

UNIVERSITY OF OREGON

ENVIRONMENTAL STUDIES PROGRAM

**ENVIRONMENTAL SCIENCES, STUDIES, AND POLICY
DOCTORAL STUDENT HANDBOOK**

2017
revised 08/30/2017

Names, Addresses and Miscellaneous Program Information

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Econews is a listserv for those interested in receiving and posting action alerts, news, off-campus info, political updates, etc. If you want to receive these emails, ask Nathan to add you to the list.
- 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.

Publication:

- The Ecotone: The Journal of Environmental Studies, University of Oregon.
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 ecotoneufo@gmail.com

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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. The Interdisciplinary Doctoral Program in Environmental Sciences, Studies and Policy 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.

The Environmental Studies Program (ENVS) is intentionally an interdepartmental and inter-college program, rather than a department. Environmental Studies faculty members are drawn from many departments in the College of Arts and Sciences, as well as from the professional schools. This structure ensures that the program has access to the breadth of disciplines and professions that are needed to understand and address environmental issues, and it recognizes that study of the environment is embedded in many different units of the university. The ENVS program is also intentionally connected to the community and committed to working on real-world environmental problems to provide educational benefits and community service. ENVS faculty and students have a long history of collaborations and involvement with schools, local and state government, tribes, and NGOs.

The doctoral program in Environmental Sciences, Studies, and Policy (ESSP) offers a unique opportunity to pursue interdisciplinary study of environmental issues while gaining a thorough grounding in the methods and knowledge-base of a traditional discipline. Students have the freedom to focus their study in any field that offers the Ph. D. at University of Oregon, and to supplement this "focal" area with concentrations drawn from any area of graduate study outside the focal department in the University. This flexibility allows our students to design an individualized curriculum responsive to their educational and career goals.

ROLES IN THE ENVIRONMENTAL STUDIES PROGRAM

Graduate Program Coordinator (GPC)

- Manages graduate programs recruitment
- Manages graduate applications and assists Graduate Admissions Committee
- Manages all approvals and requirements for the graduate programs, such as course plans, applications to graduate, advancement to candidacy, dissertation approval and dissertation defense
- Maintains the graduate program information (web page and handbook) and the GE General Duties and Responsibilities Statement
- Advises graduate students on degree requirements
- Manages GE assignments, payroll paperwork, and contracts
- Preauthorizes course registration for graduate level courses

Director of Graduate Studies (DGS)

- Oversees academic aspects of the master's and doctoral programs
- Directs the graduate admissions process
- Provides academic advising related to degree requirements for ENVS graduate students
- Implements academic policy established by the Graduate Studies Committee and Executive Committee; interprets requirements and reviews and decides on individual course plans, concurrent degree plans, and exceptions to requirements

Program Director

- Sets overall direction for the ENVS Program
- Appoints administrative committees and chairs Executive Committee (faculty) meetings
- Sets course offerings and instructor assignments.
- Oversees GE assignments in consultation with GPC; handles other GE matters as they arise
- Oversees selection of graduate students to teach ENVS 411 courses

Office Manager

- Manages the program budget in consultation with the Program Director
- Handles summer instructional GE contracts
- Handles payroll, purchasing, travel, and reimbursements for all of the ENVS program
- Handles the budget and award process for Barker Grants and other ENVS graduate program funding

Other Office Staff

- Travel and Events Coordinator: Manages events; manages van driver certification.
- Undergraduate Coordinator: Manages class scheduling; pre-authorizes for undergraduate course registration; manages peer advisors for undergraduates

Graduate Program Committee

- Reviews and sets academic policy and curricula for the graduate programs
- Composed of two faculty members and the DGS

Scholarships and Awards Committee

- Reviews applicants and nominates students for graduate and awards and fellowships such as the ENVS Barker Awards, UO Dissertation Research Fellowships, and SYLFF Fellowships, and other UO awards and external awards that require a nomination from the university
- Composed of three faculty members

Graduate Admissions Committee

- Reviews applications to the master's and doctoral programs and makes recommendations for admission to the Executive Committee
- Composed of two faculty members, the DGS, and two graduate student members nominated by the program director

Community Building and Inclusion Committee

- Participates in and provides feedback on university-wide diversity initiatives, and advises the program director on issues relating to community building and diversity
- Composed of two faculty members, and one graduate student member nominated by the program director

Executive Committee

- The governing body of the ENVS Program; meets monthly
- Composed of the core faculty, and a graduate student representative elected by the graduate students

This document is intended to be a clear guide for the range of academic questions that you may encounter. However, for any other circumstances, please contact the Graduate Program Coordinator or Graduate Studies Director for further direction.

PROGRAM REQUIREMENTS FOR THE DOCTORAL DEGREE

SUMMARY OF REQUIREMENTS

The ESSP Program requirements have five major components. These requirements are largely set by the ENVIS program. In addition, there are degree requirements set by the Graduate School related to number of credits, time to degree, residency, etc.

The ESSP requirements differ slightly depending on whether your focus is in the social sciences/humanities/professional schools (ESSP Studies and Policy track), or in the natural sciences (ESSP Natural Sciences track). Your track will be determined at the time you are admitted or at the beginning of your first year. In general terms, Natural Science track students work on research questions related to natural phenomena and use natural science research methods, while ESSP Studies and Policy track students are those who focus on the social sciences; humanities; environmental management, policy and law; environmental design; environmental education; etc.

