

UNIVERSITY OF OREGON



ENVIRONMENTAL STUDIES  
STUDENT HANDBOOK

MASTER'S PROGRAM

2017

*revised 08/2017*

*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 Programs Coordinator for further direction.*

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## NAMES, ADDRESSES, and MISCELLANEOUS PROGRAM INFORMATION

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Master's Students' Office	346-5003	241 Columbia Hall
PhD Students' Office	346-5426	240 Columbia Hall

### **Electronic Lists:**

- [econews@lists.uoregon.edu](mailto:econews@lists.uoregon.edu)  
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](mailto: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](mailto: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 Andrea Willingham ([awilling@uoregon.edu](mailto:awilling@uoregon.edu)).

### **Publication:**

- The Ecotone: The Journal of Environmental Studies, University of Oregon.  
Managing Editor: Erin Crnkovich  
[http://envs.uoregon.edu/downloads/Ecotones\\_Journal%20Information\\_1\\_18\\_07.pdf](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](mailto:ecotoneufo@gmail.com)

### **Registration:**

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

Let the Graduate Programs 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...

# Contents

Introduction and Program History.....	4
Roles in the Environmental Studies Program.....	4
Program Requirements for the Master’s Degree .....	6
Basic Program Content.....	6
Description of Program Content.....	6
Course Levels and Individualized Study Courses .....	7
Thesis or Project?.....	7
Satisfactory Academic Progress Toward the Degree .....	8
Failure to Make Satisfactory Academic Progress.....	8
Academic Advising .....	9
Advisory Committee .....	9
Academic planning.....	9
Concurrent Degrees.....	10
Graduate School Information .....	11
M.A. or M.S.? .....	11
Grades, P/NP, Incompletes.....	11
Transferring Course Work .....	12
Leaves of Absence .....	12
Research Clearance (Human Subjects Compliance) .....	12
Research Clearance (Vertebrate Animal Compliance).....	12
Registering for Classes.....	12
Pre-Authorization (Instructor and Departmental).....	12
School of Law Classes .....	13
Joint Campus Agreement and Registration .....	13
Course Registration Requirements and Limits.....	13
Summer Session Registration.....	14
Financial Support .....	15
Office of Student Financial Aid .....	15
Graduate Employee (GE) .....	15
Teaching an ENVS 411 Course.....	15
Summer Tuition Waiver.....	16
Barker Research Support.....	16
Degree Application Policies & Procedures .....	16
Minimum Institutional Requirements .....	16
Thesis .....	17
Terminal Project.....	17
Policies and Procedures for Oral Defense .....	18
Graduating.....	18
Appendix A-1: Guidance for Faculty Advisors.....	19
Appendix A-2: Course Plan Guidelines .....	20
ADDITIONAL USEFUL INFORMATION .....	20
WHO’S WHO IN ENVS .....	20
Appendix A-3: GUIDANCE for CONCURRENT DEGREES.....	21
Appendix A-4: Additional ENVS 411 Course Information .....	22
Field Trip Planning Instructions.....	22
Appendix A-6: Student Office and Other resources.....	23
Appendix B-1: First-year Course Plan .....	25
Appendix B-2: APPROVED COURSE PLAN .....	27
Appendix B-3: CONCURRENT DEGREES COURSE PLAN .....	29
Acceptance of Responsibility for Office Access.....	32

## ***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. There are no special requirements for the M.S., but the M.A. requires second language proficiency. 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.

## ***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 ENVIS 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 ENVIS Program; meets monthly
- Composed of all the core faculty, and a graduate student representative elected by the graduate students

# ***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 approval of their advisor. Each area focuses on a specific subject/discipline or a theme, and should complement each other.*
- 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.

## **Description of Program Content**

- 1. *The ENVS core sequence*** is required of all first-year students. This core sequence is designed to introduce you to the diversity of environmental scholarship on campus, to take you through the initial stages of developing ideas for your thesis or terminal project, and to introduce you to some research methods.
- 2. *Concentration Area course work*** allows you to develop 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 approval by your advisory committee. The ENVS Director of Graduate Studies (DGS) or the Program Director have discretion to waive credits or approve course substitutions. Concentration areas should consist of regular classes, as opposed to individualized study.
- 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 opportunities should be addressed to your advisor. Unless the student is working with another faculty member for the internship, 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.

