

UNIVERSITY OF OREGON



ENVIRONMENTAL STUDIES
STUDENT HANDBOOK

MASTER'S PROGRAM

2010

revised 09/2010

The Environmental Studies Program has attempted to create a clear, concise document for students that embodies Program requirements and expectations, as well as those of the Graduate School. However, for unique circumstances, please consult the Graduate Program Coordinator for further direction.

NAMES, ADDRESSES, and MISCELLANEOUS PROGRAM INFORMATION

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- econews@lists.uoregon.edu
Econews is a listserv for those interested in receiving and posting action alerts, news, off-campus info, political updates, etc. To subscribe, send *subscribe econews* <your email> end to majordomo@lists.uoregon.edu
- esgrads@lists.uoregon.edu
All ENVS grad students are subscribed to this listserv. Graduate students receive and may post announcements concerning only academic and program-related affairs.
- gesso@lists.uoregon.edu
GESSO is the Graduate Environmental Studies Student Organization. All ENVS grad students are subscribed to this listserv. This list is managed by the students for the students, and is appropriate for any non-academic announcements or invitations. The current list manager is Kevin Belanger (belanger@uoregon.edu)

Publication:

- The Ecotone: The Journal of Environmental Studies, University of Oregon.
Editors: Amanda Peacher, Kevin Belanger, Erica Elliott, Kevin Horan, Kory Northrop, Sara Nienaber, Shannan Stoll
http://envs.uoregon.edu/downloads/Ecotones_Journal%20Information_1_18_07.pdf

Ecotone: a transition zone between two adjacent ecological communities, such as forest and grassland. It has some of the characteristics of each bordering community and often contains species not found in the overlapping communities. An ecotone may exist along a broad belt or in a small pocket, such as a forest clearing, where two local communities blend together. The influence of the two bordering communities on each other is known as the edge effect. An ecotonal area often has a higher density of organisms and a greater number of species than are found in either flanking community.

For questions, comments, contributions, or mailing list information, contact espress@uoregon.edu

Registration:

- **DuckWeb:** class registration, update addresses, check account status online, requires ID and PAC numbers
<http://duckweb.uoregon.edu/>

Let the Graduate Program Coordinator know if information is missing from this handbook that you think ought to be included. Whether it's something you've picked up during your time here, or a question you have that you don't see being addressed, your feedback will help turn this handbook into something useful for *YOU*...

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**these require the Adobe Acrobat Reader*

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INTRODUCTION and PROGRAM HISTORY

In 1983, under the directorship of the late John Baldwin, the first three students were admitted to the interdisciplinary master's degree program in Environmental Studies. In the late 1980's the program inaugurated an undergraduate minor, and the undergraduate major in Environmental Studies was launched in fall 1995. A post-master's Interdisciplinary Doctoral Program in Environmental Sciences, Studies, & Policy (ESSP) was approved by the Oregon University System (OUS) in November of 1997. The first doctoral candidate entered the program in fall 1998. The undergraduate major in Environmental Science began in fall 1999.

Master's students may earn either an M.S. or an M.A. degree in Environmental Studies. The individualized nature and flexibility of the program provide students with an opportunity to integrate different perspectives and develop creative approaches to their study of environmental topics.

PROGRAM REQUIREMENTS for the MASTER'S DEGREE

Basic Program Content

The program has five major components:

- 1.** ENVS 631, 632, and 633 CORE SEQUENCE (9 credits total)
One 4-credit, one 2-credit, and one 3-credit course during the first year.
- 2.** CONCENTRATION AREA COURSEWORK (minimum of 12 credits per area)
Two areas, to be designed by the student with the approval of advisor. Each area focuses on a specific subject/discipline or a theme.
- 3.** ELECTIVES (12 credits)
Students choose at least 12 credits of electives. Students may take more elective credits, but only 12 will apply to the degree. An approved Internship (ENVS 604) may be substituted for 4 of these credits.
- 4.** ENVS 503, THESIS or ENVS 609, TERMINAL PROJECT (12 credits)
Students begin taking these credits in their second year, after they have completed a significant portion of their coursework. The selection of a Committee Chair, and the decision whether to complete a THESIS or PROJECT need to be finalized before approval to register will be granted.
- 5.** ORAL THESIS/PROJECT DEFENSE
A public defense of the thesis or presentation of the project is required.

The Environmental Studies Master's Program requires the completion of 57 graduate-level credits in the appropriate areas designated above. See *Minimum Institutional Requirements*, under the **DEGREE APPLICATION POLICIES AND PROCEDURES** section, for further degree completion information.

β Description of Program Content

1. *The ENVS core sequence* is required of all first-year students. This core sequence is designed to introduce students to the diversity of environmental scholarship on campus, to take them through the initial stages of developing ideas for their thesis or terminal project, and to introduce them to some research methods.

2. *Concentration Area course work* provides the opportunity for depth in two areas. A minimum of 12 credits (usually three 4-credit courses) is required in each of two areas. The areas are subject to faculty approval. The program director has discretion to waive credits or approve course substitutions.

PLEASE NOTE:

Lower division courses (300- or 400-level courses) do not count toward your graduate degree. However, some students may find it necessary to gain additional background in an area that is integral to their course of study. Students enrolled for undergraduate credit may complete graduate-level Reading credits and additional work, arranged with the instructor, to supplement the undergraduate work. Undergraduate courses may not be listed in concentration areas; associated reading credits may apply to concentration areas if approved by the program director and the student's advisor. Students should limit their enrollment in undergraduate classes.

3. *Electives* Students choose at least 12 credits of electives that relate to their degree. Students may take more elective credits, but only 12 will apply to the degree. Internships are not required, but if you choose to do one, you may substitute it for 4 of these credits. Questions about internship requirements and opportunities should be addressed to your advisor. Unless the student is working with another faculty member, the advisor is the instructor of record, and the grader, for internship credits.

4. *Thesis or Terminal Project* credits are taken after the first year. Students may complete a formal master's thesis, following Graduate School guidelines for the presentation of results, or they may instead complete a terminal project. The latter offers greater flexibility in format and presentation. Both theses and terminal projects require enrollment for a minimum of 12 hours of appropriate graduate credit (there is no maximum limit on the number of terminal project or thesis hours that may be taken, but only 12 credits will count toward the degree). A public defense/presentation of the thesis/project is required. See the following *Thesis or Project?* subsection for further discussion. See page 18 for oral defense policies and procedures.

β Thesis or Project?

All students must complete a thesis or terminal project. The project or the thesis *must integrate the two concentration areas*. The student's Advisory Committee oversees all thesis or project work. The committee is composed of at least two faculty members. The advisor designated as Chair must hold the rank of Assistant, Associate, or Full Professor. The second committee member must hold the rank of Assistant, Associate, or Full Professor, or be a career non-tenure-track faculty (NTTF) member in ENVS with rank of instructor or senior instructor. One member (not necessarily the chair) must be from the ENVS core faculty. At least two university departments, including ENVS, must be represented. You will choose one advisor to serve as the thesis or project chair; that person will be responsible for grading all of your thesis/project credit hours. Students may include other, optional members who need not be part of the student's regular Advisory Committee. However, committee members other than NTTF members in ENVS who do not hold an assistant professor position or higher at the University of Oregon are not considered "official".

Although both options require a minimum of 12 credit hours of work, the thesis and terminal project are significantly different in both content and format. A thesis is an extended paper presenting independent and original research which makes a contribution to the current body of knowledge in the field. The author may conduct an original investigation or develop an original interpretation of existing research and/or literature. A thesis adheres to a strict format, generally including five basic chapters or divisions: an introduction of the problem, a review of the literature in the field, an explanation of the materials and methods used in solving the problem, a discussion of results found from review of the methodology, and a conclusion. A full bibliography is included. Theses must be formatted to conform to Graduate School specifications as stated in the UO Style and Policy Manual for Theses and Dissertations (available free online at <http://gradschool.uoregon.edu/?page=thesisDissertationResources> or for a fee at the UO Bookstore).