1. ENVIRONMENTAL STUDIES CORE COURSES

These courses provide a) an introduction to the ENVIS program and faculty and resources available for graduate students; b) a foundation in the key themes and history of the field of environmental studies; c) an introduction to the practice of interdisciplinary research; and d) professional development opportunities.

2. FOCAL DEPARTMENT COURSES

ESSP students gain a foundation in the methods of a particular discipline by selecting a focal department and completing a group of courses required by that department. Some students pursue a major concentration rather than focal department requirements.

3. CONCENTRATION AREA COURSES

The concentration courses add interdisciplinary breadth to your program.

4. ASSESSMENTS OF COMPETENCE

These are typically written and oral comprehensive exams that test your background knowledge in your interdisciplinary fields and your preparation for doing independent research. After completion of the assessments of competence, you will advance to candidacy for the Ph.D. This status signifies you have completed course requirements and are focusing on your dissertation.

5. DOCTORAL DISSERTATION

Completion and defense of a written dissertation and approval by your dissertation committee.

The number of credits required for the Ph.D. in ESSP varies depending on the student's track (Natural Science or Studies/Policy) and the focal department. ESSP students must meet the Graduate School minimum requirements for residency, minimum credits, time to completion, etc. See the Graduate School web page for information: <http://gradschool.uoregon.edu/node/217>.

ENVIRONMENTAL STUDIES CORE COURSES

These two courses introduce you to the field of Environmental Studies: ENVIS 631: Theory and Practice (fall term, 4 credits), and ENVIS 607: Approaches to Interdisciplinary Environmental Science (variable terms, 4 credits). They should be taken in your first year in the ESSP program. Courses taken to fulfill a requirement for ESSP advancement will be generally taken for a grade, unless only the P/NP option is offered. This applies to the core courses and the requirement areas listed below. Exceptions may be made with approval of your advisor and the ENVIS DGS.

FOCAL DEPARTMENT REQUIREMENTS

You will complete a set of graduate courses as established by the focal department. These typically include the doctoral core courses of that department, basic graduate-level courses in research methods appropriate to the focal discipline, and other courses intended to give you a foundation in the discipline and depth in a field of that discipline. Any Ph.D.-granting department at the University of Oregon (except for the Environmental Studies Program) may serve as a focal department.

The focal department requirements vary widely from one department to another, and from one student to another (depending on the student's previous preparation in the focal discipline). For more information, contact the focal department DGS. During your first term in the ESSP program, you will have a preliminary advising meeting that will lay out your focal department requirements (see section on Academic Advising).

In some circumstances, a student is admitted to pursue a major concentration rather than a focal department. In this case, you will complete a major concentration in a stated interdisciplinary field, intended to establish proficiency in the theory, research methods, and practice of a specific interdisciplinary field of study. The major concentration consists of a minimum of 32 credits. Individualized courses, such as 601, 603 and 605 do not count toward this requirement. The major concentration and secondary concentrations must be drawn from a minimum of three departments. The themes of the concentrations must be distinct from each other and broader than the scope of the student's intended dissertation research. The concentration themes and courses must be approved by your advisor and the ENVS DGS.

SECONDARY CONCENTRATION AREA REQUIREMENTS

The secondary concentration provides an opportunity for you to complement your focal department studies with perspectives from other disciplines, leading to a richer grasp of complex issues and the opportunity for interdisciplinary innovation. Any areas of graduate study that complement your main research field may be pursued as a secondary concentration. The secondary concentration may be coursework from a single department, or it may combine courses from more than one department that comprise an interdisciplinary theme. You cannot use courses from your focal department in your secondary concentration. The courses used for your focal department/major concentration and secondary concentration must be drawn from a minimum of three departments. The secondary concentration is designed by the student with approval of their advisor. Secondary concentration courses must be 500- or 600-level. Individualized study courses (601-606, 608-609) cannot be used for concentrations without prior approval from the ENVS DGS.

Studies and Policy track

You will complete one secondary concentration of 16 graduate-level credits.

Natural Science track

There are three components to the secondary concentration for the Natural Science track.

- A secondary science concentration area (minimum of 8 credits)
Your secondary science coursework must be completed in a department that is not your focal department.
- At least one research internship (ENVS 604, for a minimum of 4 credits)
Research internships are typically done in a UO lab that is not your major advisor's group, but they may be done at another institution with approval of your advisor and the DGS. You are encouraged to do your internship outside your focal department, but it may be in the focal department with the approval of your advisor and the ENVS DGS. Typically your advisor will assist you in finding an internship. The purpose of the research internship is to increase your interdisciplinarity and to provide training in another science specialty (and its techniques) that will be useful for your dissertation research. Over the course of one or more terms, you will complete a project based on a written plan designed in advance in consultation with

your internship advisor. You will complete a write-up of the project results. You will meet regularly with your internship advisor and/or with their lab group meetings. The internship can be completed in year one, year two, or (in rare cases) later in the graduate program.