## Course Levels and Individualized Study Courses

All of your required coursework must be graduate level courses (500 or 600 level). Undergraduate courses (400 level or lower) do not count toward your graduate degree. However, some students may find it necessary to gain additional background in an area integral to their course of study, by taking undergraduate courses. You may enroll for undergraduate courses, so long as you complete all the requirements (including electives) through graduate level courses.

In some cases, a course instructor may allow you to take an undergraduate course as a 605: Readings course. In this case you will be required to complete additional work, arranged with the instructor, to supplement the undergraduate work. It is the instructor's decision whether or not you can take the course as a 605.

Courses numbered 601-606 and 608-609 are individualized study courses, without a regular class meeting or syllabus and consisting of a program of study for one student with an instructor. In general, individualized study courses cannot be used to meet your degree requirements. If you wish to use an individualized study course in ENVS or another unit to meet concentration area or elective requirements, you will need to obtain approval from your advisor and the ENVS DGS in advance.

## Thesis or Project?

All students must complete a thesis or terminal project. Your project or the thesis *must integrate your two concentration areas*. Your 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 (in any department), or the rank of Instructor or Senior Instructor in ENVS. 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 who do not hold the ranks stated above 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 <https://gradschool.uoregon.edu/node/151> 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 ENVS students have included a screenplay, various environmental curricula, a guide to environmental resource groups, documentary films, 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 Programs Coordinator by the end of spring term, first year.

Thesis and project credits both require instructor and departmental permission to register. When the Graduate Programs 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.

## 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 (6<sup>th</sup> 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 ENVS 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 Winter 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 ENVS DGS or 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**

## **Advisory Committee**

Throughout their graduate programs, students work with academic advisors. All students are assigned an interim faculty advisor before they start the program. Your interim advisor will answer academic questions and help with your course planning during your first two or three terms. 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.

During your first year you will select an Advisory Committee, subject to approval by DGS, which will guide you on both your course plan and your thesis or terminal project. The Advisory Committee consists of a minimum of two UO faculty members who represent different disciplinary backgrounds. The Chair must hold the rank of Assistant Professor or higher at the University of Oregon in any department. The second member must hold the rank of Assistant Professor or higher at the University of Oregon in any department, or the rank of Instructor or Senior Instructor in Environmental Studies. One member (not necessarily the chair) must be a member of the ENVS core faculty. You may include a third committee member, if there is another person whose expertise will contribute significantly to your thesis or terminal project. Members who are not UO faculty members at the ranks required for the Chair or second member are not considered “official” committee members, although they may be utilized in addition to the two official committee members.

Because each student's program is individualized and self-initiated, it is critical that you give considerable thought and time in their first year to identify Advisory Committee members. One way to find advisory committee members is through courses you take, so be sure to think about this as you select your first year courses. (Some faculty will not be willing to serve on your advisory committee if you have not had a course with them.) Once you have identified a faculty member whom you'd like to have on your committee, schedule an appointment with them. Be prepared to explain what you have in mind for your thesis or terminal project, and why you have selected them. You will recruit advisory committee members by explicitly asking the faculty member if they would be willing to be on your committee. A faculty member has the option of declining, often because they have too many advisees, they will be on sabbatical, or they don't feel your research interests are close enough to their field of study. Don't plan your thesis or terminal project idea without discussion and feedback from potential committee members, and be flexible in your plans and willing to adapt to suggestions and new directions from the faculty. 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.

## **Academic planning**

Developing your course plan and your thesis or terminal project plan are two of the most important and challenging components of your graduate program, so it is important to devote ample time to these goals. By the middle (6<sup>th</sup> week) of spring quarter of their first year, you must submit a **First-Year Course Plan**, which identifies concentration areas and a preliminary Advisory Committee. This document will be submitted to the Graduate Programs Coordinator (GPC), who will then submit it to the Graduate Program Committee for approval. The First-Year Course Plan is available on the Program web page and in this handbook as appendix B-1. Changes, if needed, may be made in your course plan as you progress through first year and the early part of second year. Changes will require the approval of your Advisory Committee and the DGS in your Approved Course Plan (see below).