A terminal project is a presentation embodying the knowledge and skills acquired in studies for the degree. Unlike a thesis, a terminal project has no set format. Subject to approval by the candidate's Advising Committee, the project may be in the form of a written, oral, or visual presentation. Students should discuss the possibilities with their advisors. Projects completed by ENVIS students have included a screenplay, various environmental curricula, a guide to environmental resource groups, and an ecological encyclopedia. Regardless of the project's format, submission of a substantial written document is required as evidence of successfully completing the project.

The decision to do a thesis versus a terminal project depends on several factors. The thesis may be preferable for students planning to continue their higher education or planning to remain in the academic arena. It is also preferable if the advisors or the student want the research to be more widely available, since the thesis is presented to the University library and becomes available to scholars pursuing similar research. The thesis is noted on the student's transcript and is thus acknowledged as a publication.

For students whose program has been planned with a specific job or job field in mind, a terminal project can serve as the opportunity to prepare a document or handbook that will be used in that field. For example, one student who planned to work as a coordinator for senior citizen recreational activities prepared an extensive handbook of senior camp activities as a terminal project. The flexibility in format and content for the project allows a student to prepare something that may be more practical in nature than a thesis.

Students must decide whether they will complete a thesis or a terminal project BEFORE registering for thesis or project credit hours. By the end of the first year, each student must consult with his/her advisor to make a decision on the thesis or project topic. When the student and the participating advisor have reached an agreement, the student will prepare a *written proposal*, which describes the topic and scope of the thesis or project. Your advisor will then sign the proposal to indicate his or her approval. Obtaining this initial written agreement helps prevent confusion and/or disagreement later on as to what constitutes the completed product. A copy of the signed proposal must be submitted to the Graduate Program Coordinator by the end of spring term, first year.

Thesis and project credits both require instructor and departmental permission to register. When the Graduate Program Coordinator receives your approved *written proposal*, you will be pre-authorized to register for the appropriate (thesis or project) credits. You may then register for the credits via DuckWeb.

Students intending to use human subjects (interviews, surveys, etc.) or live animals (experiments) require advance approval. Please see *Research Clearance (Human Subjects Compliance)* under the **GRADUATE SCHOOL INFORMATION** section.

Satisfactory Academic Progress Toward the Degree

Each student is responsible for meeting Graduate School requirements (see the *Minimum Institutional Requirements* subsection) and ensuring that necessary committees have been appointed and proper forms have been filed on time. Environmental Studies requires the following be completed according to schedule in order to demonstrate satisfactory progress.

First Year

By the middle (6th week) of spring term, students are expected to:

- Submit a *First Year Course Plan* with a preliminary Advisory Committee list

By the end of Spring term, students are expected to have completed:

- Required ENVIS core sequence (9 credits)
- Submission of a written thesis/project proposal signed by the committee chair (advisor)
- At least 30 hours of graduate course work with a minimum GPA of 3.0

Second Year

By the end of Fall term, students are expected to:

- Submit an *Approved Course Plan* with Advisory Committee members' signatures

By the end of Spring term students are expected to complete, or be progressing satisfactorily toward completing:

- All course work with a minimum GPA of 3.0
- Thesis or terminal project

⊗ At no time should a student have more than 3 incompletes, other than thesis or terminal project.

⊗ Failure to Make Satisfactory Academic Progress

The Program Director will inform graduate students who are not making satisfactory progress of that fact. The student will prepare a signed statement of explanation for the director, who will then judge the merits of the student's statement. If the statement does not adequately explain the reasons for the lack of satisfactory progress, both the director's and student's statements will be placed in the student's file in the program office. Once the progress is again satisfactory, the statements will be removed.

If the statement satisfies the director that the student is, indeed, making satisfactory progress, only a statement concerning the circumstances for apparent lack of satisfactory progress will be included in the student's record. That statement will be removed when it is no longer needed to explain the lack of satisfactory progress toward a degree.

ACADEMIC ADVISING

🔗 Student Academic Planning

Throughout their graduate programs, students work with academic advisors. All students are assigned an interim faculty advisor before they start the program. Each student is required to select an Advisory Committee, subject to approval by the Program Director, which will serve to oversee both the course plan and the thesis or terminal project. The Advisory Committee must be comprised of a minimum of two UO faculty members of assistant professor rank or higher, each from a different department. One member (not necessarily the chair) must be from the ENVS core faculty. Students may include a third committee member. Members who do not hold an Assistant Professor position or higher at the University of Oregon are not considered “official” committee members, although they may be utilized in addition to the two official committee members. Career non-tenure-track faculty (NTTF) members in ENVS with the rank of instructor or senior instructor may fulfill the role of the second committee member, but may not serve as Chair.

Because each student's program is largely self-initiated, it is critical that students give considerable thought to their academic plans, and schedule ample time in their first year to identify Advisory Committee members. Students are urged to consult with their interim advisor and a range of faculty as well as their student peers concerning course work and other study options.

By the middle (6th week) of spring quarter of their first year, all students must submit a **First-Year Course Plan**, which identifies concentration areas and a preliminary Advisory Committee. This document will be submitted to the Graduate Program Coordinator, who will then submit it to the Graduate Affairs Committee of core faculty for approval. The First-Year Course Plan is available on the Program web page and in this handbook as appendix B-1.

By the end of spring quarter of their first year, students will submit a **written thesis/project proposal**, signed by their chair, to the Graduate Program Coordinator. A year-end review by faculty will provide feedback and recommendations on students' course plans and preliminary committee lists.

By the beginning of their second year, students will have their course plan and Advisory Committee confirmed. During fall term, students will submit an **Approved Course Plan** with their permanent Advisory Committee members' signatures.

Students should periodically assess the course plan to ensure their work is meeting their academic and professional goals and aspirations. Changes can be made with the approval of the Advisory Committee if the amendment does not change more than 6 credits in an area, 12 credits overall.

It is each student's responsibility to keep his or her advisors informed about matters concerning the student's academic progress. Advisors need to be informed about issues that may interfere with satisfactory progress, such as finances, health problems, etc., so they can act effectively as advocates for advisees should it be necessary. The amount of time spent with a faculty advisor is left to the student's discretion. The student is expected to take initiative in arranging meeting times as required.

🔗 Academic Advisors

Students will select an advisory committee that reflects their course of study and areas of interest. The Advisory Committee:

- must have at least two UO faculty members of Assistant Professor rank or higher (career non-tenure-track faculty (NTTF) members in ENVS with the rank of instructor or senior instructor may serve as one of these members)
- must be comprised of faculty representing at least two UO departments
- must have at least one member from the ENVS core faculty (does not have to be the chair)
- must have one advisor designated as the chair, who will grade Thesis/Project credits
- may allow community members to participate as appropriate, in addition to the minimum of two UO faculty
- will require the student to defend/present the Thesis/Project during the final term

- oversees all Thesis/Project work

In addition, the informational sheets titled **Guidance for Faculty Advisors** and **Course Plan Guidelines**, included in Appendix A as items A-1 and A-2, respectively, will be helpful in answering any questions you or your potential advisors may have about the course plan or Program.

Concurrent Degrees

Students may simultaneously work on two master's degrees. To do this, it is first necessary to apply separately, and be admitted to, the two different programs.

If the other major “matches” one of the student’s concentration areas, the student may choose to declare Environmental Studies as the *second* concurrent degree. In this situation, the minimum required credits to graduate from ENVS drops from 57 to 45 (assuming only one thesis is done; see following paragraph).

If ENVS is declared the second degree, the student is required to meet the thesis/project requirement in the first degree, if not meeting it in the second. An advisor from the Environmental Studies program will serve on her/his thesis committee and ensure the thesis is appropriate to ENVS. We strongly recommend that the student consult both the ENVS Graduate Program Coordinator and the Graduate School when making decisions about the thesis and outlining the Concurrent Degree form.

