ideas and experiences concerning issues of sustainability are taken into consideration. The concept of sustainability is of growing concern to many academic disciplines; new course offerings are regularly being developed across the University of Alaska system, and students interested in this concentration area will have the

opportunity to work closely with their graduate committee to find and select the courses most relevant to their individual studies.

- CCS/NRM/GEOG F656 Sustainable Livelihoods and Community Well-Being (3 credits)
- ED F681 Place-Based Education (3 credits)
- ED F619 Cultural Atlases as a Pedagogical Strategy (3 credits)
- CCS/NRM/GEOG F454 Comparative Farming and Sustainable Food Systems (3 credits)
- ANTH/BIOL/ECON/NRM F647 Global to Local Sustainability (3 credits)
- ANTH/BIOL/ECON/NRM F649 Integrated Assessment and Adaptive Management (3 credits)
- MBA F642 Economics of Environmental and Business Sustainability (3 credits)
- PS/ACNS F669 Arctic Politics and Governance (3 credits)

Why choose Cross-Cultural Studies? A graduate program in cross-cultural/Indigenous Studies may be for you if you are interested in issues associated with Indigenous Knowledge Systems, cultural interchange and cross-cultural education. Students will participate in research and development activities across a variety of academic disciplines and applied fields at UAF.

Candidates are encouraged to engage in comparative studies with other Indigenous peoples around the world and to focus their dissertation research on issues of relevance to Alaska and the Arctic.

Generally Planned CCS Course Offerings

FALL

CCS F604 Documenting Indigenous Knowledge
CCS F608 Indigenous Knowledge Systems
CCS/ED F611 Culture, Cognition and Knowledge Acquisition
CCS/ED F616 Education and Socioeconomic Change
CCS/NRM F656 Sustainable Livelihoods and Community Wellbeing
CCS F699 Thesis

SPRING

CCS F603 Field Study Research Methods
CCS F631 Culture, Community and the Curriculum
CCS F612 Traditional Ecological Knowledge
CCS F602 Cultural and Intellectual Property Rights
CCS F699 Thesis

OTHER

CCS F690 Seminar in Cross-Cultural Studies
ANS F461 Native Ways of Knowing
CCS/ED F610 Education and Cultural Processes
RD F425 Cultural Resource Issues
ANS F475 Alaska Native Social Change
CCS/ED F613 Alaska Standards for Culturally Responsive Schools

NOTES

CCS 698 Non-Thesis Research/Project can be arranged in any semester.

UAF Graduate School Policy Statement regarding graduate student activity

If a graduate student does not register for classes, thesis credits, or project credits, the student is required to file a Leave-of-Absence with the Graduate School. If this does not happen, the following applies:

1. Inactive for two semesters or less: Reinstatement to Program (form and fee) is required;
2. Inactive for more than two semesters: Student is no longer considered to be in the program, requiring reapplication as though new a student.

Again, if a Leave-of-Absence is in place, this effectively counts as "active."

UAF Graduate School Policy Statement regarding graduate student time-in-degree

1. PhD students have ten years from their semester of admittance to finish their degree.

2. MA students have seven years from their semester of admittance to finish their degree.

Please note that the time-in-degree also includes any time spent on a Leave-of-Absence.

Leave-of-Absence and Reinstatement forms (and all other forms needed by a graduate student) may be found at the Graduate School website:

<https://www.uaf.edu/gradsch/students/forms/index.php>

Center for Cross-Cultural Studies

Phone: (907) 474-1902

Email: uaf-cxcs@alaska.edu

ADMISSIONS

Admission to the UAF Master's degree program in Cross-Cultural Studies (CXCS) follows [UAF Graduate School](#) requirements and deadlines.

How to apply:

Application deadline is March 1st (Fall admission only)

- Application deadline is **March 1st** for the following fall admission.
- [UAF Admissions](#) Apply Now with a \$75 processing Fee.
- Official transcripts of all previous college work (minimum 3.0 GPA). You do not need to submit transcripts from universities within the UA system as they are already on file.
- Letter of intent (500 words or less): why applying, professional goals, research interests and speciality area: *Indigenous Knowledge, Indigeous Languages, Research, Leadership, Education, and Sustainability*.
- Professional vitae/resume
- Three letters of reference, including two professional references and one letter from a cultural/community organization.
- GRE scores: you are not required to submit GRE scores unless your undergraduate GPA is less than 3.0. If your undergraduate GPA is less than 3.0 then the University requires that GRE scores be submitted regardless of whether or not you have a graduate GPA of 3.0 or above.
- Online financial plans and needs (contact the [UAF Graduate School](#))
- A Master's degree is required.
- Writing sample recommended