During spring term of your first year, you will develop your thesis/terminal project proposal in ENVS 633. By the end of spring quarter of your first year, you will submit a **written thesis/project proposal**, approved and signed by your Advisory Committee Chair, to the GPC. At the end of spring term, you will have a meeting with the Graduate Program Committee to discuss and get feedback on your course plan, Advisory Committee, and thesis/terminal project proposal. These individual meetings are typically scheduled for the first part of spring finals week.

By the beginning of their second year, you must have your course plan and Advisory Committee confirmed by the DGS. During winter term, you will submit an **Approved Course Plan** with your permanent Advisory Committee members' signatures.

You should periodically assess the course plan to ensure it is meeting your 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 your responsibility to keep your advisors informed about matters concerning your 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.

## 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 your concentration areas, you 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 or terminal project is done; see following paragraph).

If ENVS is declared the second degree, you are 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 your thesis committee and ensure the thesis is appropriate to ENVS. We strongly recommend that you consult both the ENVS GPC and the Graduate School when making decisions about the thesis and completing the Concurrent Degree form.

Concurrent degree students declaring ENVS as the *second* degree must complete and submit the following forms to the ENVS GPC:

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

On the Concurrent Master's Degrees form you *cannot* list the same course twice (i.e. 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.

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)

We recommend that students fill out the *Graduate School Declaration of Concurrent Degrees* form **early** in the program. By the last year of concurrent degrees, you must also submit the *Graduate School Concurrent Degrees Program Plan*. Both forms are 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 your 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 ENVS GPC.

Concurrent JD/ENVS students must meet the ENVS thesis/project requirement, and complete the degree in its 57-credit entirety. 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. Law students must finish the Master's degree (including Thesis or Project submission) in the same term in which they finish the JD.

## ***GRADUATE SCHOOL INFORMATION***

The Graduate School is the official source of information on graduate degree requirements. In addition, they provide professional development opportunities for graduate students and information on grants and funding for graduate students. They also maintain a list of current Graduate Employee (GE) openings in 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.**

### **M.A. or M.S.?**

To earn an M.S. degree, you must meet all ENVIS 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; older courses and academic work generally cannot be applied to your degree. The M.S. degree does not have a language requirement; this is the only difference between the M.S. and the M.A.

For the M.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 25<sup>th</sup> 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, you must be registered for at least three graduate credits each term. (Students with GE appointments, see *Graduate Employee* 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 12 hours of Cs you must have 12 hours of As to meet the B average requirement.

You 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 Graduate School for approval (see the University of Oregon Catalog). At no time should you have more than three incompletes for course work, other than 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/GE eligibility.

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 2015 s/he cannot use any credits obtained *before* summer 2008.

## **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 ENVIS GPC. Transfer coursework is subject to approval by your advisor and the Graduate School.

## **Leaves of Absence**

Students are eligible for a maximum of three terms of academic leave during their course of study at the UO. The *Request for On-Leave Status Form* is filled out and submitted on the Graduate School website, before you wish to go on leave. 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 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 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. Approval must be obtained in advance of the project; the review committee is unable to give ex post facto approval. Required clearance forms are available from Research Compliance Services, <http://rcs.uoregon.edu>. Questions about approval and guidelines for protocol also should be directed to Research Compliance Services

## **Research Clearance (Vertebrate Animal Compliance)**

Research involving the experimental use of vertebrate animals requires approval before purchasing or using animals. Animal protocol forms and information are available from Animal Welfare Services, <https://aws.uoregon.edu/>

## ***REGISTERING FOR CLASSES***

### **Pre-Authorization (Instructor and Departmental)**

To register for ENVIS courses that require instructor or departmental approval (as denoted in the Schedule of Classes), contact the Graduate Programs Coordinator. Be ready with course name and CRN, the number of credits desired, your student ID, and the name of the instructor who has agreed to oversee your work. It is preferable that you email this information to the ENVIS GPC. In the case of internship, research, and reading, you may provide a title, and this title will appear on your transcript when you have completed the course. The instructor of the course must approve your registration, typically by sending a confirmation email to the ENVIS GPC. Once you have been pre-authorized,

you can register for the class through Duck Web. *If you plan to use an individualized study course (e.g. Reading) in your course plan, you must obtain approval from the ENVS DGS before asking for pre-authorization.*

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

## **School of Law Classes**

Regular 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 also has an undergraduate program called Legal Studies that offers undergraduate-only courses.