It is recommended that students fill out the Concurrent Masters’ Degree form **early** in the program. The form is available from the Graduate School webpage. **Guidance for ENVS Concurrent Degree Students** and the **ENVS Concurrent Degree Course Plan** are included in the appendices here, as A-3 and B-3, respectively, and are also on the Program web page. Knowing credit and course requirements for each degree program will help prevent any surprises when applying to graduate. Changes to the student’s program require submission of the **Concurrent Degree Revision of Program** form to the Graduate School. Changes that affect the ENVS portion also require submission of a new Concurrent Degree Course Plan to the Graduate Program Coordinator.

Concurrent degree students, declaring ENVS as the *second* degree, must complete and submit the following forms to the ENVS Graduate Program Coordinator:

- Concurrent Masters’ Degrees Form (Graduate School form)
- Concurrent Degree Course Plan (ENVS form)

If ENVS is declared as the first degree, the entire 57-credit program must be completed. The other degree program **may** waive credits or requirements as the second degree. Check with the other degree program for details.

Concurrent degree students, declaring ENVS as the *first* degree, must complete and submit the following forms to the ENVS Graduate Coordinator:

- Concurrent Masters’ Degrees Form (Graduate School form)
- Approved Course Plan (ENVS form)

Concurrent JD/MS students must submit a Concurrent JD/Masters’ Degrees Form. After the form is approved by the Graduate School, the student must request a copy for the Law School in order to have the 10 semester credits waived from the JD program. It is required that Law students finish the Master’s degree (including Thesis or Project submission) the term prior to finishing the JD to avoid complications with degree processing and Bar Exam eligibility.

On the Concurrent Master’s Degrees form you *cannot* list the same course twice (under each degree). Under the ENVS side, list only those courses that count toward your ENVS degree, so use only the courses from your ENVS Concurrent Degree Course Plan or the ENVS Approved Course Plan.

GRADUATE SCHOOL INFORMATION

The Graduate School is the official source of information on graduate degree requirements. In addition, they house the Graduate Funding Library, which has information on fellowships, scholarships, and research grants, and maintain a list of GTF positions available from academic departments, administrative offices and special programs. The Graduate School is located in 125 Chapman Hall 346-5129, or <http://gradschool.uoregon.edu>. **Graduate School forms are available *only* from the Graduate School website, and must be filled in online.**

β M.A. or M.S.?

To earn an M.S. degree, students must meet all Program and Graduate School requirements, as discussed under the sections titled **PROGRAM REQUIREMENTS for the MASTER'S DEGREE** and **GRADUATE SCHOOL INFORMATION**. All work for the degree, including transferred credits, thesis or project, and examinations, must be completed within the seven years prior to graduation in order to receive the degree.

The M.A. degree has a language requirement. The student must show a reading knowledge of a foreign language equivalent to satisfactory completion of the second-year college sequence either with the College Level Examination Program (CLEP) or with adequate course work. The CLEP can be taken at the University Counseling Center Testing Service, 346-3227. Students taking the CLEP must score in the 25th percentile or higher to qualify for an M.A. As with the M.S. degree, all work, including transferred credits and thesis or project, must be completed within a seven-year period.

⌘ Grades, P/NP, Incompletes

To remain in good standing with the graduate school, students must be registered for at least three graduate credits each term. (Students with GTF appointments, see *Graduate Teaching Fellowship (GTF)* subsection.) All students must complete a minimum of **24 graded credit hours in residence** in order to graduate. Other course work may be completed with the Pass/No Pass option, in which grades of B- or better earn a P. Under the Joint Campus Agreement (see **REGISTERING FOR CLASSES** section), course work taken at Oregon State University or Portland State University counts as having been taken in residence.

Students are required by both the ENVIS Program and the Graduate School to maintain at least a 3.0 GPA at all times. When calculating your GPA, consider credit hours earned as well as the grade. For example, if you have 10 hours of C's you must have 10 hours of A's to meet the B average requirement.

Students have one calendar year to convert any course incompletes into passing grades. Failure to do so will affect satisfactory progress, as well as GTF and financial aid eligibility. If more than a year has passed and you wish to remove an incomplete, you may still be able to do so by submitting a *Petition to the Graduate School* form along with the instructor's supplementary grade report to the Graduate School for approval (see the University of Oregon Catalog). At no time should a student have more than three incompletes for course work, not including Thesis or Terminal Project credits (see next paragraph).

When you take Thesis or Terminal Project credits, you will receive incompletes until the thesis or project is completed during your final term. These incompletes will be converted to P at the time of graduation by the Graduate School and Registrar. Unlike incompletes in regular courses, incompletes for thesis or project will not affect your financial aid/GTF eligibility.

⌘ Transferring Course Work

It is possible to receive UO credit for up to 15 quarter credits (10 semester credits) of graduate-level course work taken at another accredited school. Submit a *Request for Transfer of Graduate Credit* form, available from the Graduate School website, with official transcripts documenting the course work you desire to transfer, to the Graduate Program Coordinator. Transfer coursework is subject to approval by your advisor and the Graduate School. All course work, including transfer credit, must have been completed within the 7 years prior to degree conferral. For example, if a student intends to graduate spring 2010 s/he cannot use any credits obtained *before* summer 2003.

✎ Leaves of Absence

Students are allowed a maximum of three terms of academic leave during their course of study at the UO. The *Request for On-Leave Status Form* may be filled out and submitted on the Graduate School website. Leave requests are subject to approval by the Program Director and the Graduate School.

If a student has registered for classes during the intended term of absence, it is his or her responsibility to drop them in order to avoid being charged tuition and receiving non-passing grades. During the leave term, University privileges, including library cards, e-mail accounts, and fitness center, are suspended. Active library cards can be obtained by paying a fee at the circulation desk.

If the on-leave student is keeping some sort of substantial link with the University (e.g., is under contract to teach a course the following term, is on a committee, or is actively doing research for a faculty member), s/he may be able to retain e-mail or library privileges. Request the Graduate Program Coordinator to send a letter explaining why the program or faculty researcher needs to retain the student's access.

In the event that additional time off is needed beyond the time requested on the original leave form, it is necessary to submit another leave request form to the Graduate School for approval in order to avoid penalties, re-registration fees, and the need to petition.

Students who are not enrolled and are not approved for leave are required to pay the tuition, upon re-enrollment, for a minimum of 3 credits for each term of absence. Leave requests are not required for summer term absences.

✎ Research Clearance (Human Subjects Compliance)

You must have prior approval to engage in any research project involving human subjects. This may include surveys, questionnaires, focus groups, and interviews, as well as any other sort of physical tests or experiments that involve living persons about whom you obtain data through direct intervention or interaction. It applies not only to thesis or dissertation research, but also to research for class projects and internships, if there is a possibility that data will be published or maintained for later use. Review committees are unable to give post facto approval. Required Clearance Forms are available from the Graduate School. Questions about approval and guidelines for protocol should be directed to Human Subjects Compliance, Riverfront Research Park, Suite 106, 541/346-2510. You may also check out their website here: <http://www.uoregon.edu/~humansub/>

Research involving the experimental use of vertebrate animals requires approval from the Institutional Animal Care and Use Committee before purchasing or using animals. Animal protocol forms are available from the Office of Veterinary Services and Animal Care, Room 115, Streisinger Hall, 541/346-4958. You may also check out their website here: <http://ovsac.uoregon.edu/>

REGISTERING FOR CLASSES

⚡ Pre-Authorization (Instructor and Departmental)

To register for ENV5 courses that require instructor or departmental approval (denoted in the Schedule of Classes), contact the Graduate Program Coordinator. Be ready with course name and CRN, student ID, number of credits desired and the name of your advisor or the instructor who has agreed to oversee your work. It is preferable that you email this information to Gayla at gaylaw@uoregon.edu. In the case of internship, research, and reading, you may provide a title. Once you have been pre-authorized, you can register for the class through Duck Web.