NOTE: Students with a BA degree grade point average below 3.0 must take the [Graduate Record Examination](#) (GRE)

Application deadlines:

Fall semester admission only

For questions, please contact the UAF Admission office:

[UAF Office of Admissions](#)

P.O. Box 757480

Fairbanks , Alaska 99775-7480

Phone: (907) 474-7500; Toll free: (800) 478-1UAF; Fax: (907) 474-5379

Email: uaf-admissions@alaska.edu

The Ph.D. Program in Indigenous Studies seeks to attract mature, committed, and responsible individuals of diverse personal, cultural, and ethnic backgrounds who are interested in scholarly research and practice with an indigenous emphasis.

The program functions on a cohort model and admits eight students per year. It is anticipated that

students will be able to enroll in at least half of their coursework through distance education, though they will also be expected to participate in intensive (1 to 3-week long) face-to-face seminar/institutes each semester. Students are strongly encouraged to be full-time students (i.e., not engage in other full-time gainful employment or other studies) throughout their attendance in the Ph.D. Program. Students are also strongly encouraged to enroll in a partner institution for a semester to a year.

To identify candidates for admission to the program, the Indigenous Studies Ph.D. Steering Committee will conduct a screening and selection process that is intended to evaluate all applicants in a manner that is comprehensive, fair, and objective. All candidates who are finalists for admission are required to participate in an individual interview with the selection committee. The interview process is an opportunity for potential candidates to learn about our program as well as for us to learn about them. This interview is an essential part of the application process, thus all finalists are expected to be available for a conference call.

Since our student capacity is limited and we expect more applicants than we can accommodate each year, those who are not admitted should reapply and are welcome to resubmit their application the following year. We will be seeking balance and diversity in the makeup of each annual cohort and likely will not be able to admit all qualified applicants.

Steps towards Completing Your Indigenous Studies Ph.D. Program

Note: Office Graduate School regulations are listed in the current UAF catalog. It is your responsibility to comply with all regulations and requirements. The following is presented by the Department to aid you in completing steps toward the degree.

- For information about applying to the Indigenous Studies Ph.D. program, please contact our office at 907-474-1902 or email uaf-cxcs@alaska.edu. They can assist you with the application process and help identify potential financial aid opportunities.
- Depending on your financial aid situation, you should begin applying for scholarships, fellowships, and/or grants as soon as possible. Often the deadline for these are months in advance of your actual enrollment. See the section on financial aid in the student guide and the UAF Office of Financial Aid web site: <http://www.uaf.edu/finaid/>
- Once you are admitted to the Ph.D. program, you will be assigned an interim advisor who will assist you with initial registration and course advising. It is your responsibility to become familiar with all UAF Graduate School expectations, procedures, and deadlines. These can be found in the UAF catalog and on the UAF Graduate School website: <http://www.uaf.edu/gradsch/>
- Your interim chair will help you identify a graduate advisory committee. The Department expects that you will identify and secure approval for your committee no later than the end of your first semester of study. The advisory committee must consist of at least ONE CCS faculty member or affiliate faculty member. One UAF faculty member from another department may be proposed by the student and considered for approval by the

department and the CLA and graduate school deans. Faculty members from the universities, but without UAF appointments may serve as additional members of an advisory committee or core with approval of the department. Any expectations to the composition of graduate advisory committees must be approved in writing by the Dean of the Graduate School.

