

**UNIVERSITY OF OREGON**

**ENVIRONMENTAL STUDIES PROGRAM**

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

2020  
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- [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.

### **Publication:**

- [The Ecotone: The Journal of Environmental Studies, University of Oregon.](https://envs.uoregon.edu/reference/publications/ecotone/)  
<https://envs.uoregon.edu/reference/publications/ecotone/>

*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)

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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 Programs 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
- Manages class scheduling
- 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

### **Associate Program Director**

- 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 Soderwall Grants and other ENVS graduate program funding

### **Other Office Staff**

- Travel and Events Coordinator: Manages events; manages van driver certification.
- Office Assistant: Assists in daily operation of the student resource center. Front office reception

### **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 Soderwall 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. SECONDARY 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.

Graduate study is intensive and you will be pursuing independent research continuously while taking courses. Most graduate students take no more than two or three regular courses per term. 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: <https://gradschool.uoregon.edu/academics/policies/doctoral/residency-requirements>.

## **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). ENVIS 631 should be taken in your first year in the ESSP program, and ENVIS 607 should be taken in your first or second year, whenever it is first offered. Courses taken to fulfill an ESSP requirement 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 ENVS DGS.

### **FOCAL DEPARTMENT REQUIREMENTS**

You will complete a set of graduate courses defined 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 concentration courses 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
- GEOG 565 Environment and Development

## **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, often including an oral presentation and defense. 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 identifying 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/academics/completing-degree/doctoral-graduation-checklist>. 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. For major concentration students, the ENVS DGS, ENVS GPC and your interim advisor attend with you. 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-designed, 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, to the ENVS GPC. A format for the advising meeting report is available from 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 still must 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. Use this statement to get feedback from relevant faculty members, and to start recruiting advising committee members. 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. This section is a summary of Graduate School requirements, but check with the Graduate School web page for authoritative information. The Graduate School, not ENVIS, determines whether or not you have met these 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 <https://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 7 credits of Incompletes.***

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 seven years prior to degree conferral. For example, if a student intends to graduate spring 2027 they cannot use any credits obtained *before* Summer 2020.

### **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), they may be able to retain e-mail or library privileges. Ask the Graduate Program Coordinator to send a letter to the Graduate School 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. Approval cannot be given after the research has been started. 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 12<sup>th</sup> Avenue, Eugene. 541/346-2510. You may also check out their website here: <https://rcs.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: <https://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), have your advisor e-mail the GPC stating they authorize your registration for the credits. Send information on the course name and CRN, Student's 95#, 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 (ENVS 604), research (ENVS 601), and reading (ENVS 605), 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 DuckWeb. 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.) Note that graduate study is intensive and you will be pursuing independent research continuously while taking courses. Most graduate students take no more than two or three regular courses per term, although they may also be taking credits in individualized study courses.

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.

### **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.

Graduate-level 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 runs mid-August through mid-December and the spring semester mid-January through mid-May. To take a course, you must first get 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. (Seats must be available. JD students have priority.) Students must submit a completed Non-Law Student Request to Enroll in Graduate-Level Law Course form to the Law Registrar's Office. The form requires signatures from you, your major advisor, and the law professor teaching the class you want to take. Bring the completed form to the Law Registrar's Office for processing. The Law Registrar's Office is located in Room 215 of the Knight Law Center. You can call the Law Registrar at 6-1562 or 6-1560 if you have any questions. Please confirm with the ENVS Graduate Programs Coordinator for major approval before registering. Credit will be received in term hours (3 semester credits=4.5 quarter credits). You will lose the half credit. You will need to confirm the change of title when you are registered for the class, which will automatically be called Law for Non-Law.

### **JOINT CAMPUS REGISTRATION**

Graduate Students may, with advisor and departmental approval, take graduate courses at Oregon State University or Portland State University. A student registers for these courses with the University of Oregon Registrar as a Joint-Campus Course (JC 610). The student must be a matriculated UO graduate student in an advanced degree program. UO 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. Course-related fees from the other university, such as a fee for an online course, are not covered by your UO tuition waiver. A maximum of fifteen JC credits may be applied toward a graduate degree program.

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 their course through joint campus registration. You must consult with a Student Records Specialist, and obtain the form, from the Registrar's Office. 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 wishing to use JC courses as part of their ENVS course plan should gain approval from their advisor *prior to registration*. <https://gradschool.uoregon.edu/academics/policies/general/joint-campus-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 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; <https://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 <https://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: <https://gradschool.uoregon.edu/funding/ge/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, 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: <https://gradschool.uoregon.edu/academics/policies/ge/summer-tuition-waiver>. See the *Summer Session Registration* subsection for further details.

### **GRANTS FOR DISSERTATION RESEARCH**

Many ESSP students successfully apply for grants to help cover expenses related to their dissertation research. Sources of funding include various University of Oregon funds (generally administered through the Graduate School or colleges), and external sources such as Fulbrights, NSF doctoral student programs, EPA graduate fellowships, professional organizations, foundations, etc. The Graduate School is the best source of information on sources of funding. If you believe you will need a grant to complete your dissertation research, it is important to plan well ahead. Typically you will need to apply a year in advance of the time you will need the funding.