To register for classes other than ENV5 requiring instructor or departmental approval, contact the appropriate department for further instruction.

⚡ School of Law Classes

Law school courses are open only to undergraduate seniors and graduate students. Students must have earned a minimum 3.0 GPA for three terms prior to registration.

The law school's fall semester begins mid-August. Students must first obtain instructor permission to take a law course as a non-law student. Certain courses are not available to non-law students such as constitutional law and courses specifically related to the legal profession, and some courses are difficult to get into (clinics are notoriously so). Students must obtain a non-law form and register under Law for Non-Law. Take the form to the Assistant Dean for Student Affairs, and also to the ENV5 Graduate Program Coordinator for major approval. Students must also obtain a grad program form from the Assistant Dean of the Graduate School. Credit will be received in term hours (3 semester credits=4.5 quarter credits). You will lose the half credit. You will pay graduate school tuition.

Contact the Law School (6-1559, Room 102 Knight Law Center) for assistance on registration procedures. Because the University divides its academic year into three terms, conversion hours of law classes must be done through the Registrar's office. You will need to complete a petition form in order to get your grade, which will have been automatically assigned incomplete. Also, you will need to change the title of the class, which will automatically be called Law for Non-Law.

⚡ Joint Campus Agreement and Registration

Graduate students may, with advisor and departmental approval, take graduate courses at Oregon State University or Portland State University. A student registers for these courses with the University of Oregon registrar as a Joint-Campus Course (JC 610). The student must be a matriculated UO graduate student in an advanced degree program. A maximum of fifteen JC credits may be applied toward a graduate degree program. You must consult with a Student Records Specialist, and obtain the form, from the Registrar's Office.

You will need to have prior instructor and departmental consent, which requires signatures from officials of the appropriate school (OSU or PSU). The form is submitted to the ENV5 Graduate Program Coordinator for program approval, and finally to the UO Registrar's office. Students are billed usual UO tuition and fees for the course.

Students wishing to use JC courses as part of the ENV5 course plan should gain approval from their advisor *prior to registration*. See the Graduate Program Coordinator if you have questions.

PLEASE NOTE:

- 1) OSU / PSU registrars are not notified of UO registrants. Thus, it is the student's responsibility to be aware of course changes such as class cancellation.
- 2) If you intend to apply a JC class to your degree, please note whether the class is actually a 500- or 600-level class. Although it appears as JC 610 on your UO transcript, it may not count toward Graduate School requirements for 600-level coursework.

Course Registration Requirements and Limits

A graduate student may register for up to 16 credits of graduate or undergraduate course work fall through spring terms (note, however, that undergraduate credits do not apply to your graduate degree). Registration in excess of this level, up to a maximum of 18 credits, requires payment of additional tuition for each extra credit. During summer session, graduate students are also limited to a maximum of 16 credits. To remain in good standing with the graduate school, students must be registered for at least three graduate credits during fall, winter and spring terms. (Students with GTF appointments, see *Graduate Teaching Fellowship (GTF)* subsection.)

International students should request information from the International Affairs office about Immigration and Naturalization Service regulations and minimum credit requirements.

Graduate students working toward an advanced degree must be enrolled continuously until all requirements for the degree are completed. (The Graduate School does allow three terms of approved leave. See *Leaves of Absence*, under **GRADUATE SCHOOL INFORMATION** section.) Furthermore, those using faculty assistance, services, or facilities must register each term for at least 3 graduate credits to compensate for usage. This includes students who are taking only comprehensive or final examinations or defending theses or terminal projects. Likewise, students living elsewhere while writing a thesis, project, or dissertation and sending chapters to an advisor for review must register for a minimum of 3 graduate thesis, project, or dissertation credits each term.

Summer Session Registration

During Summer Session, registration for 16 graduate-level credits is considered the maximum full-time load. Graduate students wishing to enroll for more than 16 credits may be able to do so, according to the following policies and procedures.

- **Approval will generally *not* be granted**
for more than 16 credits of regular graduate courses
for more than 18 credits total
- **Petition to the Graduate School required:** (the petition is available on the [Graduate School webpage](#))
If the student is exceeding the 16 credits because of a mix of graduate- and undergraduate-level credits, the Graduate School petition must list the courses in which the student will be enrolled. The Graduate School must approve the petition, specifying the total number of credits allowed, along with the breakdown of graduate and undergraduate credits. The student will walk a copy of the approved petition down to the Registrar's Office in order to register for the additional credits.

Students exceeding the 16 credits due to 609 Terminal Project must file a petition with the Graduate School. The student will walk a copy of the approved petition down to the Registrar's Office in order to register for the additional credits.

The Graduate School does not grant overload approval to students wishing to exceed the 16 credits due to 605 Reading credits.

- **No Petition Required:**
Students exceeding the 16 credits due to an undergraduate language sequence (e.g. ITAL 101, 102, 103, 5 credits each) will be approved to register for the sequence only (for a maximum of 15 undergraduate credits). If there is a lab, it may be increased to 18 credits. Students must go to the Registrar's office and ask to speak to a Records Specialist. Students wishing to register for other undergraduate courses or graduate/undergraduate combinations need to submit a petition to the Graduate School, according to the preceding instructions.

Students exceeding the 16 credits due to 503 Thesis, 603 Dissertation, or 601 Research should see a Records Specialist in the Registrar's Office. The overload can be approved for up to 18 credits.

FINANCIAL SUPPORT

Office of Student Financial Aid

Financial aid, loan funds, and work study monies are **not** administered by the Environmental Studies Program. The Office of Student Financial Aid has information on and applications for scholarships, grants, loans, and work-study programs. The Office of Student Financial Aid is located in 260 Oregon Hall; 346-3221; 800/760-6953; <http://financialaid.uoregon.edu>.

In addition, the Graduate School is a good resource for funding opportunities. They occasionally hold funding workshops, and have funding resources online at <http://gradschool.uoregon.edu/?page=fundingResources>

Graduate Teaching Fellowship (GTF)

Graduate Teaching Fellowships will be offered only to students who make "satisfactory progress" (see **PROGRAM REQUIREMENTS for the MASTERS DEGREE** section). For master's candidates, GTFs will not be offered to third year students except in unusual circumstances. The Program Director will make that determination.

The Graduate Program Coordinator administers payroll for ENVS students with GTF positions. GTFs receive a separate handbook, the General Duties and Responsibilities Statement (GDRS).

GTFs absolutely must be registered for at least nine credits. ENVS strongly encourages those students with a GTF to register for as close to the maximum of 16 credits as possible. The College of Arts and Sciences (CAS) has directed all programs and departments to maximize credit hour enrollment, especially at the graduate level and for funded students (GTFs).

This does not mean you need to sign up for another class. You can register for research or supervised college teaching credits to reflect the work you are doing as a graduate student as well as your GTF work. In addition, you are encouraged to add research/thesis/project credits to reflect your academic work toward degree completion.

Listed below are the maximum equivalents of each GTF FTE for teaching/research credit hour assessment. Please register for supervised college teaching or research credits as can be justified by your appointment without exceeding 16 credits. Students being supported by ENVS register for these credits through ENVS (this includes farm-out GTFs).

<u>FTE</u>	<u>credits</u>
0.2	2
0.25	3
0.3	4
0.35	4
0.4+	5

The Graduate School also has many helpful resources for GTFs.

If you have questions regarding your GTF appointment level or credit enrollment, please consult the Graduate Program Coordinator.

Advise the professor with whom you are working that you are signing up for these credits, as they will grade you (P/NP) at the end of the term. If you are teaching a 411 course alone or with another graduate student, the Program Director is your instructor of record.

☞ Teaching an ENVS 411 Course

Each year, Environmental Studies offers a few student-taught, topical, ENVS 411 courses for undergraduate students. All graduate students in the program are invited to submit applications to teach, though applications from PhD students and from second year Master's students will receive priority. Applications are due in January or February, specific date TBA. Email submission is preferred.