- One of these committee members will serve as your advisory committee chair. The committee chair must be a regular full-time CCS faculty member. This individual will act as your faculty advisor and will take the lead in fulfilling the committee's responsibilities. The committee chairperson is your primary point of contact for required steps in completing your degree. Contact your chair to register for classes.
 - Please send your Appointment of Graduate Advisory Committee form to Crystal Frank at cafrank@alaska.edu to process. She will send a final copy for your records and send the original to the UAF Graduate School. For current graduate forms please visit the UAF Graduate School website at: <http://www.uaf.edu/gradsch/forms/>.
- The graduate advisory committee provides guidance in developing your Graduate Study Plan (GSP). It is expected that you will prepare this plan in conjunction with your graduate committee no later than the end of your first semester of study. This is a working document that may be revised by you and your committee as you proceed with your program. It includes the names of your committee members, courses to be included in your degree program, any transfer credits, and a statement about whether you'll complete a thesis or an applied community development project for your degree. It will specify three subject areas that your committee expects you to be knowledgeable about. In addition, it will include a preliminary title and outline for your thesis or project, and an estimated date of completion for your degree.
 - A copy of your GSP, signed by your committee members should be submitted to the CXCS office attention Crystal Frank at cafrank@alaska.edu. After signatures are obtained, a copy will be submitted to the UAF Graduate School. They are due before the end of your first semester and must be submitted by the end of your first year. The committee also submits a Report of Graduate Advisory Committee that will summarize and evaluate your progress each year. They are **due by May 15th**.
 - Please note that our faculty do go off contract for the summer and may not be available for signatures. Always send a copy of your forms to Crystal Frank so she may file an electronic copy for student file records.
 - Near the end of your Ph.D. program, you'll be expected to take a written and oral comprehensive examination (COMPS) in your field. The purpose of the COMPS is to determine whether you have integrated knowledge and understanding of the principles and concepts underlying your major in Indigenous Studies. You and your committee will normally identify three specific areas or topics on which you'll be examined.
 - Upon successful completion of your COMPS, your committee will submit an Application for Advancement to Candidacy for the Master's Degree. This formally establishes your

degree requirements and should be submitted no later than one semester before you are to graduate. In addition to completing the exam, you must have satisfactorily completed at least 9 semester credits of graduate study at UAF, received approval of a provisional thesis or project topic, and received approval of the finalized GSP.

Commencement

- As application of Graduation must be filled out and a Fee paid at least one semester before the semester in which you plan to graduate. Here is the link: <http://www.uaf.edu/reg/grad/>
- Please note the Center for Cross-Cultural Studies Policy Regarding Summer Graduation, effective as of this memo: The faculty of the Center for Cross-Cultural Studies' policy regarding summer graduation is that only under extenuating circumstances, to be determined by a student's graduate committee and with agreement by the department chair, may a master's or PhD thesis be defended in the summer semesters of the academic schedule of the University of Alaska Fairbanks. Otherwise, a student should not expect to be able to defend their master's or PhD thesis in the summer semesters.

This is our policy due to two factors: the majority of faculty are for extended periods in the summer doing fieldwork or otherwise working in locations not equipped with telephones or internet technologies, and very often with no electricity whatsoever; also, none of the faculty are on contract during this period, so all work with students during the summer semesters is voluntary.

Students are still permitted to register for CCS F698/699 for research or thesis credits in the summer, and it is the responsibility of the student to devise an advisory schedule with their graduate committee if these research and/or thesis credits are taken during summer semesters.

Comprehensive exams can also be written during the summer with CCS 698/699 registration, but the student is responsible for devising an advisory schedule with their graduate committee.

Therefore, except under extenuating circumstances determined by a student's graduate committee and with agreement by the department chair, all thesis (master's and PhD) must be defended during the regular academic year, from late August to mid-May, each year. Of course, all other university deadlines (departmental, Graduate School, College of Liberal Arts) still apply.

- You will be awarded your Ph.D. degree in Indigenous Studies when you have completed all of the above and have completed your thesis. When possible you will be expected to present and defend your thesis orally to other students and faculty in an appropriate setting. It required that it open to the public. You must be registered for at least three graduate credits in the semester in which you are to receive your degree. *You are responsible for meeting all requirements for graduation.*

- Before defending your thesis, secure a location preferably with audio conference access. There is a toll-free number that you can use by the CCS department for audio participants. You're also encouraged to create a flier for your dissertation, date and time and submit to the CXCS office to share in the CXCS monthly newsletter and social media.
- UAF issues diplomas to graduates three times each year in September, in January, and in May. All students who complete degree requirements during the academic year are invited to participate in the annual May commencement ceremony on the Fairbanks campus or other UA campuses. You may also choose to participate in local or regional, rural campus ceremonies. We can contact the College of Rural and Community Development (CRCD) at 907-474-7143 for more information on rural campus ceremonies.