- One environmental issues course (4 credits)

These courses expose Natural Science students to environmental policy issues that engage the sciences, social sciences, culture and values. The course must be at the 500- or 600-level. The following courses are approved to meet the environmental issues requirement. Other courses may be approved by the ENVS DGS.

- PPPM 543 Natural Resource Policy
- PS 577 International Environmental Politics
- GEOG 562 Historical and Contemporary Views of the Environment
- GEOG 563 Geography, Law, and the Environment
- ENVS 511 Law and the Environment
- GEOG 564 Environment and Development
- ENVS 540 Environmental Aesthetics

ASSESSMENTS OF COMPETENCE

Description

The assessments of competence are a set of papers, written tests, projects and/or oral exams that test you on the breadth and depth of expertise you have acquired through coursework, and your preparation to begin dissertation research. The assessments often are called comprehensive exams, but ESSP uses the term assessments of competence in recognition of the different ways in which focal departments conduct such assessments. Your assessments of competence will address your preparation in both your focal department/major concentration and in interdisciplinary environmental studies. They are usually taken at the point when you have finished your coursework requirements and are ready to begin focused work on your dissertation research. The typical time for taking the assessments varies depending on your background and focal department. They are typically taken in the second, third or fourth year, depending on your focal department.

Completing the assessments requires a period of intensive, independent reading, study, original thought, and writing on your part, and you will need to schedule them around other demands in your program such as teaching, field research, travel, meetings, etc. The assessments often take a term or parts of two terms to complete. Typically, you will start planning for your assessments a year in advance. Advance planning will help you time your assessments to fit the schedules of your committee members, who may be unavailable at certain times due to travel, sabbatical, etc. The assessments are to be completed during fall, winter and/or spring terms, because your committee members are unlikely to be available for advising duties during summer term.

Requirements

The format of the assessments of competence usually is based on the format used in the focal department, but for ESSP students the assessments are explicitly interdisciplinary. The format is typically determined by consultation between your advisor, the ENVS DGS, and the focal department DGS. The format is typically discussed in your first year advising meeting. The assessments are administered through ENVS, not the focal department, and the format of the assessments must be approved by the ENVS DGS. The assessments typically are administered by your Advising Committee or an Assessment of Competence Committee. The committee includes a minimum of three faculty members eligible to serve on the dissertation committee, members from at least two departments, and at least one member of the Environmental Studies Program.

You must inform the ENVS GPC in advance of the schedule for your assessments of competence. The GPC will give you information on the next steps, and will initiate the process for you to advance to candidacy with the Graduate School.

ADVANCEMENT TO CANDIDACY

Upon successful completion of your assessments of competence and your course requirements, you will be advanced to candidacy by the Graduate School. After advancement, most students concentrate full time on their dissertation and register only for dissertation credits (ENVS 603).

AFTER ADVANCEMENT TO CANDIDACY

After advancement, there are two key steps to complete.

Appointing the Dissertation Committee

You must recruit all the members of your dissertation committee and have it formally appointed by the Graduate School, typically within one month after advancement, but at least six months before completion of the dissertation and oral defense. The ENVS GPC handles formal appointment of the dissertation committee.

Approval of the Dissertation Proposal

You must complete a dissertation proposal, submit it to your dissertation committee and have it approved by them. The dissertation proposal should be approved within three months after advancement, unless an exception is approved by the ENVS DGS. The format for the dissertation proposal and approval by the committee typically follows the procedures of the focal department. The ENVS GPC must be informed by your committee chair when you have successfully defended your dissertation proposal. Some focal departments may require a dissertation proposal as part of the Assessments of Competence.

While writing your dissertation proposal (if not before), it is a good idea to determine whether you will need funding to complete the project and start finding funding sources and applying for grants.

DISSERTATION

The dissertation is a substantial written study that presents your independent research, and makes a contribution to the body of knowledge on an interdisciplinary environmental topic. In writing your dissertation, you will design the research project, develop research methods appropriate to the project, undertake research that may require fieldwork or travel to collect data or access sources, complete any analyses needed, develop graphics to illustrate the study, and write the dissertation. In some cases, funding is required for analyses, equipment, fieldwork, travel, or research assistants. With the advice of your advisor, you will apply for funding to meet these needs. Completion of the dissertation is a substantial effort typically requiring more than one year of full time effort to complete. While working on your dissertation, register for ENVS 603: Dissertation credits. A minimum of 18 credits in ENVS 603 are required to graduate.

To complete your dissertation, the written document is submitted to the dissertation committee for review, and often there are several rounds of editing. You will present the dissertation to your committee in a public defense, the committee will examine you during the defense, and the committee will then decide whether to pass you as successfully completing the defense. Specific procedures for ESSP dissertation defenses typically are set by the dissertation committee and follow the procedures of the focal department.

GRADUATE SCHOOL DOCTORAL REQUIREMENTS

In addition to the requirements described above, you must also satisfy the University of Oregon Graduate School requirements for the doctoral degree. These requirements cover topics such as minimum number of credits, continuous enrollment, residency, time to completion, composition of the dissertation committee, the dissertation defense, etc. For information on the Graduate School doctoral requirements, see the Graduate School web page at

<https://gradschool.uoregon.edu/node/217>. The GPC and DGS can help you in understanding the Graduate School requirements, but the Graduate School makes all decisions related to satisfying these requirements.