Students may apply individually or as a team. Proposals should include the following:

- Course Title
- Preferred Term
- Scheduling Preferences
- Course Description
- Course Goals
- Course Outline
- Course Requirements
- Required Reading
- Grading Criteria
- Methods of Instruction

**Teaching a 411 is a great
opportunity to obtain teaching
experience
and to make a significant
contribution to the program.**

Each team member should also describe their teaching experience and a plan of action for preparing to teach such a class (e.g., consultations with the Teaching Effectiveness Program, etc.). Each person should also supply a brief letter of recommendation from a UO faculty member (email is preferred).

We realize the content of the proposal is tentative; however, it is important to give an accurate indication of the kind of course you would teach, and a sense of your level of preparedness.

Although students are encouraged to think creatively, repeating courses that have been taught successfully in the past is also a viable option. For example, "Public Lands" was developed by Corey Boseman in 1997, and has been taught by several other grad students since then.

☞ Summer Sandwich Tuition Waiver

Students who are eligible for a Summer Sandwich Tuition Waiver are strongly encouraged to enroll in summer term. University resources are expended for graduate students in a variety of ways. Education outside of regularly scheduled classes is a common mode of instruction, especially at the advanced graduate level. Yet there has usually not been any need to enroll, particularly because such informal, but vital, educational efforts are not part of the formal degree requirements. But in fact graduate students spend a large amount of their time doing research or writing, and may make extensive use of the library and its various services, spend large amounts of time in research labs, discuss their findings with advisors, submit chapters for review, use university office and computing facilities as they advance toward the completion of their thesis/project, and the like. This academic progress toward thesis/project completion should be noted on your transcript through registration for research (ENVS 601) credits. In addition, summer term of the first year is a good time to complete an internship, should you choose to do one.

Students who meet either of the following conditions are eligible for a "summer sandwich" tuition waiver:

- have held a GTF appointment for two terms during the current academic year and will be appointed for the following fall
- OR**
- held a spring term appointment during the current academic year and will be appointed for all three terms of the following academic year

Note that summer sandwiches waive tuition for 16 credits only. Students are responsible for payment of tuition over and above 16 credits. See the *Summer Session Registration* subsection for further details.

Barker Research Support

Support from the Barker Foundation allows us to provide some funding for student research and research-related travel (e.g., to conferences). We can fund a limited number of proposals for a maximum of \$750 per proposal.

If you are planning to go to a conference, or you need some support for a research project, you may apply for funding by submitting the following materials:

- An approximately 1-page justification describing your plans and indicating how you will use the funding
- A proposed budget and budget justification
- A one or two paragraph letter of support from your advisor

Priority for conference attendance funding will be given to those who are presenting research. If attending a conference is vital for your research plans, and you are not presenting, be explicit about how your attendance at the conference will promote your research. Funding for these situations is rare.

Submit these application materials via email to the Program Director, with copies to the Office Manager and the Graduate Program Coordinator.

Proposals may be submitted at any time. Under normal circumstances you can expect a two-week turnaround on your applications. Each student will be limited to \$750 in any one academic year (July-June).

Retroactive awards will not be considered.

DEGREE APPLICATION POLICIES & PROCEDURES

⌘ Minimum Institutional Requirements

Please review your record to make sure you have met the minimum Graduate School requirements for the degree. Checking now will save you surprises later. By the end of the term you wish to graduate you need:

- 45 graduate credits on record
- 30 credits completed as a conditional or regular graduate in your major
- 24 graded graduate credits in residence
- 9 graduate credits (not counting terminal project) at the 600 level
- to be classified as a regular Master's student (as opposed to "conditional")
- a cumulative GPA of at least 3.0
- to be registered for a minimum of 3 graduate credits the term you graduate, one of which must be Thesis or Terminal Project
- all requirements for the degree to have been completed within 7 years (including transfer credits)

The following must be resolved no less than one term prior to the term of graduation. If you need to complete one of the following processes, you are not eligible to apply for the current term:

- petition to remove an incomplete that is more than one year old
- petition to transfer credits completed as a conditional or regular masters student into your degree program (this includes all graduate post-baccalaureate, non-admitted graduate, and pre- or post-masters credits and/or work from other institutions)
- request to change your current classification to regular master standing in your major

For a Master of Arts degree, you must demonstrate competence of a language other than English within the overall seven-year limit for completion of the master's degree.

You are also required to meet Program requirements, described under **PROGRAM REQUIREMENTS FOR THE MASTERS DEGREE**.

⌘ Thesis

During your final term, you must register for a minimum of three graduate level credits, at least one of which is Thesis.

During the term of graduation you must file three copies of the final abstract of your thesis, including the **Certificate of Submission**, with the Graduate School. **Two** copies of your thesis must be submitted to the graduate school by **Tuesday of the 10th week** (the week before exams) during your graduation term. For specific deadlines for each term, see <http://gradschool.uoregon.edu/?page=deadlines>

Students who wait until their last term to finish writing frequently do not graduate during that term. YOU ARE WELL ADVISED TO FINISH WRITING BEFORE YOUR LAST TERM. *During your last term your committee members need time to read your thesis and suggest changes. This process generally takes the full ten weeks. If you are still writing, there is a good chance that you will not finish by the deadline and will need to register (and pay) for an additional term of 3 credits.*

A public oral defense, with all members of your committee present, is required. All graduate students and faculty are encouraged to attend.

⌘ Terminal Project

During your final term, you must be registered for a minimum of 3 graduate-level credits, of which at least one must be Terminal Project. One copy of your terminal project and the **Advisor's Certification of Completion** form (available from the ENVS website) must be submitted to the Graduate Program Coordinator by **Tuesday of the 10th week** (the week before exams) during the term of graduation.

Although the terminal project can take many forms other than a traditional research paper, a “product” must be submitted to the program along with the Advisor’s Certification of Completion form. For example, one ENVIS graduate student’s terminal project was the design and instruction of a Wetlands Ecology class. The product submitted to ENVIS included syllabus, study guides, course assessment, laboratory activities, etc. *The student must consult with her or his Advisory Committee to determine the most appropriate final product.*

A public oral presentation, with all members of your committee present, is required. All graduate students and faculty are encouraged to attend.

Ⓡ Policies and Procedures for Oral Defense

A final draft of the thesis or written project report, in the form to be defended, must be presented to all members of the thesis or project committee no later than **three weeks** prior to the scheduled date for the defense. Failure to meet this deadline will result in postponement of the scheduled defense.

The defense must be held by the end of week 7 of the term in which the candidate intends to graduate. The candidate will make arrangements with all members of the thesis or project committee **as soon as possible in the term of graduation but no later than the end of the second week of the term in which the candidate intends to graduate**. The student will notify the Graduate Program Coordinator of the date and time of the defense by a date **at least 3 weeks before the defense date, and no later than the end of week 4**. The coordinator will then arrange for a defense venue and advertise via listservs and fliers.

All members of the thesis or project committee must attend the defense. Candidates planning to graduate during summer term should be aware that it may be more difficult to schedule a defense that all of their committee members are available to attend.

Defenses of theses or projects will adhere to the following format:

- Defenses are open to the public and advertised to the ENVIS community.
- The advisor presides over the thesis or project defense.
- The candidate presents a summary of the thesis or project, highlighting its most significant results. Presentations are typically 15-30 minutes.
- Each member of the committee, concluding with the advisor, is given an opportunity to ask the candidate questions about the written materials or the presentation.
- As time allows, the audience is given an opportunity to ask the candidate questions.
- The total time for presentation and questioning of the candidate will be a maximum of ninety minutes.
- After questioning has concluded, the candidate and audience are dismissed to allow for private deliberation by the committee.
- The committee will determine whether the candidate passes successfully or fails the public defense, and will determine any additional changes or revisions required prior to the submission of the final version of the thesis to the Graduate School, or written project report to the ENVIS graduate program coordinator.
- In the case of a successful defense, the audience is invited to return for an announcement of the candidate’s success. In the case of an unsuccessful defense, the candidate is informed privately of the results.
- In the case of a successful defense, all committee members sign the approval form (available from the Graduate Program Coordinator and on the ENVIS website). The advisor will then return the form to the Graduate Program Coordinator. This must be done within 5 days of the date of the defense, unless the committee has granted a conditional pass or requires changes prior to final approval. In this case, the advisor will return the signed form after the candidate has completed the required changes to the satisfaction of the committee.