### **SODERWALL RESEARCH SUPPORT**

Support from the Soderwall Foundation allows the Environmental Studies Program (ENVS) to help fund graduate student research and/or research-related travel. All current ENVS graduate students are eligible for up to \$750 per academic year in Soderwall Foundation Research Grant funding. Doctoral students in the Environmental Sciences, Studies, and Policy (ESSP) program without a focal department (**Major Concentration students**) can apply for up to \$1,000 per academic year because they do not have access to any focal department funding. Soderwall Foundation Research Grants may be used for research expenditures such as conference presentations, research equipment and supplies, travel for research, or other research-related expenses.

#### Application Materials:

- A one-page proposal that describes your research plans and justifies why Soderwall Foundation funding is necessary
- A proposed budget that is itemized and justified
- A short email of support from your advisor

Deadline and Funding Contingency: Proposals may be submitted at any time during the year, provided it is well before the planned use of grant funds, such as for travel. Retroactive awards will not be considered. Under normal circumstances, you can expect a two-week turnaround for application decisions. Grant awards are contingent upon available funds. Funds will be dispersed on a rolling basis over the year, which means funding may not always be available, particularly later in the academic year.

Application Submission Process: Submit application materials by email to the ENVS Office Manager and GPC.

Grantee Requirements: Following the use of Soderwall Foundation funds, all grant holders will be required to submit:

- A one-paragraph statement explaining how the Soderwall Foundation Research Grant benefited your research and degree progress
- Evidence/documentation of grant spending (e.g. boarding pass, receipts, conference registration, etc.)

Both items must be submitted to ENVIS within 2 months of using grant funds, though funds will be awarded in advance to facilitate travel and attendance. Failure to submit the statement and evidence will render the graduate student ineligible for future Soderwall or other supplemental ENVIS funding.

Other Information and Guidelines: 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 attendance at the conference will promote your research. Soderwall Foundation Research Grants cannot fund equipment or supplies that are already available to UO students (e.g. computers or common software.) Equipment that is purchased with Soderwall Foundation 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.

# ***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 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.
- The committee must include an institutional representative, a UO faculty member in one of the approved ranks who is neither a member of the student's 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 substantial guidance and advice on the student's research, they may be appointed to the committee. This requires an approval procedure through the Graduate School. The GPC facilitates this procedure.

### **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: One area with 16 credits, 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, one environmental issues course (approved by the ENVS DGS), and one research internship (for a minimum of 4 credits).

#### **ASSESSMENTS OF COMPETENCE**

See description below.

#### **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 and ENVS 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 timing of 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 ENVS and signed by the advisor. This report is due to the ENVS 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 second, third or fourth 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 ESSP 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 ENVS 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 ENVS 603, not in the focal department. The completed dissertation is presented and defended in a public defense that is advertised to the ENVS 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 ENVS Graduate Programs Coordinator, [nadams12@uoregon.edu](mailto: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.

### **OFFICES & OTHER RESOURCES**

Office assignments for the year are determined based on preference for either Columbia, UO Annex or No Preference. After final assignments for the office space Desk Spaces will be assigned based on the following policy developed by the 2018-19 GE Space Committee (rev. 09/2018):

- ENVS assigns people to offices at the beginning of each year. New people may join as GE appointments change.
- Everyone agrees to an honor code; that is, people who won't use their desks much or who have offices in other departments will give priority to those who will use the space most often and/or who have no other UO department work spaces.
- A. The first priority protocol is that office members will decide among themselves how to allocate the spaces.
- B. If the office members do not come to consensus on how to allocate space, then they can apply the general policy that each person will choose according to how long they have been in the program, with the students who have been in the program longest choosing first. If everyone in the office is at the same year in the program, then the back up protocol is to do a random draw for space.
- People will keep their work space for the entire year. At the beginning of each year the space allocation should be revisited by everyone in each office, with the same protocols above applied.

As ENVS graduate students, you have 24-hour access to Columbia Hall and the Community Space (241 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 (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.***

-  Both 144 Columbia and UO Annex 123 have a printer for graduate student use. Desktop computers for Grad Office space will be provided on request. On all department computers please Save work to your uoregon account.
-  A phone is available in all offices graduate student use (local calls only). You must use a personal calling card to make long distance calls.
-  Please keep all Grad spaces 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 144B 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 will see they make it to the appropriate spot. A bulletin board outside the Community Space (241 Columbia) and in Suite 4 of the UO Annex is available for information relevant to the Graduate Teaching Fellow Federation (GTFF)

### **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

# *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), the UO Annex Offices (Suite 4 & Suite 1).

This access has been granted as a privilege by the Program Director, Mark Carey, 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 and associated supplies will be used responsibly.
- Individual office staff and graduate student 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.**

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Signature

Date

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Printed Name