The Law School's fall semester begins mid-August. To take a course, you must first obtain instructor permission to take a law course as a non-law student. Certain courses are not available to non-law students, and some courses are difficult to get into. 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 ENVS Graduate Programs 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. Conversion of credit hours for 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. You will register for these courses with the University of Oregon Registrar as a Joint-Campus Course (JC 610). You 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.

Start by contacting the instructor and department offering the course. 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 ENVS GPC 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 ENVS course plan should gain approval from their advisor *prior to registration*. See the ENVS GPC 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 if it is not a graduate level course on its home campus.

## **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 UO Office of International Affairs, International Student and Scholar Services (<http://international.uoregon.edu>), 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

Most graduate students do not register for credit during Summer Session, unless there is a specific course required for your course plan or a specific reason for registering. 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 Student 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 Student 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 information on funding resources online.

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

## **Graduate Employee (GE)**

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

The ENVS GPC administers payroll for ENVS students with GE positions, and prepares contracts and other paperwork related to these positions. Conditions of employment for GEs are covered in a separate handbook, the Environmental Studies General Duties and Responsibilities Statement (GDRS), available online on the Graduate School web page: <http://gradschool.uoregon.edu/gtf/rights-and-responsibilities/gdrs>.

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, Thesis, or Terminal Project, on the condition that they are being used directly toward your degree. Note that individualized study credits other than Thesis or Terminal Project may not be used toward degree completion without prior approval of the ENVS DGS.

## **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.

You may apply to teach an 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 ENVIS 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. Master’s students are limited to one award during your time in the program; you may request it in either your first or second year.

If you are planning to travel to conduct research or 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 proposal, you must first see the ENVIS Office/Budget 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 ENVIS GPC, who will forward them to the ENVIS Scholarships and Awards Committee.*

**Priority for funding for conference attendance will be given to those who are presenting research.** If you are not presenting but attending the conference is vital for your research plans, 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 ENVIS 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 travel or purchases that will be supported. Retroactive awards will not be considered under any circumstances. Under normal circumstances you can expect a two-week turnaround on your application. Each Masters student will be limited to a total of \$750 during your time here, but may submit more than one request. For example, if you are awarded \$500 in one application, you may apply later for up to \$250.

## ***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 in 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)
- 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

The following must be resolved no later 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 to graduate in 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 master's student into your degree program (this includes all graduate post-baccalaureate, non-admitted graduate, and pre- or post-master's credits and/or work from other institutions)
- request to change your current classification to regular master standing in your major

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 (ENVS 503).

During the term of graduation you must file two signed copies of the final abstract of your thesis, including the **Certificate of Submission**, with the Graduate School. You must upload your completed and approved thesis, and submit signed forms to the graduate school by **Tuesday of the 10<sup>th</sup> week** (the week before exams) during your graduation term. For specific deadlines for each term, see Degree Completion deadlines on the Graduate School web page.