In some rare cases, alternative arrangements for the thesis or project defense may be considered. In such cases, the candidate’s advisor will confer with the ENVIS Program Director and other members of the candidate’s committee to determine an appropriate defense format.

After completing any final revisions, graduating students are expected to submit electronic copies of final theses and project reports to the UO Library's Scholar's Bank for electronic archiving. For theses, two hard copies are submitted to the Graduate School; the Graduate School returns one to the ENVS Program for its library. For projects, one copy is submitted to the ENVS Graduate Program Coordinator.

⌘ Graduating

Completed degree applications are due to the Graduate School by Friday of the second week during the term you plan to graduate. You will submit the *Application for Advanced Degree* electronically.

<http://gradschool.uoregon.edu/?page=graduation>

Diplomas are mailed to the student's permanent address approximately 10 weeks from the end of the term. It is therefore important to update any changes of address on DuckWeb.

MASTER'S PROGRAM in ENVIRONMENTAL STUDIES

GUIDANCE FOR FACULTY ADVISORS

A **ADVISORY COMMITTEE** Students will select an advisory committee that reflects their course of study and areas of interest. The Advisory Committee:

- must have at least two UO faculty of Assistant Professor rank or higher (career non-tenure-track faculty (NTTF) members in ENVS with the rank of instructor or senior instructor may serve as one of these members)
- must have at least one member from the ENVS core faculty (does not have to be the chair)
- must be comprised of faculty representing at least two UO departments
- must have one advisor designated as the chair, who will grade Thesis/Project credits
- may allow community members to participate as appropriate, in addition to the minimum of two UO faculty
- will require the student to defend or present the Thesis/Project during the final term
- oversees all Thesis/Project work

C **COURSE PLAN** Because the ENVS Program is interdisciplinary and individualized, each student must submit Course Plans which chart the student's program. See the information sheet titled *Course Plan Guidelines* for further information.

T **THESIS or PROJECT** To fulfill requirements for the Master's degree, each student must complete a Thesis or Terminal Project. The product must integrate the two concentration areas and the electives from the student's course plan. The student's Advisory Committee oversees all Thesis or Project work. The Committee Chair is responsible for grading the 12 required Thesis or Project credits.

Although both the Thesis and Project require a minimum of 12 credit hours of work, they are significantly different in both content and format. A thesis is an extended paper presenting independent and original research which makes a contribution to the current body of knowledge in the field. A thesis adheres to a strict format, generally including five basic chapters or divisions. Theses must be formatted to conform to Graduate School specifications as stated in the UO Style and Policy Manual for Theses and Dissertations online at <http://gradschool.uoregon.edu/?page=styleManualContents>

A Terminal Project is a presentation that embodies the knowledge and skills acquired in studies for the degree. Unlike a Thesis, a Terminal Project has no set format. Subject to approval by the candidate's Advising Committee, the project may be in the form of a written, oral, or visual presentation. Students should discuss the possibilities with their advisors. Projects completed in the past by ENVS students have included a screenplay, various environmental curricula, a guide to environmental resource groups, and an ecological encyclopedia. A product and written documentation must be submitted to the ENVS program in order for the degree to be granted.

The decision to do a Thesis versus a Terminal Project depends on several factors. The Thesis may be preferable for students planning to continue their higher education or planning to remain in an academic arena. It is also preferable if the advisors or the student want the research to be widely available, since the Thesis is presented to the University library and becomes available to scholars pursuing similar research. The Thesis is noted on the student's transcript and is thus acknowledged as a publication.

For students whose program has been planned with a specific job or job field in mind, a Terminal Project can serve as the opportunity to prepare a document or handbook that will be used in that field. For example, one student who planned to work as a coordinator for senior citizen recreational activities prepared an extensive handbook of senior camp activities as a Terminal Project. The flexibility in format and content for the Project allows a student to prepare something that may be more practical in nature than a Thesis.

Students must decide whether they will complete a Thesis or a Terminal Project BEFORE registering for Thesis or Project credit hours. Grades for Thesis or Project will remain *Incompletes* until the student graduates.

During the first year, each student will work with his/her advisor to make a decision on the Thesis or Project topic. By the end of spring term, 1st year, the student will prepare and submit to his/her advisor for approval signature a **written proposal** that describes the topic and scope of the Thesis/Project. Obtaining this initial written agreement helps prevent confusion and possible disagreement later on as to what constitutes the completed product. A copy of the signed proposal must be submitted to the ENVS Graduate Program Coordinator. Preauthorization of registration for these credits cannot be granted until the approved proposal has been submitted.

? **QUESTIONS** Please contact the ENVS Graduate Program Coordinator, gaylaw@uoregon.edu or 541/346-5057.

MASTER'S PROGRAM in ENVIRONMENTAL STUDIES

COURSE PLAN GUIDELINES

The Environmental Studies Course Plan charts each student's individualized program of study. Students design the Course Plan with the help and approval of their advisors. The ENVS Master's Program has five components: first-year core sequence, concentration area course work, electives, thesis/terminal project, and oral defense. A minimum of 57 credits must be completed. The intent of this document is to communicate the expectations for completion of the Master's degree in ENVS. However, due to the interdisciplinary and individualized nature of the program, a student with unusual circumstances should consult with the ENVS Graduate Program Coordinator for further direction.

ENVS 631, 632, 633 CORE SEQUENCE (9 credits total)

All ENVS Master's students are required to enroll in ENVS 631 (fall – 4 credits), ENVS 632 (winter – 2 credits), and ENVS 633 (spring – 3 credits) in the first year.

CONCENTRATION-AREA COURSE WORK (minimum of 24 credits)

Each student will design a Course Plan centered on two concentration areas. Each concentration area will focus on a different discipline or theme, and will contain a minimum of 12 credits, utilizing courses from different departments to gain understanding of the central theme.

ELECTIVES (12 credits)

Students will take 12 credits of electives other than their concentration-area coursework. With advisor approval, a 4-credit Internship may be substituted for 4 of these elective credits. The electives must contribute to the course plan and the thesis or project focus.

THESIS or TERMINAL PROJECT (minimum of 12 credits)

Each student needs to complete a minimum of 12 credits for either Thesis or Terminal Project. Students cannot take Thesis or Project credits during the first three terms of study. It is appropriate to document preliminary work of this nature under ENVS Research or Reading credits. Please refer to *Guidance for Faculty Advisors* for a discussion of the two final products.

ADDITIONAL USEFUL INFORMATION

The Joint-Campus Program allows graduate students to enroll in classes at both OSU and PSU. A maximum of 15 joint-campus credits may be applied toward a graduate degree. See the ENVS Master's Handbook for further information.

Some students may find it necessary to gain additional background in an area that is integral to their course of study. Undergraduate coursework cannot be counted toward a graduate degree, so cannot be substituted for graduate coursework on your course plan. Students who do enroll for undergraduate credit usually complete several graduate-level ENVS Reading credits, arranged with the instructor, to supplement the undergraduate work. Reading, research, and other individualized study credits must be approved by the advisor and Program Director before they can be used in fulfillment of degree requirements. The expectation is that concentration areas and electives are comprised of regular graduate classes.

WHO'S WHO IN ENVS...