Comprehensive Examination (COMPS)

- Indigenous Studies Ph.D. Comprehensive Examination: Near the end of your Ph.D. studies, you will be required to take a written and oral comprehensive examination intended to enhance the learning you gained in your classes and increase the level of expertise beyond that gained in your classes. This exam will also demonstrate that you have integrated knowledge and understanding of the principles and concepts of the areas of the field of Indigenous Studies you have chosen to research.
- You will have three themes to address over a period of three months (approximately one month per theme) at the end of which you will be expected to submit three papers averaging 10 to 15 pages each plus a cover page for each theme (12 point type, 1.5 line spacing with appropriate APA citations). The themes listed below are intended to coincide with the focus of your PhD dissertation, so that if done properly, the papers you prepare for your comprehensive exam should also serve as chapters/sections in your dissertation. It is important therefore, that you have identified a focus for your dissertation research by the time you take on your comprehensive exam, and if possible, the exam papers should be completed the semester before you immerse yourself in the writing of your dissertation. For credit purposes, you are encouraged to enroll in three or more credits of CCS 699, *Thesis*, and the semester in which you take your comps, and then enroll in the final credits of CCS 699 the final semester when you complete your dissertation, though it is possible to complete all more than six credits of CCS 699 in one semester.
- When you are finished with the three comp exam papers, please submit your responses to your committee chair and me as e-mail attachments—they will then be forwarded to and reviewed by your PhD committee members to determine if they are satisfactory or not. If any of the committee members have questions about any of the responses they will convey those to you, and an oral exam will be scheduled with your committee and an outside examiner to review your responses to the comp topics. Once the committee is satisfied with your responses, the appropriate paperwork will be submitted to the Graduate School signifying that you have completed your written and oral comprehensive exam for your PhD. This will be followed by submission of your Advancement to Candidacy as

you come down the home stretch on your dissertation. Let me know if you have any questions along the way.

- Following is a brief description of the three papers you are to prepare for your comprehensive exam. Your responses should roughly correspond to the introduction, literature review and research design associated with your PhD dissertation research.

Theme # 1: Overview of Proposed PhD Dissertation Research Topic

- In the work you did for the course, CCS 608, *Indigenous Knowledge Systems*, it was pointed out that Indigenous peoples have traditionally formed a strong bond with the land and environment in which they live, and this bond has shaped much of their ways of knowing, world views and forms of consciousness that make up their Indigenous knowledge system and underlie their cultural traditions and practices.
- Based on the observations and issues raised in the courses you have taken for your PhD program, as well as your own experience, describe the topic you plan to address for your dissertation and discuss how it will contribute to the cultural practices, community well-being and/or quality of life of the people/community/organization to whom it is addressed. In other words, make the case for what you are planning to do and why, and provide illustrative examples to bolster your response.

Theme # 2: Literature Review on PhD Dissertation Topic

- Given the research topic you have identified under Theme # 1, conduct a review/synopsis of existing literature related to the dominant idea, subject, principle or practice associated with your topic. Typically, the literature you cite should be from within the past ten years or so, and it should cover the major threads of prior work on the subject and locate your proposed contribution to the field (your contribution will be elaborated under Theme # 3). Provide appropriate citations (APA style) for the pertinent literature addressed in your review.

Theme # 3: Research Issues Related to PhD Dissertation Topic

- Whereas the literature review under Theme # 2 highlights what is already known regarding your proposed dissertation topic, your response to Theme # 3 will describe the kind of information you will be assembling for your research building on the previous work, and the research/cultural documentation issues you anticipate as you proceed. How will you go about gathering the information you need to complete your dissertation, and what steps will you take to demonstrate respect for the cultural knowledge you will be drawing upon? Describe the kinds of information you will be seeking for your research, how you plan to go about it, and how you will attempt to make sense out of it in a culturally considerate way. You are encouraged to review the materials discussed in the

CCS 604, *Documenting Indigenous Knowledge* course as you prepare your response to this theme. If your dissertation involves working with human subjects, this paper should be helpful in preparing your application to the Institutional Review Board as well.

- If appropriate, you may also describe some of the issues that have arisen among Indigenous peoples regarding cultural and intellectual property rights as they relate to research, including the steps that have been taken by Indigenous peoples' to address these issues and to take into account indigenous knowledge systems, ways of knowing and world views.

Thesis Defense

- There will be no defenses scheduled in the summer semester due to faculty being off contract.
- There is also no summer graduation for CCS students.