**Students who wait until their last term to finish writing frequently do not graduate during that term. YOU ARE ADVISED TO FINISH YOUR FIRST DRAFT BEFORE YOUR LAST TERM.** *Your thesis may undergo several rounds of review by your committee and editing before your committee deems it ready for the defense. This process generally takes the full ten weeks. You should aim to have a first draft completed by the middle of the term preceding your intended graduation date, or 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

As for a thesis, your terminal project requires review and input from your committee. You are unlikely to graduate on time if your terminal project is not ready for review during the term preceding your final term. 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 (ENVS 609). 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 Programs Coordinator by **Tuesday of the 10<sup>th</sup> 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 ENVS graduate student's terminal project was the design and instruction of a Wetlands Ecology class. The product submitted to ENVS included syllabus, study guides, course assessment, laboratory activities, etc. If the project is a film or other audio-visual product, you must also submit written documentation for the project. *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 you intend to graduate. You are responsible for scheduling the presentation and ensuring that all members of the thesis or project committee can attend. Scheduling should be done **as soon as possible in the term of graduation but no later than the end of the second week of the term**. You must notify the ENVS GPC of the date and time of the defense **at least 3 weeks before the defense date, and no later than the end of week 4**. The GPC will then arrange for a defense location and will announce the defense via listservs..

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 ENVS 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 ENVS graduate programs 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 GPC and on the ENVS website). The advisor will then return the form to the ENVS GPC. 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 ENVS DGS 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, one copy is uploaded on the Graduate School website. For projects, one hard copy is submitted to the ENVS Graduate Programs 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 at <http://gradschool.uoregon.edu/node/152>. Your diploma will be mailed to your permanent address about 10 weeks after the end of the term. It is therefore important to be sure your permanent address is correct on DuckWeb.

# ***MASTER'S PROGRAM IN ENVIRONMENTAL STUDIES***

## ***APPENDIX A-1: GUIDANCE FOR FACULTY ADVISORS***

**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, although ENVS faculty members 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 composed of faculty representing at least two different disciplinary backgrounds
- 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
- advises and approves the student's course plan to meet degree requirements
- oversees all thesis/project work, including a public defense in the final term

**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.

**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, documentary films, 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 credits 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 Programs Coordinator. Preauthorization of registration for these credits cannot be granted until the approved proposal has been submitted.

**QUESTIONS?** Please contact the ENVS Graduate Programs Coordinator, [nadams12@uoregon.edu](mailto:nadams12@uoregon.edu) or 541/346-5057.

# *Master's Program in Environmental Studies*

## **APPENDIX A-2: 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 Programs Coordinator for further guidance.

### **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 two concentration areas with input from the advisor and second committee member. Each concentration area will focus on a different discipline or interdisciplinary theme. Each will contain a minimum of 12 credits in regular courses, coming from a single department or several departments. The thesis/terminal project should integrate the two concentration areas.

### **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.

Reading, research, and other individualized study credits must be approved by the advisor and Director of Graduate Studies or 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. Students may take undergraduate courses, but they cannot be counted toward a graduate degree, or substituted for graduate coursework on the course plan. Students may register for credits in 605: Readings, with consent of the instructor, to supplement the undergraduate work.

### **WHO'S WHO IN ENVS...**

Program Director	Richard York	730 PLC	<a href="mailto:rfyork@uoregon.edu">rfyork@uoregon.edu</a>	6-5064
Office/Budget Manager	Monica Guy	144B Columbia Hall	<a href="mailto:monica@uoregon.edu">monica@uoregon.edu</a>	6-5081
Grad Programs Coord.	Nathan Adams	145A Columbia Hall	<a href="mailto:nadams12@uoregon.edu">nadams12@uoregon.edu</a>	6-5057
Director of Grad Studies	Pat McDowell	152 Condon Hall	<a href="mailto:pmcd@uoregon.edu">pmcd@uoregon.edu</a>	6-4567
Undergrad Advisor/ELP	Katie Lynch	140 Columbia Hall	<a href="mailto:klynch@uoregon.edu">klynch@uoregon.edu</a>	6-5070
Undergrad Advisor/ELP	Peg Boulay	242 Columbia Hall	<a href="mailto:boulay@uoregon.edu">boulay@uoregon.edu</a>	6-5945
Undergrad Coordinator	tba	144 Columbia Hall		6-5084
Travel and Events Coord.	Alison Mildrexler	145 Columbia Hall	<a href="mailto:amildrex@uoregon.edu">amildrex@uoregon.edu</a>	6-5203
Undergrad Stu. Advisors		144 Columbia Hall	<a href="mailto:ecopeers@uoregon.edu">ecopeers@uoregon.edu</a>	6-5257 6-5006

# ***MASTER’S PROGRAM IN ENVIRONMENTAL STUDIES***

## ***APPENDIX A-3: GUIDANCE FOR CONCURRENT DEGREES***

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.

