

Challenge Yourself!



Center for Cross-Cultural Studies

M.A. Cross-Cultural Studies Program
STUDENT GUIDE

Crystal Frank, M.A.
Created Fall 2018

Cross-Cultural Studies
M. A. 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

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STAFF

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**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 CCS M.A. Program!
Earn your degree via distance!

The cross-cultural studies M.A. degree program emphasizes Indigenous knowledge systems. The program is designed to provide graduate students from various fields of interest an opportunity to pursue in-depth study of the role and contributions of Indigenous knowledge in the contemporary world. Students are expected to demonstrate the ability to work effectively with Indigenous people in their studies.

Students can earn the M.A. degree either on the Fairbanks campus or through distance delivery. Special application requirements and deadlines apply for distance M.A. degree programs. For more information contact the department (907) 474-1902 or visit our website at:
<https://www.uaf.edu/cxcs/>

M.A. in Cross-Cultural Studies Degree Requirements
Minimum Requirements for Degree: 36 credits
2018-2019 Catalog

Program Requirements

Complete at least 6 credits in a field setting, including minimum of one week camp with elders.
Complete at least 36 semester hours beyond the bachelor's degree level.
Students may transfer a maximum of 9 hours from another university into their program.
Complete at least 30 of the 36 semester hours at the F600 level.
Satisfactorily complete a comprehensive examination.

1. Complete the [general university requirements](#).
2. Complete the [master's degree requirements](#).
3. Complete the following core courses:
4. CCS F604--Documenting Indigenous Knowledge--3 credits
5. CCS F608--Indigenous Knowledge Systems--3 credits
6. CCS F612--Traditional Ecological Knowledge--3 credits
7. CCS/ED F690—Seminar in Cross-Cultural Studies--3 credits

Cross-Cultural Studies Specialization Courses:

Select at least one from the following:

8. ANS/ED F461--Native Ways of Knowing--3 credits
9. CCS/ED F610—Education and Cultural Processes--3 credits
10. RD F425--Cultural Resource Issues--3 credits

Electives

11. ANS F475--Alaska Native Social Change--3 credits
12. CCS F602--Cultural and Intellectual Property Rights--3 credits
13. CCS/ED F603--Field Study Research Methods--3 credits
14. CCS/ED F611--Culture, Cognition and Knowledge Acquisition--3 credits
15. CCS/ED F613—Alaska Standards for Culturally Responsive Schools--3 credits
16. CCS F698--Non-Thesis Research/Project--6 credits
17. Minimum credits required--36 credits

CENTER FOR CROSS-CULTURAL STUDIES GRADUATE COURSE DESCRIPTIONS:

Complete the following core courses:

CCS 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](#).
Lecture + Lab + Other: 3 + 0 + 0*

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](#). Lecture + Lab + Other: 3 + 0 + 0

CCS F690: Seminar in Cross-Cultural Studies (3 credits)

Investigation of current issues in cross-cultural contexts. Opportunity for students to synthesize prior graduate studies and research. Seminar is taken near the terminus of a graduate program.

Prerequisites: Advancement to candidacy and permission of student's graduate committee.

Cross-listed with [ANL F690](#); [ED F690](#); [RD F690](#). Lecture + Lab + Other: 3 + 0 + 0

Cross-Cultural Studies Specialization Courses

Select at least one of the following:

ANS F461: Native Ways of Knowing (3 credits)

Focus on how culture and worldview shape who we are and influence the way we come to know the world around us. Emphasis on Alaska Native knowledge systems and ways of knowing.

Prerequisites: Upper-division standing. Cross-listed with [ED F461](#). Lecture + Lab + Other: 3 + 0 + 0.

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](#). Lecture + Lab +*

Other: 3 + 0 + 0

RD 425: Cultural Resource Issues (3 credits)

An examination of the potential impacts of development projects on cultural systems. Explores data gathering, analytical techniques and use of impact data. *Prerequisites: Junior standing.*

Lecture + Lab + Other: 3 + 0 + 0

Electives

ANS F475: Alaska Native Social Change (3 credits)

Tradition and change in Native social institutions in contemporary society. Methods of identifying and analyzing significant Native social change processes for public understanding.

Prerequisites: [ANS F242X](#). **Lecture + Lab + Other:** 3 + 0 + 0.

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. Lecture + Lab + Other: 3 + 0 + 0.

CCS 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. **Lecture + Lab + Other:** 3 + 0 + 0.

CCS/ED 611: Indigenous Knowledge Systems (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](#). **Lecture + Lab + Other:** 3 + 0 + 0

CCS/ED 613: Alaska Standards for Culturally Responsive Schools (3 credits)

Offered As Demand Warrants. Guidelines, rationale and resources for adapting educational policies, programs and practices to better address the cultural well-being of the students and communities they serve. Content will be grounded in the "Alaska Standards for Culturally Responsive Schools" including standards for students, teachers, curriculum, schools and communities. **Cross-listed with** [ED F613](#). **Lecture + Lab + Other:** 3 + 0 + 0

Generally Planned CCS Course Offerings

FALL

CCS F604 Documenting Indigenous Knowledge
CCS F608 Indigenous Knowledge Systems
CCS F603 Field Study Research Methods
CCS/ED F611 Culture, Cognition and Knowledge Acquisition
CCS F699 Thesis

SPRING

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.