Financial Aid and Scholarships

As part of your academic planning, you need to determine what your financial aid needs are, and to apply for any financial aid and scholarships in a timely manner. For the most current information, see the UAF Graduate School website at <http://www.uaf.edu/gradsch/> or the UAF Financial Aid Office website at <http://www.uaf.edu/finaid/>

Financial aid may come in the form of scholarships, grants, loans or fellowships. Typically you'll need to apply for these months in advance of enrolling in classes. Information about financial aid can be obtained from local sources such as Alaska Native Claims Settlement Act (ANCSA) regional and village corporations, community development quota (CDQ) fisheries organizations, or tribal and municipal governments, regional Native non-profit corporations, as well as from conventional sources such as the UAF Financial Aid Office. They can be contacted at 907-474-7256 or uaf-financialaid@alaska.edu.

It is your responsibility to secure funds for participation in the Indigenous Studies doctorate degree program. A doctorate program costs typically include tuition, fees and books.

Be sure to ask the UAF Graduate School about the Andrew W. Mellon Foundation Dissertation Fellowship Program. It was created for Alaska Native and Pacific Islander scholars and others committed to the advancement of Indigenous Alaskan and Pacific Islander history and culture. If this is you, visit <https://www.uaf.edu/.../grants-and-fellowshi.../mellon/index.xml> for more information.

It is important that you find out about deadlines for applying for financial aid. For example, students can usually apply for federal aid up until June or July (submission dates vary) of each year, but you can fill out the FASFA (Free Application for Federal Student Aid) as early as January. UAF scholarship applications are usually due by mid-February of each year for fall

semester enrollment. Many Native regional and village corporations or their education foundations have deadlines in spring or summer for fall enrollment.

The UAF Graduate School offers several graduate scholarships and grants for full time students (9 credits or more) that may be available to you.

For more information, see <http://www.uaf.edu/gradsch/>

For a list of scholarships, please visit the UAF Financial Aid website at: <https://www.uaf.edu/finaid/>. The information is posted.

Cross-Cultural Studies E-Mail Discussion List-Serve

To subscribe to the CXCS-dept-L go to the following link:

<https://lists.alaska.edu/mailman/listinfo/uaf-cxcs-dept>

If you're having trouble subscribing, please email your name and email address to Crystal Frank at cafrank@alaska.edu with subject line, *please add me to the CCS List-serve*.

Information that is shared on the email list-serve is information on scholarships, events, internships, job opportunities and CXCS course information.

Other Listservs

For official UAF & Graduate School information (workshops, scholarships/fellowships, etc.)

<https://lists.alaska.edu:8025/mailman/listinfo/gradacademic-l>

For information on off-campus housing, job opportunities, outside funding, etc.

<https://lists.alaska.edu:8025/mailman/listinfo/gradschool-l>

Newsletter

Also, please subscribe to our CXCS monthly electronic newsletter to get updates on events and what's been happening with CXCS. To subscribe here is the link:

<https://www.uaf.edu/cxcs/newsletter/>

Facebook

Like us on Facebook: UAF Center for Cross-Cultural Studies

Thesis or Project?

Indigenous Studies Ph.D. Program Thesis

Before being granted a Ph.D. degree in Indigenous Studies at UAF, students must complete a thesis (1-12 credits). The decision on which one you choose should be made in consultation with your graduate committee.

Prior to writing your thesis or dissertation attend a Thesis Formatting Workshop.

- These are conducted every semester and the specific dates will be advertised by email as well as on the Graduate School website. We strongly encourage students to attend a formatting workshop at least one semester before they plan to graduate. If you are a

distant student, contact the Graduate School for audio options. While you write, work with your committee, asking for their comments, suggestions, and help if you have reached a writer's block. Do not feel like you are bothering your committee by keeping in communication with them. It is better to stay in touch, even if you are not making as much progress as you or the committee would like.