SATISFACTORY ACADEMIC PROGRESS TOWARD THE DEGREE

Environmental Studies requires the following be completed according to the timeline below, in order to demonstrate satisfactory progress.

First Year

By the middle of fall term, you are expected to have completed:

- A preliminary course plan approved in a meeting attended by your preliminary advisor, the ENVS and focal department DGSs, and the ENVS and focal department GPCs.

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

- Required ENVS core sequence
- Required focal department core sequence
- Annual advising meeting. Submit annual report to ENVS GPC by the end of week 10.

Second Year

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

- Second year courses as required by the focal department
- Annual advising meeting. Submit annual report to ENVS GPC by the end of week 10.
- Some of the coursework for the ENVS concentration area(s)

Third Year

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

- Annual advising meeting. Submit annual report to ENVS GPC by the end of week 10.

By the end of Spring term you are expected to have completed, or be progressing satisfactorily toward completing:

- Coursework for the ENVS concentration areas
- Focal department requirements for assessments of competence

Fourth Year

By the end of Spring term you are expected to:

- Have advanced to candidacy
- Have an approved dissertation committee
- Have an annual advising meeting or proposal defense. Submit annual report to ENVS GPC by the end of week 10.
- Have an approved dissertation proposal

FAILURE TO MAKE SATISFACTORY ACADEMIC PROGRESS

The ENVS DGS will inform graduate students who are not making satisfactory progress of that fact. The DGS will issue a remediation plan for the student that outlines the academic deficiencies, what specific satisfactory progress academic metrics the student must meet, deadlines for meeting those metrics, and consequences for not meeting the metrics.

ACADEMIC ADVISING

FIRST-TERM ADVISING MEETING

An interim advisor will be appointed for you at the beginning of your first term. The interim advisor is typically a member of your focal department and also affiliated with ENVS. During your first term, you will have a preliminary advising meeting attended by the ENVS DGS, your focal department DGS, your interim advisor, and the GPCs from both ENVS and your focal department. Before this meeting, you should prepare a proposed course plan to meet the ESSP and Grad School degree requirements, in consultation with your interim advisor. The purpose of this meeting is to reach general agreement on your course plan from both ENVS and your focal department. It is recognized that this is an initial course plan and revisions may be needed, because of courses not being offered, new courses that become available, changes in research direction, etc. These revised course plans are subject to approval by your advisor and the ENVS DGS. In addition to the course plan, the format for your assessments of competence will typically be decided in this meeting.

SELECTING AN ADVISOR AND COMMITTEE MEMBERS

Throughout your graduate program, you will work with academic advisors. You will select an Advising Committee, subject to approval by the ENVS DGS, who will oversee your course plan and annual reviews. Typically you will start by identifying and then recruiting a major advisor, during your first or second year. The major advisor is someone well suited to advise you on the dissertation research topic or area you are aiming for. When you have agreement from them, your major advisor replaces your interim advisor. Then you will start to recruit other Advising Committee members. Often your advising committee also serves as your committee for the assessments of competence, and as your dissertation committee. Members may be added or dropped for specific functions as appropriate, or if your research direction shifts. After your first year, your advising committee will grow incrementally from a minimum of two faculty members by the end of your first year, to four when you advance to candidacy. Members of your Advising Committee must meet the eligibility requirements for the Dissertation Committee, described below.

Your dissertation committee eventually will be composed of a minimum of four UO faculty members who represent a range of disciplinary backgrounds. Composition of the committee must meet the following requirements.

- The chair (your major advisor) and one other member must be members of your focal department.
- The other two (including the Institutional Representative) cannot be members of your focal department.
- Two of the four committee members must be affiliated with ENVS. One of these must be a core faculty member in ENVS, and the other may be core or participating.
- Your committee must include an institutional representative, a UO tenure-related faculty member in one of the approved ranks who is neither a member of your focal department nor an ENVS core faculty member. It is allowable to have a participating ENVS faculty member as your Institutional Representative.
- The chair and institutional representative must have tenured or tenure-related appointments at University of Oregon (Assistant Professor or Higher), or be appointed members of the UO Graduate Faculty. The other two members must have tenured, tenure-related or Lecturer appointments at University of Oregon. Other non-tenure track faculty at University of Oregon with a Ph.D. degree may serve on dissertation committees if they are nominated to the Graduate Faculty; see the Graduate School web pages for more information.
- Other members who do not hold one of the approved ranks at the University of Oregon may be appointed in addition to the four minimum official committee members outlined above. For example, if there is an expert who is not a faculty member at University of Oregon but is providing you substantial guidance and advice on your research, you may want to recognize their contribution by appointing them to your committee. This requires an approval procedure through the Graduate School. The ENVS GPC facilitates this procedure with information provided by you at the same time you submit the Doctoral Committee Proposal Form to the GPC.