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.
- A Bachelor's degree from an accredited institution with at least a 3.0 ("B") cumulative grade point average in undergraduate studies, and a 3.0 average in your major.
- 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.
- Statement of Goals (500 words or less): why applying, professional goals, research interests.
- Professional vitae/resume
- Three letters of reference, including two professional references and one letter from a cultural/community organization (signed, dated, no more than 2 years old).
- 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.
- 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, 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

Steps towards Completing Your CCS M.A. 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 Cross-Cultural Studies MA 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 MA 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 the original 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.
- Near the end of your MA 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 CCS. 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.
 - 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/>
 - You will be awarded your M.A. degree in Cross-Cultural Studies when you have completed all of the above and have completed your thesis or project. When possible you will be expected to present your thesis or project orally to other students and faculty in an appropriate setting. 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.*
 - 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.

- CCS M.A. Comprehensive Examination: Near the end of your M.A. 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 Cross-Cultural Studies you have chosen to research. In consultation with your faculty advisory committee chose three areas of concentration from the following list. There needs to be a well-defined relationship between the comp exam areas showing their support for and underscoring of the thesis/project. Your committee will provide you with a reading list for each of the three areas on which your comprehensive exam will be based. Typically, the written portion of the exam is proctored and takes place over a four and one half hour period. Students are expected to reference assigned readings in their exam answers. The written exam is followed (usually within a week) with an oral exam with your committee. The faculty advisory committee may choose to approve the writing of academic papers in lieu of one or more of the exam questions.

- CCS Comprehensive Examination Topics (choose three in consultation with committee):
 - Documenting Indigenous Knowledge
 - Traditional Ecological Knowledge
 - Native Ways of Knowing

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 CCS Master's degree program. Master's program costs typically include tuition, fees and books.

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/>

Students enrolled in the CCS program frequently have been successful in obtaining special scholarships and grants from the following funders. Please consult with your committee chair or administrator regarding information and deadlines.

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?

CCS M.A. Program Thesis/Project Description

Before being granted a Master of Arts degree in Cross-Cultural Studies at UAF, students must complete either a thesis (1-12 credits) or an applied community development project (6 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/project. 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 Project Defense or Report on Thesis or Dissertation Defense form needs to be completed and submitted to the Department and Graduate School.
- Understand that the student's faculty committee, the Graduate School, and the Graduation Office determine final acceptance of the thesis/project. 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.

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/>

Final copies of your project:

- After you make the changes required by the Graduate School, you should resubmit your final project electronic copy to <https://www.uaf.edu/gradsch/current/ready-to-graduate/mproject/>. 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.

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.

Tips for Thesis/Project 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/>

Project —Frequently Asked Questions

1. What is a cross-cultural studies project?

An applied community development project is an alternative to a formal thesis. It focuses more on practice than formal research and creates a “product” rather than a thesis as a final result. There are no set requirements for the length of a document related to a project. A project may be either an academic paper or an applied activity. It might take the form of an instructional manual, an extensive brochure, or coordinating an activity such as a workshop, seminar or conference. It depends on your focus and goals for the project. The product is expected to be something that can be used by others to further rural development endeavors. Regardless of what form a project takes, it must be accompanied by a methodology paper.

2. What is the project methodology paper?

The project methodology paper is typically a 15-20 page essay describing the process the student went through in completing the project. It may be written in the “first-person” and begin with some brief autobiographical information informing the reader about your educational and professional background and how you came to choose your project. The methodology paper should then describe the process of how the student gathered information, what the challenges were, and what the lessons learned were. The paper must be written in an academic style with properly cited references.

3. How does a project differ from a thesis?

A. A project does not have to be written in a formal academic format, though, it is required for the methodology essay part of the project.

B. A project does not go to the Graduate School for final approval. The Graduate Committee makes the final decision to approve the project or not.

C. A project is not available through the UAF library as is a thesis. A project will be kept in the CXCS library.

D. A project creates a tangible product that can be used by others.

E. A project is six credit hours while a thesis is six to nine credit hours.

4. What are the elements of a project?

A. A project contains both secondary and primary research on the issue/topic/area of interest that you choose.

B. A project is presented in three parts: A 15 to 20 page essay outlining your research methodology and results, outcomes of the project, lessons learned in the project, and the process of how the project evolved over time and why and how that evolution took place. The product itself, be it a paper curriculum, brochure, video, conference proceedings, etc. A bibliography/resource list for others to use.

5. Creating a project outline for your Graduate Study plan—this is a requirement for the submission of your GSP and must be included when it is sent to the Graduate School for approval. It is a 2–4 page outline. Suggested Outline:

A. What is your project? A title and brief paragraph describing your project idea.

B. Why do this project? A brief paragraph detailing why you want to do this.

C. How you will go about doing the project? List possible primary and secondary research methodologies, an outline of the project process from start to finish, how you will find the resources to do this, and any other considerations specific to completing the project.

D. List possible outcomes from doing this project—this may include the product produced, other possible outcomes as a result of your efforts, and any benefits that might accrue from your efforts.

E. What are some of the possible lessons learned that might come from the project? These are not really known at this stage, but thinking about what might be learned can help be a guide to evolving your project.

F. Any other information or considerations concerning your project you might want to mention.

6. Tips for project development

- Pick a project that is related to your interests, background and most importantly, something for which you have a passion.
- Make the project process fun, not a chore.
- Let the project evolve as you learn. Do not be afraid to let changes occur as it moves forward. The product can often change as you learn more about your project idea and the outcomes needed to make it work.
- Use your Graduate Committee as a resource to help you on your project.
- Work on it on a regular basis, do not wait until the last minute. Be aware of the timelines involved.

- Keep the idea in mind that a project is more of a practice approach, though there is considerable research involved. The end is a usable product that enhances the field of cross-cultural studies. It is a sharing of the learning you have experienced through the project process.

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](#) or [Project](#) 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/>

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.