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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 when declaring ENVS as the second degree, and completing the Thesis or Project in your first degree:

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)
<b><i>TOTAL*</i></b>	<b>45 credits</b>

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**\*\*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 Programs Coordinator.

## **APPENDIX A-4: ADDITIONAL ENVS 411 COURSE 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 section will 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 a prerequisite: 201 for a Social Science, 202 for a Natural Science, or 203 for a Humanities based course. Students who do not have the prerequisite will not be able to register, without your permission. You may make the course **I** for Instructor's consent, which means that all students will have to get your consent before registering.

### **Comments:**

There are standardized notes providing information on specifics of the course that appear at the bottom of the Schedule page. (See the listing at bottom of the page.) Specifics such as 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:**

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

**F** Additional fee may be required

**I** Instructor's consent

**N** Open to non-majors only

**R** Repeatable for credit; some limitations

**B** Open to non-majors after initial registration period

**H** Honors

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

**Q** Tentative; registration will be possible if funding is secured


**T** Self-support course; course fee replaces tuition


### **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, Alison.


## ***APPENDIX A-6: STUDENT OFFICE AND OTHER RESOURCES***


As ENVS graduate students, you have 24-hour access to Columbia Hall and the Master's Student Offices (241 and 254A Columbia). 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. The ID and Key Offices are in the same place in the lowest level of the EMU. *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.***


 241 Columbia contains computers 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, 47C, and 254AA. 254A contains a Xerox that is a copier and printer.

 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.

 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 (GEF).

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. If we don't have a piece of equipment you need for a class, try the Center for Media and Educational Technologies at <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



# ENVIRONMENTAL STUDIES PROGRAM

## APPENDIX B-1: FIRST-YEAR COURSE PLAN

57 CREDITS REQUIRED

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

UO ID #: \_\_\_\_\_ Term/Year Admitted: \_\_\_\_\_

One of your committee members must be from ENVS core faculty (see online list)

PROPOSED ADVISORY COMMITTEE		
Name	Department/Program	Signatures (required)
Print name of Chair:		
Print name:		
Print name:		

Course plan approved by Graduate Program Coordinator when signed: \_\_\_\_\_

COURSE NUMBER	COURSE TITLE	TERM TAKEN	GRADE	CREDITS
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### 1ST-YEAR CORE SEQUENCE – 9 CREDITS

ENVS 631	Theory & Practice – fall term			4
ENVS 632	Research Methodology -- winter term			2
ENVS 633	Thesis Development – spring term			3

CREDITS THIS AREA => 9

### ELECTIVES – 12 CREDITS (may substitute 4 of these credits with Internship ENVS 604 if approved by advisor)


CREDITS THIS AREA => 12

### THESIS or TERMINAL PROJECT (circle one)

Proposed Title Or Subject:
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CREDITS THIS AREA => 12

(add shaded areas on this page) CREDITS THIS PAGE =>

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COURSE NUMBER	COURSE TITLE	TERM TAKEN	GRADE	CREDITS
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**CONCENTRATION AREA COURSEWORK** (minimum 12 credits per area)

<b>Area</b> (insert department or theme here)				
<b>CREDITS THIS AREA =&gt;</b>				

<b>Area</b> (insert department or theme here)				
<b>CREDITS THIS AREA =&gt;</b>				

(add shaded areas on this page) **CREDITS THIS PAGE =>**

**CREDITS FROM PREVIOUS PAGE =>**

**TOTAL PROGRAM CREDITS...**

**Minimum program credits required...**


**57**

# ENVIRONMENTAL STUDIES PROGRAM

## APPENDIX B-2: APPROVED COURSE PLAN

57 CREDITS REQUIRED

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

UO ID #: \_\_\_\_\_ Term/Year Admitted: \_\_\_\_\_

One of your committee members must be from ENVS core faculty (see online list)