- Download a copy of the Graduate School Thesis Format Workbook from the Graduate School website: http://www.uaf.edu/gradsch/forms/Handbook_Thesis_13-14.pdf.
- READ IT!
- Defend your thesis. After the committee has had the opportunity to review a complete draft of the thesis or project (two to three weeks is the minimum time required by most committees), you should consult your committee to find out if your thesis or project is ready to be defended. If yes, you are responsible for setting a time that is agreeable to all committee members and consistent with any department policy, reserving a room for the defense. Faculty members have many obligations that can't easily be changed, (e.g. field research) and defenses must be scheduled so that all committee members can attend. If approved by the department chair, committee members may attend by audio- or video-conference, but this is undesirable and should be avoided if possible. After the defense, a signed Report on Thesis Defense and Thesis Approval form needs to be completed and submitted to Crystal Frank.
- Understand that the student's faculty committee, the Graduate School, and the Graduation Office determine final acceptance of the thesis. Before final acceptance, all members of your committee, your department chair, dean of your school or college, and the dean of the Graduate School must approve your thesis. Any of these individuals may require you to make changes or corrections. Your committee is primarily responsible for evaluating your thesis, and they will consider both the academic standards of your field and the quality of presentation (e.g., clear and correct writing, neat and easy to understand figures). Usually, the committee will give you required changes or corrections shortly after your defense. You must make those corrections before the committee members will sign the signature page of the thesis, which signifies their final approval. In most departments, the department chair also conducts a thorough review, to check for any overlooked errors, and to monitor the quality of thesis for the program as a whole. He or she will sign the signature page after you have corrected any additional errors found. Most deans read only parts of thesis, or selected thesis, again with the purpose of monitoring quality, but they too can require changes before signing the signature page. The Graduate School always checks that format and style conform to UAF standards, and the Graduate School Dean will not give his/her final approval until you make any required corrections. The Graduate School Dean reviews selected thesis in some detail, and you must also correct any errors that he/she finds before his/her final signature.
- A final copy of the thesis must also be submitted to the Dean for review and the UAF Graduate School and the department.

Extensions

- It's obvious that the many steps in the evaluation process require substantial time. This is why departmental and Graduate School deadlines for thesis submission are set well before the end of the semester. DO NOT ASSUME you can get an extension to the deadline- approvals for extensions are only granted in extenuating circumstances. To get

an extension from the Graduate School deadlines, it must be requested in writing by the committee chair (not the student) via the REQUEST FOR EXTENSION TO THESIS/DISSERTATION DEADLINE form.

Thesis Format Check

- After you have had your thesis approved by your committee, department chair and dean, and you have their required signatures on the signature page, you must submit an electronic copy to the Graduate School (through etdadmin.com/UAF) by the published deadline. Original copies of the signature page(s) must be submitted to the Graduate School before the submission process is complete. The Graduate School staff will review your thesis for formatting errors and will email you with any necessary corrections.

Common Errors

- Title page is missing the names of committee members, department chair or deans (or names are misspelled), or department/school/college name is incorrect/misspelled.
- References don't have corresponding in-text citations, and/or citations don't have corresponding references. (The use of EndNote, which [can be obtained through UAF OIT](#), or a similar citation program is strongly recommended).
- References are split across pages.
- Landscaped tables or figures have the page number in the wrong location (See the example in the handbook)
- Table of Contents is missing major sections
- Titles in the Table of Contents don't match word-for-word. Captions for figures and tables provided in the list of figures/tables are vague
- Locations are incorrectly identified (e.g. Figure 1.1 is on page 30 but the List of Figures says it's on page 31)

Please carefully review the [Thesis Format Handbook](#) to ensure that you don't make these (and other) errors.

Final copies of your thesis:

- After you make the changes required by the Graduate School, you should resubmit your final thesis electronic copy to ProQuest. The link is found on the Graduate School website. Once all paperwork is received, your final clearance will be submitted to the Graduation Office. The Final Clearance is typically the final paperwork required for graduation. If you feel you may be missing something, you should contact the Graduation Office to check that your record is clear for graduation. Otherwise, if anything is missing, the Graduation Office will notify you of any missing documents.
<https://www.uaf.edu/gradsch/current/ready-to-graduate/>

Posting of your degree is dependent on clearance by all of the above and by the UAF Business Office.

- Matters like unpaid parking tickets can become a serious issue at this stage. Be sure to check you UAOnline for any balance due.

Tips for Thesis Writing

- Pick a thesis topic that you have a genuine interest in and want to have an in-depth familiarity with. The topic will be with you for a least two years so it is important that have a passion for learning about it.
- Write your research or thesis question or thesis statement early in the process so you can always refer to it to remind yourself what you set out to learn in the beginning. This will also help you identify the need to make adjustments in what you propose to do.
- Maintain a file, either in hard copy or electronic and put information you find along the way that may be useful for your thesis.
- Begin a literature search early in your research and keep a draft list of the sources you find.
- Wikipedia is not to be used as a reference. It can only be used as a preliminary source, but cannot be cited in an academic paper.
- Keep in close contact with your committee as you progress through your research and writing. It also helps to stay on track by setting deadlines for yourself.
- Do not procrastinate! Work on your thesis research and writing as often to keep your topic foremost in your mind. During the writing stages set aside a specific time each day to write and only write. Stick to your schedule. Book a study room in the library if needed.
- For further information on thesis writing. Check out the UAF THESIS FORMAT HANDBOOK. The link can be found on the UAF Graduate School website:
<http://www.uaf.edu/gradsch/current/forms-1/>