Program Director	Alan Dickman	302 Pacific Hall	adickman@uoregon.edu	6-2549
Office Manager	RaDonna Aymong	144 Columbia Hall	raymong@uoregon.edu	6-5081
Grad Prog. Coordinator	Gayla WardWell	243 Columbia Hall	gaylaw@uoregon.edu	6-5057
Grad Admissions Chair	TBA			
Undergrad Advisor/ELP	Katie Lynch	140 Columbia Hall	klynch@uoregon.edu	6-5070
Undergrad Advisor/ELP	Peg Boulay	242 Columbia Hall	boulay@uoregon.edu	6-5945
Undergrad Coordinator	Alissa Manske	144 Columbia Hall	manske@uoregon.edu	6-5006

MASTER'S PROGRAM in ENVIRONMENTAL STUDIES

GUIDANCE for CONCURRENT DEGREES STUDENTS

Appendix A-3

ENVS students seeking concurrent degrees need to complete a **Concurrent Degree Course Plan** for the ENVS Program if declaring ENVS as a second degree, and the Graduate School's **Concurrent Degree Form**, available online.

Concurrent students may declare ENVS their first or second degree. Completion requirements are described below.

The Graduate School requires completion of the ENVS program in its entirety when declaring ENVS the first of two graduate degrees. This includes submission of first-year and approved course plans and a Thesis or Terminal Project for the Environmental Studies Program.

ENVS requires a minimum of 45 credits to be completed when ENVS is declared the second of two graduate degrees. See below for details.

Generally, when ENVS is designated the second of two degrees, you will complete the thesis/project requirements in your other degree field, and you will *not* take Thesis or Project credits through ENVS. Also, because you are completing another degree, ENVS allows you to “double-dip” one concentration area (12 credits), presumably in the area of your other degree, and to “double-dip” the internship credits (4), if you choose to do an internship. That is, you may use those 16 credits as fulfillment of both degrees (check with the other department for their policies). Thus, you will fulfill the following requirements:

First Year Core Sequence	9 credits
Concentration Areas	24 credits
Electives (must be relevant to degree)	12 credits (may substitute 4 credits of internship if you choose)

***TOTAL** 45 credits**

Please note, however, that when you complete the Graduate School's Concurrent Degree Form, classes listed on your ENVS course plan cannot be listed for your other degree requirements (i.e., the Graduate School does not allow “double-dipping” on their concurrent degree form). In addition, each class from your ENVS course plan must be listed on the ENVS side of the Concurrent Degree Form.

For those students who are admitted the same year into a Planning, Public Policy, and Management (PPPM) master's program and the ENVS master's program, these rules apply: during the first year of study, the student will attend ENVS orientation and complete the required ENVS core sequence of classes. In the second year, the student will attend PPPM orientation and take required PPPM core classes. It is expected the third year will consist of a mixture of classes to fulfill both degrees, and research for the thesis or terminal project in ENVS, PPPM, or both.

If you have any questions or need assistance, please contact the ENVS Graduate Program Coordinator.

Additional ENVS 411 Course Scheduling Information

When your 411 course has been selected to be offered you will be asked to supply some additional information for listing in the Schedule of Classes. This is designed to help you answer those questions:

Prerequisites:

What do your students need to know before entering your class? Consider listing one of the ENVS introductory courses as appropriate; 201 for a Social Science, 202 for a Natural Science, or 203 for a Humanities based course. You can always include the note: **I** for Instructor's consent. Prerequisites are enforced through the registration system.

Comments:

Speaking of notes, there are standardized notes that appear at the bottom of the Schedule page. ******(See the listing at the end of the back page for those that may be appropriate to your course.) If you prefer a specific comment, e.g. date of field trip, course web page, etc. that would be appropriate here as well. *The more accurate information you are able to provide at the time of scheduling, the easier the process will be for you, students, and staff!*

Equipment needs:

Teaching in the 21st Century... classrooms can be requested with everything from movable chairs to Internet connectivity. (ENVS has a data projector that can be checked out; however, if you are going to be using it for every class meeting, consider requesting an equipped room to save some hassle.)

Enrollment size limit:

This usually does not affect the equation, as enrollments tend to be lower for 411s than other classes. See *Field trip planning instructions* for more information.

Field Trip Fee:

\$5.00 - \$ 100.00 See *Field trip planning instructions* for more information.

Course Materials Fee:

\$0.00 - \$20.00 as appropriate. Do you envision providing a value-added aspect to the course that might require additional funds? Is this of direct benefit to the students? For example, making business cards, hosting a reception for student presentations, etc. Consider asking the students to share the cost.

Days and Times of course meeting:

Please provide at least two choices, preferably three. ENVS will attempt to schedule courses so as not to conflict with other ENVS courses, courses that are environmentally related, or courses which might be obviously attractive to the same student (i.e. a similar course offered by your advisor). *This could mean that ENVS will not honor your first choice*, so please don't take it personally. We will work to find a mutually agreeable time. *Please also be aware that classroom space is limited during peak times.* In other words, if ENVS does honor your first choice, you still may be asked to teach at an alternate time.

****Standard notes (uppercase)**

A Mandatory attendance

B Open to non-majors after initial registration period

F Additional fee may be required

H Honors

I Instructor's consent

M Major, minor, pre-major restrictions - contact the academic department for additional information

N Open to non-majors only

Q Tentative; registration will be possible if funding is secured

R Repeatable for credit; see Bulletin for limitations

T Self-support course; course fee replaces tuition

Field Trip Planning Instructions

Plan well in advance – field trip dates and fees must be listed in the schedule of classes. You need to know how many students, cost of vehicles to transport, and destination, in order to estimate cost of field trips and amount to charge each student. See attached rate information for details. Schedule information is prepared for publication months in advance.

Field Trip Fee Estimation

(# miles round trip) x (mileage rate) + vehicle cost = field trip fee
students (anticipate low enrollment)

Van Driver Training/Certification

All van drivers must take a training course through the Office of Environmental Health & Safety. The university van training course is an approximately 90-minute class which has classroom and practicum components. In addition, attendees of the van course need to submit a request for "Driver Certification" through the Office of Public Safety (OPS) (see RaDonna Aymong, Office Manager, 144A Columbia Hall, 346-5081). **Please Note: This can take up to two weeks; please ask well in advance.** The van training course can be attended prior to receiving the "Yellow Driver Certification Card" from OPS. "Driver Certification" is valid for 12 months for students and 36 months for faculty and staff. Van certification is a one-time training and is valid indefinitely. Both van and driver certifications are required by OAR 571-10-100 through 571-10-140.

Van training classes are offered at least twice a month by EH&S, with frequency increasing as the need arises (usually the beginning of the school year and the beginning of each quarter).

Contact the Office of Environmental Health & Safety at extension 6-3192, or visit their website at http://odt.uoregon.edu/registration/course_view.php?crse_id=88 for class location and registration.

Travel Approval Form

This form must be completed and approved prior to making travel reservations. This form can be found on the ENVIS website <http://envs.uoregon.edu/reference/adminFacultyResources.php> or you can stop by and obtain one from RaDonna in the ENVIS Office.

Use of Personal Vehicle

Please see the ENVIS Office Manager (346-5081) if you are intending to use your personal vehicle for University of Oregon business. Risk Management requires a **Request to use Personal Vehicle and/or Transport Passengers on State Business** (forms available on the website or from RaDonna) form be filled out each time a personal vehicle is used for university business. For personnel who routinely use their personal vehicles the form may be filled out to cover a period of one year if the department supervisor agrees. If you will be transporting others, you will need to apply for your "**Driver Certification**" card. **This can take up to two weeks; please ask well in advance.**

Travel Itinerary

Prior to leaving, an itinerary must be filed with the Department of Public Safety. This can be filled out online at <http://safetyweb.uoregon.edu>. The form is located under **Online Forms**, then click

on **Travel Itinerary**. Please consult with RaDonna to determine appropriate emergency contact information or other details as needed. **Note:** This requires a complete passenger list of those participating in the field trip. If any passengers are not employees/students of the University of Oregon, please see RaDonna for additional information.