Because each student's program is largely self-initiated, it is critical that you give considerable thought to your academic plans, and schedule ample time to identify Advising Committee members. Investigate faculty members' course offerings and web pages, and read their scholarship and professional work. Take a course with faculty members who seem like good candidates for your committee. Once you've identified someone who can contribute to your research development, invite that faculty member to serve on your advising committee. Any faculty member has the option to decline an invitation to serve on an advising committee. Faculty members might decline to serve because they already have too many advisees, they are going on leave or on sabbatical, or they feel their interests are not close enough to your research interests, among other reasons. Before asking a faculty member to serve on your committee, it is a good idea to have taken a course from them, to have met with them to discuss your research interests and seek their advice, and to have given them a brief written statement of your research direction or a short prospectus of your dissertation plans.

The informational sheet titled **Guidance for Faculty Advisors** should be shared by you with your potential committee members if they have not previously served on an ESSP committee.

ANNUAL ADVISING MEETINGS

Each year, you will have an annual advising meeting, typically in spring term. The meeting is to be attended by your advisor and one additional committee member in your first year, and at least one of these members must be a core faculty member of ENVS. The number of committee members attending the meeting is expected to increase in your second year and beyond, as your advising committee membership grows. It is advisable to have your whole committee attend if possible, because this may be the only time they meet face to face to provide you consistent advice.

At each annual meeting, the committee will review what course and other degree requirements you have completed, and approve your goals for the next year, including coursework. The first year meeting should also include some discussion of your research direction; this will become the main component of the meeting in later years. The annual advising meeting is also a time to plan when you will take your assessments of competence and their design. Before the meeting you should prepare materials summarizing your status and thoughts on the meeting topics for the committee members. The advisor or committee members may ask for information on specific topics appropriate to a student's research program. Following the meeting, you and your advisor will complete and submit a report on the meeting, signed by your advisor, and following a format specified by ENVS, to the ENVS GPC. This report is due by the end of week 10 of spring term.

If your focal department has a regular annual advising meeting procedure, you may follow that procedure if your advisor agrees. The meeting should be attended by your ENVS and other interdisciplinary committee members. A report will still be submitted to the ENVS GPC by the end of week 10 in Spring term.

MILEPOSTS FOR ACADEMIC PLANNING

This section provides advice on what you should aim to accomplish at different times, in order to progress to degree completion at a reasonable pace.

First year

- By middle of fall term: Have a first-term advising meeting in which your preliminary course plan is developed. Before the meeting, you should meet with your interim advisor, and possibly with the ENVS GPC, to discuss your preliminary course plan.
- In fall and winter terms: Develop some preliminary research ideas.
- By beginning of spring term: Recruit a major advisor and one other committee member.

- By week 8 of spring term: Have an annual advising meeting with your committee members, to review what course requirements you have completed, your course plans for next year, and your research direction. This will allow you to submit the report on your annual advising meeting with your advisor's signature by the week 10 deadline.
- By the end of week 10 of spring term: Submit a report on your annual advising meeting signed by your advisor.

Second year

- In fall or winter term: Write a brief statement of your research direction. Select a target time for taking your assessments of competence.
- By the beginning of spring term: Recruit at least one additional committee member.
- By week 8 of spring term: Have an annual advising meeting. This will allow you to submit the report on your annual advising meeting with your advisor's signature by the week 10 deadline.
- By the end of week 10 of spring term: Submit the report on your annual advising meeting signed by your advisor.

Third year

- By the beginning of spring term: Have recruited a full committee of four members.
- By week 8 of spring term: Have an annual advising meeting. This will allow you to submit the report on your annual advising meeting with your advisor's signature by the week 10 deadline.
- By the end of week 10 of spring term: Submit the report on your annual advising meeting signed by your advisor.

Completing assessments of competence

- Submit "Report on Examinations and Requirements Met for Advancement to Candidacy for the Doctoral Degree" to the ENVIS GPC.

After advancement

- Register for ENVIS 603 Dissertation Credits; you need a total of 18 to graduate
- By the end of week 10 of spring term: Submit the report on your annual advising meeting signed by your advisor.

GRADUATE SCHOOL INFORMATION AND REQUIREMENTS

The Graduate School is the official source of information on university-wide graduate degree requirements. In addition, they provide information on fellowships, scholarships, and research grants, and maintain a list of GE positions available from academic departments, administrative offices and special programs. The Graduate School is located in 170 Susan Campbell Hall. Contact them at phone 541-346-5129 or <http://gradschool.uoregon.edu>. **Graduate School forms are available *only* from the Graduate School website..**

CREDITS, GRADES, P/NP, INCOMPLETES

You are required to complete a year of residency, which consists of three consecutive terms in which you complete at least 9 credits applicable to your degree each term. The 9 credits per term must be graduate-level. They may include a few individualized study credits (601-606, 608-609), but the majority of the credits must be regular graduate-level courses.

To remain in good standing with the graduate school, you must be registered for at least 3 graduate credits each term. Students with GE appointments must *complete* a minimum of 9 graduate credits applicable to their degree per term.

Students are required by both the ENVIS Program and the Graduate School to maintain at least a 3.0 GPA at all times, and may accumulate no more than 5 credits of NP or F grades at any time. In the ESSP program, courses taken to fulfill a requirement for advancement should be taken for a grade, unless only the P/NP option is offered. Exceptions may be made with approval of your advisor and the ENVIS DGS.