Road Map to Graduation

Here is a quick list of the paperwork necessary for your program and graduation:

First semester of your program:

- [Appointment of Committee Form](#) - due by the last day of instruction

Second semester of your program:

- [Graduate Study Plan \(GSP\)](#) must be submitted by the end of the second semester
- [Annual Report of Advisory Committee](#) due by May 15 of **every year**

At least **one semester prior** to graduation:

- Advancement to Candidacy: [Master's](#) or [Ph.D.](#)

Last semester of your program (if not submitted yet):

- [Report on Comprehensive Exam](#) (oral and/or written)
- [Report on Language Tool](#) (if required)
- Report on [Thesis](#) Defense
- [Graduation Application](#)

Student Code of Conduct (18-19 UAF Catalog)

1. As with all members of the university community, the university requires students to conduct themselves honestly and responsibly and to respect the rights of others. Students

may not engage in behavior that disrupts the learning environment, violates the rights of others or otherwise violates the Student Code of Conduct (Code), university rules, regulations, or procedures. Students and student organizations will be responsible for ensuring that they and their guests comply with the Code while on property owned or controlled by the university or at activities authorized or sponsored by the university.

2. The university may initiate disciplinary action and impose sanctions on any student or student organization found responsible for committing, attempting to commit, or intentionally assisting in the commission of any of the following prohibited forms of conduct:
 1. cheating, plagiarism or other forms of academic dishonesty;
 2. forgery, falsification, alteration or misuse of documents, funds, property or electronic records;
 3. damage or destruction of property;
 4. theft of property or services;
 5. harassment;
 6. discrimination;
 7. hazing;
 8. endangerment, assault or infliction of physical harm;
 9. gender-based or sexual misconduct;
 10. disruptive or obstructive actions;
 11. mistreatment of animals;
 12. misuse of firearms, explosives, weapons, dangerous devices or dangerous chemicals;
 13. failure to comply with university directives;
 14. misuse of alcohol;
 15. misuse of drugs or other intoxicants;
 16. violation of regents' policy, university regulation, rules or procedures; or
 17. any other actions that result in unreasonable interference with the learning environment or the rights of others.
3. Examples of actions that constitute these prohibitions will be described in the university regulation and MAU rules and procedures.
4. This policy and university regulation and MAU rules and procedures are not intended to define prohibited conduct in exhaustive terms, but rather to set forth examples to serve as guidelines for acceptable and unacceptable behavior.

The university has established procedures for enforcing the UA code of conduct. Each student at the university shall be afforded due process in all disciplinary matters. For a complete guide to these procedures, please refer to [Board of Regents Policy and University Regulation 09.02](#) (PDF).

For additional information and details about the student academic misconduct policy, please visit <http://www.uaf.edu/csrr/>.

Student Behavioral Standards

Education at the university is conceived as training for citizenship as well as for personal self-improvement and development. Generally, UAF behavioral regulations are designed to help you work efficiently in courses and live responsibly in the campus environment. They are not designed to ignore your individuality but rather to encourage you to exercise self-discipline and accept your social responsibility. These regulations, in most instances, were developed jointly by staff and students. Contact the Center for Student Rights and Responsibilities for more information.

UAF provides one level of administrative oversight for decisions made by university employees. Individuals are encouraged to first attempt informal resolution with the employee making the decision or the employee's supervisor. An individual seeking further review has the option of filling a written request with the employee's supervisor for decisions made by university employees that are not covered in other university policies, regulations and procedures. The request must be signed and include all relevant information to be considered during the review. The supervisor will consider the information available at the time of the review and provide written notification of the outcome to the individual who filed the request. The supervisor's written response will be the final decision within the university.

Academic Standards

UAF's scholastic standards are designed to help students take action before their academic record deteriorates to the point that readmission to UAF or another institution is difficult. In all cases involving poor scholarship, students are encouraged to consult with their advisor, instructors or dean.

Undergraduate and certificate students are subject to scholastic action if they fail to earn a GPA of 2.0 at the end of the semester. Scholastic action may result in warning, probation or disqualification from the university.