### ADVISORY COMMITTEE

Name	Department/Program	Signatures (required)
Print name of Chair:		
Print name:		
Print name:		

Course plan approved by Graduate Program Coordinator when signed:

COURSE NUMBER	COURSE TITLE	TERM TAKEN	GRADE	CREDITS
---------------	--------------	------------	-------	---------

### 1ST-YEAR CORE SEQUENCE – 9 CREDITS

ENVS 631	Theory & Practice – fall term			4
ENVS 632	Research Methodology -- winter term			2
ENVS 633	Thesis Development – spring term			3
<b>CREDITS THIS AREA =&gt;</b>				<b>9</b>

**ELECTIVES – 12 CREDITS** (may substitute 4 of these credits with Internship ENVS 604 if approved by advisor)

<b>CREDITS THIS AREA =&gt;</b>				<b>12</b>

### THESIS or TERMINAL PROJECT (circle one)

Proposed Title  
Or Subject:

**CREDITS THIS AREA =>**

**12**

(add shaded areas on this page) **CREDITS THIS PAGE =>**

COURSE NUMBER	COURSE TITLE	TERM TAKEN	GRADE	CREDITS
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**CONCENTRATION AREA COURSEWORK** (minimum 12 credits per area)

<b>Area</b> (insert department or theme here)				
<b>CREDITS THIS AREA =&gt;</b>				

<b>Area</b> (insert department or theme here)				
<b>CREDITS THIS AREA =&gt;</b>				

(add shaded areas on this page) **CREDITS THIS PAGE =>**


**CREDITS FROM PREVIOUS PAGE =>**

**TOTAL PROGRAM CREDITS...**

**Minimum program credits required... 57**

# ENVIRONMENTAL STUDIES PROGRAM

## APPENDIX B-3: CONCURRENT DEGREES COURSE PLAN

(45 CREDITS REQUIRED)

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

UO ID #: \_\_\_\_\_ Term/Year Admitted: \_\_\_\_\_

One of your committee members must be from ENVS core faculty (see online list)

ADVISORY COMMITTEE		
Name	Department/Program	Signatures (required)
Print name of Chair:		
Print name:		
Print name:		

Course plan approved by Graduate Program Coordinator when signed:

COURSE NUMBER	COURSE TITLE	TERM TAKEN	GRADE	CREDITS
---------------	--------------	------------	-------	---------

### 1ST-YEAR CORE SEQUENCE – 9 CREDITS

ENVS 631	Theory & Practice – fall term			4
ENVS 632	Research Methodology -- winter term			2
ENVS 633	Thesis Development – spring term			3
<b>CREDITS THIS AREA =&gt;</b>				<b>9</b>

### ELECTIVES – 12 CREDITS (may substitute 4 of these credits with Internship ENVS 604 if approved by advisor)

<b>CREDITS THIS AREA =&gt;</b>				<b>12</b>

### THESIS or TERMINAL PROJECT (circle one) **Waived if met in other degree**

Proposed Title Or Subject:	
<b>CREDITS THIS AREA =&gt;</b>	<b>12</b>
(add shaded areas on this page) <b>CREDITS THIS PAGE =&gt;</b>	

COURSE NUMBER	COURSE TITLE	TERM TAKEN	GRADE	CREDITS
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**CONCENTRATION AREA COURSEWORK** (minimum 12 credits per area)

<b>Area</b> (insert department or theme here)				
<b>CREDITS THIS AREA =&gt;</b>				

<b>Area</b> (insert department or theme here)				
<b>CREDITS THIS AREA =&gt;</b>				

(add shaded areas on this page) **CREDITS THIS PAGE =>**

**CREDITS FROM PREVIOUS PAGE =>**

**TOTAL PROGRAM CREDITS...**

**Minimum program credits required...**

**45**




# *Environmental Studies Program*

## **ACCEPTANCE OF RESPONSIBILITY FOR OFFICE ACCESS**

Graduate students in the Environmental Studies Program issued a code for after-hours access to the Program Office (144 Columbia).

This access has been granted as a privilege by the Program Director, Richard York, for the purpose of retrieving items from mailboxes and making copies associated with GE 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 –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