You should avoid receiving incomplete (I) grades in graduate school, because you will get less out of the course, and completing the I often has a negative impact on your performance in subsequent terms. Students have one calendar year to convert any course incompletes into passing grades. Failure to do so will affect satisfactory progress, as well as GE 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 paper supplementary grade report (SGR) to the Registrar for approval. This is a procedure that must be handled by the GPC, as students are not allowed access to SGRs. ***At no time should a student have more than three incompletes for course work, other than Dissertation credits.***

When you take Dissertation credits, you will receive incompletes until the dissertation 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 dissertation will not affect your financial aid/GE eligibility.

If you are planning to complete any degree requirements during summer term, you must be registered for summer term. However, faculty generally are not on payroll during the summer, and therefore they are not expected to grade, evaluate assessments of competence, etc. during summer session. You must obtain advance approval from your advisor or other faculty if you plan to complete requirements during the summer.

All course work must have been completed within the 7 years prior to degree conferral. For example, if a student intends to graduate spring 2020 they cannot use any credits obtained *before* Fall 2013.

CONTINUOUS REGISTRATION AND LEAVES OF ABSENCE

You are required to be registered (for a minimum of three credits; nine if you have a GE appointment) continuously in the doctoral program, unless you have an approved leave of absence. You are not required to register for classes during summer session (For more information, see section on ***Summer Session Registration*** below). If you are using faculty assistance, services, or facilities, you 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 dissertations. Likewise, students living elsewhere while writing a dissertation and sending chapters to an advisor for review must register for a minimum of 3 graduate dissertation credits each term.

Doctoral students are eligible for a maximum of six terms of on-leave status during their course of study at the UO. If you travel away from Eugene for a term or longer to do independent research, you will typically request on-leave status for that period. Leaves also may be taken for medical reasons, parenting, and other reasons. The *Request for On-Leave Status Form* is filled out and submitted on the Graduate School website. Leave requests are subject to approval by the DGS and the Graduate School.

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 Programs 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 the need to petition for re-enrollment.

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 Research Compliance Services, 677 East 12th Avenue, Eugene. 541/346-2510. You may also check out their website here: <http://orcr.uoregon.edu/>

Research involving the experimental use of vertebrate animals requires approval from the Institutional Animal Care and Use Committee before purchasing or using animals. Contact Animal Welfare Services for more information, at <http://aws.uoregon.edu>.

REGISTERING FOR CLASSES

PRE-AUTHORIZATION (INSTRUCTOR AND DEPARTMENTAL)

To register for ENVS courses that require instructor or departmental approval (as denoted in the Schedule of Classes), e-mail the GPC. Send information on the 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. In the case of internship, research, and reading, you may provide a title, and for any individualized study course your instructor of record must send a confirmation email to the GPC. Once you have been pre-authorized, you can register for the class through Duck Web. To register for classes other than ENVS requiring instructor or departmental approval, contact the appropriate department for further instruction.

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 your 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 GE appointments, see *Graduate Employee (GE)* subsection.)

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

SUMMER SESSION REGISTRATION

Most graduate students do not register for credit during the summer, unless there is a specific course required for your course plan or a specific reason for registering. (Faculty generally are not on payroll during the summer, so they typically are not available for advising, doing assessments of competency, etc.) 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; or
- for more than 18 credits total

- **Petition to the Graduate School**

Generally if you are signing up for more than 16 credits you will need to get permission from the Registrar's Office and/or the Graduate School. Contact the Graduate School or the Registrar's office to determine whether a petition will be required in your situation, and how it should be written. The petition is available on the [Graduate School webpage](#).

SCHOOL OF LAW CLASSES

Under certain circumstances and for some courses, an ESSP student may be allowed to take School of Law courses. Students must first obtain instructor permission to take a law course as a non-law student. Note the School of Law operates on a semester schedule and offers semester credits, which must be converted to quarter credits. The law school's fall semester begins mid-August. Contact the Law School Registrar for details. You may need to obtain permission from ENVS and from the Graduate School, in addition to the School of Law. 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. Law School courses earn semester credits, which will be converted to quarter credits for the purposes of your ENVS degree.

JOINT CAMPUS REGISTRATION

You 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). Once you have identified a suitable course at PSU or OSU and have your advisor's approval, contact the PSU or OSU instructor to request permission to take the course through joint campus registration. The form is signed by OSU or PSU staff, then submitted to the ENVS GPC for program approval, and finally to the UO Registrar's office. Students are billed usual UO tuition and fees for the course. If you are a GE, the GE tuition waiver will cover an approved Joint Campus class.

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 graduate coursework.

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/funding-awards>.

GRADUATE EMPLOYEE (GE)

Graduate Employee positions will be offered only to students who make "satisfactory progress" (see PROGRAM REQUIREMENTS section).

The Graduate Programs Coordinator administers payroll for ENVS students with GE positions. Conditions of employment for GEs are covered in a separate handbook, the General Duties and Responsibilities Statement (GDRS), available online on the Graduate School web page.

GEs absolutely must complete at least nine graduate credits during the term of employment. These credits may consist of classes or individualized study credits, such as Research, Internship, Dissertation, on the condition that they are being used directly toward your degree.