<https://catalog.uaf.edu/academics-regulations/academic-standards/>

Student Resources at UAF

There are a variety of resources available to graduate students at UAF. For hours and information about services provided, students should contact the department directly.

Student Health and Counseling Center

At the Student Health and Counseling Center, students may receive health care, counseling, substance abuse evaluation and referral, health education and assistance with student health insurance. Students must pay the health center fee to be eligible for these services.

The medical staff provides primary health care and referrals for specialty medical services when appropriate. General office visits for preventive care, illness and injury are provided at no charge. Medications, laboratory services, medical supplies and some physical examinations are

provided at reduced cost. Students should call for appointments. Urgent care appointments are available when necessary.

The counseling staff offers individual, group and crisis intervention counseling. Counselors, all with graduate-level training, assist with a variety of personal and interpersonal issues. Students should call to schedule appointments. Students in emergency situations are usually seen the same day. The counseling staff also provide specialized evaluation and referral for alcohol and other drug problems at no charge when requested on a voluntary basis.

The student health insurance program for international and graduate students on a stipend is administered through the center. An insurance coordinator is available to answer questions about policy coverage and to help with information about how to file claims.

The Student Health and Counseling Center, on the second floor of the Whitaker Building, is open weekdays during the regular academic year and from Monday to Thursday during the summer. For more information, call [907-474-7043](tel:907-474-7043) or [474-7045](tel:474-7045) (TTY), fax [907-474-5777](tel:907-474-5777), email uaf-sh-cc@alaska.edu or visit <http://www.uaf.edu/chc/>.

Police and Fire Departments

The UAF Police Department was founded in 1991 to meet the increasing needs of the university community. Since then it has become a progressive, proactive department striving toward active community involvement as well as the protection of people and property on the Fairbanks campus. In addition to patrol duties, the department makes presentations on topics of importance to the community and supports a college-oriented crime prevention program.

The university emergency communications center serves the Fairbanks campus 24 hours a day. In addition to handling campus law enforcement calls, the center also monitors alarm systems both on and off campus and handles after-hours Facility Services calls. The center employs full-time career dispatchers.

The University Fire Department provides fire, rescue, EMS response, public assistance and hazardous materials response to the Fairbanks campus as well as the University Fire Service Area and EMS district. The department provides protection for a 26-square-mile area and more than 22,000 people. The department is nationally recognized and staffed full time at two stations, one on campus and one in the fire service area. The department provides plan review and inspection services to the Fairbanks-area and rural campuses. The Fire Department provides exceptional employment and career opportunities for students interested in a career in emergency services. The hands-on, interactive program develops highly skilled individuals able to perform all the duties of professional career firefighters.

The emergency telephone for both police and fire is **911**. For more information, call [907-474-7721](tel:907-474-7721) for the police department, [907-474-5770](tel:907-474-5770) for the fire department, or visit <http://www.uaf.edu/police/> or <http://www.uaf.edu/fire/>.

Career Services

Career Services provides career counseling and job search assistance, and also reviews statements for graduate school applications. The Career Services advisor reviews resumes and cover letters, conducts practice interviews and provides online resources through the Career Services website. Information about employment, internships and on-campus jobs is available 8 a.m.–5 p.m., Monday–Friday.

Students and alumni can network with employers and explore careers by participating in on-campus recruitment events, career weeks focused on specific fields, and job fairs where students can apply for full-time employment and internships with local, statewide and national employers. Career Services is in the Academic Advising Center on the fifth floor of the Gruening Building. For more information call [907-474-7596](tel:907-474-7596), email uaf-career@alaska.edu or visit <http://www.uaf.edu/career/>.

UAF Graduate School

Dates and Deadlines

Please visit the UAF Graduate School website for dates and deadlines. The dates may change is constantly updated. Here is their website <https://www.uaf.edu/gradsch/calendar/dates-and-deadlines/>

Also subscribe to their google calendar: <https://www.uaf.edu/gradsch/calendar/>

Tools for Research

Mendeley... <https://www.mendeley.com/>

Endnote... <https://endnote.com/>

Google docs... <https://docs.google.com/document/u/0/?tgif=c>

Word (word 365 with cloud)... <https://www.office.com/>

The University of Alaska Fairbanks is an AA/EO employer and educational institution and prohibits illegal discrimination against any individual. Learn more about UA's [notice of nondiscrimination](#).

For questions or comments regarding this document, contact uaf-cxcs@alaska.edu.