State Motor Pool Vehicle Reservation

This should be your first choice for renting vehicles. Oregon State University (OSU) operates the Eugene Motor Pool. More information can be found at <http://motorpool.oregonstate.edu/reservations/overview.cfm> The phone number for the Eugene office of the Motor Pool is 541-346-2000.

As a second choice, the university also has a contract with Enterprise Rent-A-Car (see information below).

Enterprise Rent-a-Car Vehicle Reservation

If you are planning to use a vehicle from Enterprise Rent-A-Car, you will need to submit a **Field Trip Travel Approval Form** to the office manager for approval. Upon approval, you will receive a travel packet with the necessary information and forms needed prior to your departure (see RaDonna for further information).

Numbers to know:

Department of Public Safety - 346-5444

Office of Environmental Health & Safety - 346-3192

Enterprise Rent-a-Car – 1-800-261-7331 or for Eugene/Springfield locations:

Eugene	541-344-2020	810 W 6th Avenue
Eugene-Airport	541-689-7563	28801 Douglas Drive, Suite 7
Eugene-Garfield St.	541-338-9800	980 Garfield Street
Springfield	541-741-4100	4396 Main Street

Environmental Studies Office Staff:

RaDonna Aymong, Office Manager, 144A Columbia Hall -- 346-5081

Peg Boulay, Co-Director for ELP/ESCI Undergraduate Advisor, 242 Columbia Hall – 346-5945

Alissa Manske, Undergraduate Coordinator, 144 Columbia Hall -- 346-5006

Katie Lynch, Co-Director for ELP/ENVS Undergraduate Advisor, 140A Columbia Hall – 346-5070

Gayla WardWell, Graduate Program Coordinator, 243 Columbia Hall -- 346-5057

Forms

Travel Approval Form must be completed and approved prior to making travel reservations. You can obtain this form either on the ENVS website (<http://envs.uoregon.edu/>) or from RaDonna in the ENVS Office.

Activity Waiver form must be filled out and returned to the Environmental Studies Office any time a student goes off campus for school-related business.

Liability Injury Coverage/Liability and Volunteer Injury Coverage form must be filled out and returned to the Environmental Studies Office any time you do any kind of volunteer work. This form protects you from civil liability for injuries or damage to the person or property of others that is caused directly and solely by an accident occurring during, and arising out of, the performance of official state business duties assigned.

Request to use Personal Vehicle and/or Transport Passengers on State Business form is be filled out each time a personal vehicle is used for university business. For personnel who routinely use their personal vehicles the form may be filled out to cover a period of one year if the department supervisor agrees.


ENVS Travel Expense Summary/Reimbursement Request should be submitted to RaDonna for reimbursement for travel expenses. This form must include your odometer reading and signature (if ELP student, form must be signed by advisor).


Travel Itinerary online form is filled out and submitted online to the Department of Public Safety. Go to their website located at <http://safetyweb.uoregon.edu/>, on the left side click on "ONLINE FORMS" then click on "TRAVEL ITINERARY". Please submit a copy to RaDonna for billing purposes.

241 Columbia / RESOURCE CENTER INFORMATION

Appendix A-6

As ENVS graduate students, you have 24-hour access to Columbia Hall and the Master's Student Offices (241 and 244 Columbia). Key cards are issued at the beginning of the year. To obtain your new keys, take your card to the Office of Public Safety (1319 E. 15th) with your University ID and a (refundable) \$10 deposit per key. *Remember that the doors to these offices don't lock automatically, so be sure to **always lock them behind you when you leave.***

 241 Columbia contains five computers (3 PCs and 2 Macs) and a printer for graduate student use. There are also network connections for those who wish to bring their own laptop to the office. Students are expected to supply their own paper, but ENVS will provide one ream of paper each month, maintain repair of computers, and supply print cartridges. Save work to your uoregon account, and do not install software on university computers.

 A phone (346-5003) is available in 241 Columbia for graduate student use (local calls only).
To turn the **ringer off**, press *8 and hang up after the stutter tone.
To turn the **ringer on**, press #88 and hang up after the stutter tone.
To retrieve **messages**, dial 6-1111, and follow the prompts. The "mailbox number" is 6-5003, and the "security code" is 6722503.

Delete your own messages by pressing *3 and **skip/retain** others' messages by pressing #.
Dial 9 before dialing any off-campus numbers. Dial 6 and the 4-digit extension for on-campus calls.

You must use a personal calling card to make long distance calls.


The ENVS fax machine is available for student use. Documents may be sent locally at the following rates:


1 - 2 pages: \$1


3 - 4 pages: \$2


5 - 8 pages: \$3

additional pages: \$0.25/page

 Please keep the grad rooms clean and uncluttered! Recycling boxes are provided for paper and drink containers and can be emptied into the bins in the hall. To protect against rodents and insects, please do not leave food or drinks lying around. Avoid leaving valuables unattended. Keep the doors locked at all times.

 The ENVS Program Office (144 Columbia) hours are Mondays through Fridays 8:30 a.m. - 12:00 noon and 1:00 p.m. - 4:30 p.m. **Please respect the program staff's quiet lunch hour by limiting your access at that time of day.** Student mailboxes are located in the ENVS Program Office.

 The ENVS Program Office contains a small library. Books may be borrowed for a period of two weeks, and are renewable. Staff members will check out books for you.

 The ENVS photocopier is available only to GTFs and program staff. GTFs are assigned copier codes for each class. Take large (over 50 copies) copy jobs to Quick Copy in the EMU. **Do not take copy orders off-campus for printing.** You should have no out-of-pocket course-related expenses!

ENVS faculty members and GTFs may leave undergraduate course reserve reading material in the ENVS Program Office. Students wishing to make copies may "borrow" materials for two hours by leaving a photo ID with a staff member. The EMU's copy center is on the ground floor, and the Copy Shop is within walking distance on 13th Avenue. Students will not be allowed to make copies in the ENVS Program Office.

Bulletin boards are located outside the ENVS Program Office and are maintained by office staff. Submit items you wish to have posted to the Graduate Program Coordinator, and she will see they make it to the appropriate spot. A separate bulletin board outside the Master's Student Office is available for information relevant to the Graduate Teaching Fellow Federation (GTFF).

ENVS maintains equipment (see list below) in 144 Columbia that is available for checkout. Priority is given to graduate students and faculty who are teaching ENVS classes; however, it may be checked out for individual research as well. These items must be reserved in advance on the calendar on the wall inside the supply room (144A), to guarantee availability. Write your name, the equipment you are borrowing, and indicate the days or hours you will have it. If we don't have a piece of equipment you need for a class, try Media Services at http://libweb.uoregon.edu/med_svc/ or 346-3091.

- overhead projector (complete with pens)
- slide projector
- data projector (with laser pointer)
- Macintosh laptop computer
- Dell laptop computer
- digital camera (3)
- digital video camera
- cd player/radio
- vcr
- scanner

ENVIRONMENTAL STUDIES PROGRAM

ACCEPTANCE OF RESPONSIBILITY FOR OFFICE ACCESS

Graduate students in the Environmental Studies Program have been issued a key for after-hours access to the Program Office. This key is maintained in the graduate offices (240 and 241 Columbia) and is to be used and returned immediately to its secure location.

This access has been granted as a privilege by the Program Director, Alan Dickman, for the purpose of retrieving items from mailboxes and making copies associated with GTF appointments.

Please read the following conditions associated with this privilege.

- Program resources, such as the copy machine, laser printer and associated supplies will be used responsibly.
- Individual office staff workstations will be respected as private offices.
- Times outside of posted open hours (8:30 am – 12:00 pm / 1:00 – 4:30 pm) and/or individual office hours will be respected without unnecessary interruptions.

My signature below indicates that I accept the responsibilities associated with the privilege of access to the Environmental Studies Program Office.

Signature

Date

Printed Name