TEACHING AN ENVS 411 COURSE

Each year, Environmental Studies offers a few topical ENVS 411 courses for undergraduate students that are taught by graduate students. All graduate students in the program are invited in December to submit applications to teach, though applications from PhD students and from Master's students who will be in their second year will receive priority. Applications are due in January or February, specific date TBA. Email submission is preferred. Graduate students teaching an ENVS 411 course are on a GE appointment.

Students may apply to teach ENVS 411 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

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 TUITION WAIVER

Students who are eligible for a Summer Tuition Waiver may enroll in summer term and receive a tuition waiver. Students who have held a GE appointment for any two terms during the previous academic year are eligible for a summer tuition waiver.

Note that the summer tuition waivers waive tuition only for 16 credits that will be used toward degree requirements. Students are responsible for payment of tuition over and above 16 credits. More information here: <http://gradschool.uoregon.edu/node/167> 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. We can fund a limited number of proposals for a maximum of \$750 per proposal. Doctoral students are limited to one \$750 award during every two-year period, and a maximum of two \$750 awards during your enrollment in the program.

If you are planning to present research results at a conference, or you need equipment or supplies 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

Before preparing your Barker proposal, you must first see the ENVS Office Manager. They will discuss with you your plans, allowable expenses, and how to write a viable proposal. You may then prepare the items listed above and submit them via email to the Director of Graduate Studies, with copies to the Program Director and Office Manager.

Priority for funding for conference attendance 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.

We do not fund requests for equipment or supplies that are already available on campus (e.g. computers or common software.) Equipment that is purchased with Barker funds is University property and remains with the ENVS program. Funds cannot be used to pay tuition, supplies for classes, or travel that is primarily for educational purposes.

Proposals may be submitted at any time during the year, provided it is prior to the conference at which you plan to present. Under normal circumstances you can expect a two-week turnaround on your applications. The maximum that can be awarded to an individual during a two-year period is \$750, but you may make more than one proposal for lesser amounts, as long as the total does not exceed \$750. Retroactive awards will not be considered under any circumstances.

DOCTORAL PROGRAM IN ENVIRONMENTAL SCIENCE, STUDIES AND POLICY

GUIDANCE FOR FACULTY ADVISORS

ADVISING COMMITTEE

Because the ESSP doctoral program is interdisciplinary, it is essential for students to be able to recruit faculty members from different departments and colleges to serve on their individual advising committee. Starting in their first year, students recruit faculty members for their Advising Committee, and the committee should increase incrementally from the first year to the fourth year. The Advising Committee typically will serve as the student's Comprehensive Exam Committee, and then into the Dissertation Committee, although members may step down or be added along the way. The requirements for the Dissertation Committee are listed below; Advising Committee members must be eligible to serve as Dissertation Committee members.

- Four UO faculty members who are members of the UO Graduate Faculty.
- The chair (major advisor) and one other member are members of the focal department.
- The other two must not be members of the focal department.
- One member must be a core ENVS faculty member, and one additional member must be either a core or participating faculty member in ENVS.
- Your committee must include an institutional representative, a UO faculty member in one of the approved ranks who is neither a member of your focal department nor an ENVS core faculty member.
- Other members who do not hold one of the approved ranks at the University of Oregon may be appointed in addition to the minimum official committee members outlined above. For example, if there is an expert who is not a faculty member at University of Oregon but is providing you substantial guidance and advice on your research, you may want to recognize their contribution by appointing them to your committee. This requires an approval procedure through the Graduate School. The GPC facilitates this procedure with information you supply at the time you submit your dissertation committee proposal for review.

SUMMARY OF DEGREE REQUIREMENTS

ENVIRONMENTAL STUDIES COURSEWORK (taken during first year)

Studies and Policy ESSP students: ENVS 631: Theory and Practice, and ENVS 610: Approaches to Interdisciplinary Environmental Science

Natural Science students: ENVS 631: Theory and Practice, ENVS 610 Approaches to Interdisciplinary Environmental Science, and an environmental issues course selected from a list of approved courses.

FOCAL DEPARTMENT COURSEWORK

Completion of graduate course work as established by the focal department, which includes basic graduate-level proficiency in research methods appropriate to the focal discipline.

CONCENTRATION AREA COURSEWORK

Studies and Policy students: Two areas with 16 credits in each area, to be designed by the student with approval of their advisor. Each area focuses on a specific subject/discipline or a theme, and they should complement each other.

Natural Science students: One secondary science concentration area with a minimum of 8 credits, and one research internship (taken for course credit).

ASSESSMENTS OF COMPETENCE

Completion of two comprehensive exams or other assessments of competence: focal department and interdisciplinary.

DOCTORAL DISSERTATION

Completion of 18 credits of ENVS 603 Dissertation, as required by the Graduate School.

Completion and defense of a written dissertation and approval of the dissertation by a committee chosen in accordance with Graduate School regulations.

ANNUAL ADVISING MEETING

Each student has an annual advising meeting with their Advising Committee, starting in spring of the first year. At these meetings, the committee will review and decide on the student's course requirements completed and those to be done in the coming year, general research direction, and research progress and goals for the coming year. The annual advising meeting is also a time to plan when the student's assessments of competence, and their design. Before the meeting the student will prepare materials summarizing their status and thoughts on the meeting topics for the committee members. The advisor or committee members may ask for information on and discussion of other specific topics appropriate to a student's research program.

If the student's focal department has a standard procedure for annual advising meetings, that procedure may be followed in place of the procedure described above.

Following the advising meeting, the advisor and student will complete a report on the meeting, following a format specified by ENV5 and signed by the advisor. This report is due to the ENV5 GPC by the end of week 10 of spring term.

ASSESSMENTS OF COMPETENCE (COMPREHENSIVE EXAMS)

The assessments of competence are a set of written papers or tests, and/or oral exams that test the student on their breadth and depth of expertise in their field of specialization, and are usually taken at the point when the student has finished coursework requirements. The assessments often are called comprehensive exams, but we use the term assessments of competence in recognition of the different ways in which departments engage in such assessments. There is no fixed time for the assessments; they may be taken in the third or fourth year, or in some cases later in the second year.

The assessments of competence cover both the focal department and interdisciplinary environmental studies. Usually the assessments follow the format of comprehensive exams in the focal department. The assessments are designed and administered by the Advising Committee or an Exam Committee consisting of a minimum of three faculty members eligible to serve on the Dissertation Committee. The Exam Committee administering and grading the assessments must include members from at least two departments and must include at least one member of the Environmental Studies Program. For more information and guidance on the assessments of competence, contact the ENV5 Director of Graduate Studies.

DISSERTATION PROPOSAL AND DISSERTATION

After advancement to candidacy, the student writes a dissertation proposal, which must be reviewed and approved by the Dissertation Committee. The format for the dissertation proposal and approval by the committee (whether in a defense or committee meeting) typically follows the procedures of the focal department. The student and advisor should consult on whether or not grant or fellowship funding is needed. The advisor or committee members are usually important in guiding the student where and how to apply for funding. If research clearance is required (for animal or human subjects or other issues, the advisor's advice is often critical. When the proposal is accepted, work on the dissertation begins in earnest. Dissertation credits are taken as ENV5 603, not in the focal department. The completed dissertation is presented and defended in a public defense that is advertised to the ENV5 program and typically to the focal department. The dissertation defense typically follows a format set by the advisor or the format of the focal department.

?QUESTIONS?: Please contact the ENV5 Graduate Programs Coordinator, nadams12@uoregon.edu or 541/346-5057.


SUPPLEMENTAL INFORMATION


FIELD TRIP PLANNING INSTRUCTIONS


Please refer to the comprehensive **ENVS Field Trip Travel Packet**. Each of you has received a copy. If you have questions, see the Travel and Events Coordinator.


240 COLUMBIA RESOURCE CENTER


As ENVS graduate students, you have 24-hour access to Columbia Hall and the Doctoral Student Offices. Key cards are issued at the beginning of the year, as are key codes to those doors which have keypads. To obtain your new keys, take your card to the Key Office (12 EMU) with your University ID and a (refundable) \$10 deposit (cash or check) per key. *Remember that the doors to some offices don't lock automatically, so be sure to **always double-check that they are locked when you leave.***


 240 Columbia contains four computers (PCs and 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. Save work to your uoregon account. Other rooms that contain computers are 47A (2 PCs); 47C (1 PC); and 54A (3 PCs and 1 Mac).


 A phone (346-5426) is available in 240 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.

 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 Student Advising Office (144 Columbia) open hours are Mondays through Fridays 8:30 a.m. - 4:30 p.m. 145 and 145A Columbia (the travel and events coordinator's and graduate programs coordinator's offices) observe the same hours, except they are closed from noon – 1 pm. **Please respect the program staff's quiet lunch hour by limiting your access at that time of day.** Student mailboxes are located in 145 Columbia.

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

 The ENVS photocopiers are available only to GEs and program staff. **Do not take copy orders off-campus for printing.** You should have no out-of-pocket course-related expenses!
ENVS faculty members and GEs may leave undergraduate course reserve reading material in the UO Science Library or the Knight Library.

 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 Programs Coordinator, and she will see they make it to the appropriate spot. A separate bulletin board outside the Master's Student Office (241 Columbia) is available for information relevant to the Graduate Teaching Fellow Federation (GTTF).

EQUIPMENT AVAILABLE FOR CHECKOUT

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 online on the ENVS reservation site at <http://casitweb.uoregon.edu/envsreservations/>. When returning equipment, sign the equipment in on the list in 144A, and leave it on the return shelf.

The UO Libraries, through the Center for Media and Educational Technologies, also has equipment available for checkout such as audio equipment, cameras and video equipment, and presentation and computer equipment. Check out <http://libweb.uoregon.edu/cmet/> or 346-3091.

- audio cables
- calculators
- cd player/radio
- computer speakers
- digital camera (3)
- digital video camera (1)
- digital voice recorder
- easel (6)
- ethernet cables
- extension cords
- headphones
- laptop computers (Windows) (2)
- laser pointers
- lcd data projector
- Macintosh laptop computer (2)
- Macintosh VGA adapters
- Microphones (2)
- PowerPoint slide changer
- projector screen
- scanner (in Xerox copier)
- slide projector
- stereo extension cable
- stereo to RCA cable
- stopwatch
- tripod