



Master of Arts
Environmental Studies
Graduate Student Handbook
2021 – 2022



Huxley College of the Environment Dean's Office

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Welcome New Environmental Studies Graduate Students,

I would like to take this opportunity to welcome you to the Huxley College of the Environment Master of Arts, Environmental Studies program. I'm sure you'll find your experience with us to be challenging and rewarding.

As one of the oldest environmental colleges in the nation, Huxley College is a recognized leader in producing the next generation of environmental professionals and stewards. Huxley's integrative approach is designed to train students for creative, fulfilling professional careers in a changing world. Since its establishment in 1969, Huxley College has won national and international recognition for undergraduate and graduate programs that are continually refined to enhance practical, collaborative approaches to solving environmental problems. Huxley faculty and staff are readily available to collaborate with student initiatives in learning.

Faculty specialties include science, social science, engineering, planning, geography, and humanities. Huxley College courses embrace natural and physical sciences, human ecology and ethics, history and resource policy, writing and photography, and others.

If you have any questions during your Graduate Program experience, please don't hesitate to ask your Faculty Advisors or our Graduate Program Specialist. They are here to help.

Steven Hollenhorst, Ph.D.
Dean, Huxley College of the Environment

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1. **COURSE WORK**

1.1. **GRADUATE PLAN OF STUDY** -- required (DEGREE WORKS)

The "Plan of Study" form is required by the Graduate School outlining the courses you plan to complete for your degree. It identifies minimum curricular requirements and specifies when requirements are due. The Plan of Study should be completed during your first quarter. Failure to submit the plan will result in a registration hold. Together, you and your adviser identify the appropriate course work.

MA, Environmental Studies Course Requirements	
Course	Credits
ENVS 501 - <i>Research and Projects in Environmental Studies</i>	3
ENVS 502 - <i>Environmental Research and Projects Framework</i>	3
ENVS 503 - <i>Communicating Research Results</i>	1
ENVS 690 (Thesis) or ENVS 691 (Field Project)	12
Electives <i>Restrictions:</i> <ul style="list-style-type: none">• 10 credits or less of approved 400-level work may be included in the program.• No more than 4 elective credits of ENVS 595 (Teaching Practicum) may be used toward the MA degree in Environmental Studies.• A maximum of 10-credits of Independent Study can be applied towards your degree.	26
Total Minimum Credits to Graduate	45

Changes to the Plan of Study require an amendment. When you apply for your degree, the plan is compared with courses completed for the degree evaluation

The Urban Planning Students have an option to complete their program in 4-quarters (Field Project ONLY). Note, the academic requirements are still the same as the 2-year program...so it makes for a very full schedule. Recommended ONLY for those with a strong undergraduate background in Urban Planning.

1.1.1. **AMENDMENT TO THE GRADUATE PLAN OF STUDY** (DEGREE WORKS)

If it becomes necessary to make changes to your Plan of Study, the Graduate School requires an amendment listing all courses to be added and/or dropped.

1.2. **INDEPENDENT STUDY CONTRACT AND REGISTRATION APPROVAL** (E-sign)

Graduate independent study courses (ENVS 500) are available to enable students to pursue educational experiences not available through the regular graduate courses listed in the catalog. Specific guidelines for development and restrictions from the Graduate School are listed at:
<http://www.wvu.edu/gradschool/independent-study.shtml>

1.3. **GRADES AND GRADING**

A maximum of 10 credits of C grades (C+, C, C-) is allowed towards completion of a graduate program (courses listed on the approved plan of study). Courses in which a D+ or lower is earned may not be applied towards completion of a graduate program. The accumulation of more than 10 credits of C+ or lower (including U and Z) grades will result in the student being withdrawn from the master's program. There are certain courses that must be passed with a grade of B or better; course descriptions note such requirements. All grades of C+ or lower

count toward the 10-credit maximum, even if the course is retaken and a grade of B or better, or S, is earned. A graduate student may be required by the department to repeat a course to document attainment of a certain level of competence or knowledge. Pass/No Pass grades are not applicable toward a graduate degree. S grades are applicable, but not computed in the GPA. An incomplete (K) grade may be assigned in accordance with the regulations outlined in the Academic Policies section of this catalog. If, after a calendar year, the course requirements have not been met, the K grade lapses to a Z. These Z grades are computed as failing grades in a student's grade point average and may affect retention in the master's program. Exceptions to the K grade rule are K grades which are received for thesis and certain research courses. In these cases, the K grades are allowed to stand until the thesis or research is completed, whereupon the grade is changed to the earned grade.

To remain a candidate for the degree, a student must maintain at least a cumulative 3.0 GPA in courses listed on the plan of study. The GPA is calculated on letter grades earned (on record) at the time grades are posted, i.e., K grades are not considered. A student also must be making satisfactory progress in the graduate program to which he or she has been admitted.

1.4. MAXIMUM/MINIMUM CREDIT LOAD

The maximum credit load for a graduate student is determined in consultation with the student's graduate program adviser, within the policies set by the Registrar.

The Graduate School defines **full-time enrollment as 8 or more credits per quarter**. Graduate students who have successfully completed all coursework on the approved Plan of Study, except for thesis (690) or research (691) work, maintain eligibility for the teaching assistantship if enrolled for a minimum of two credit hours of continuous enrollment, thesis, or research. See the Financial Aid section for implications of being enrolled for 2 credits if the student requires financial aid or impact on repayment of student loans.

You can register for ENV5 699--Continuous Enrollment credits if you have completed all coursework, including 12 cr. of thesis, and if you have submitted the Application for Degree.

1.5. NON-ENROLLMENT

While most graduate students are enrolled continuously in their program, there may be occasions where you are unable to do any coursework for a period of time. Please coordinate your absences with your faculty adviser and the Graduate Studies Coordinator if you are not planning on registering for any credits during a non-summer quarter.

- 1.5.1. [Returning Student Application](#) must be completed if you were not enrolled for any credits during a previous quarter (except Summer). There are generally no fees associated with this.

2. **THESIS OR FIELD PROJECT**

2.1. **What's the difference between a Thesis and Field Project?**

- 2.1.1. Thesis is more scholarly in nature, requires approvals from Graduate School, and generally carries more weight if pursuing additional educational objectives.
- 2.1.2. Field projects tend to be more an application of knowledge/learning to a specific project designed for practical use vs theoretical proof of a hypothesis.
- 2.1.3. Discuss both options with your Faculty Adviser to determine what's best for your goals.

2.2. **THESIS / RESEARCH PROPOSAL:**

- You should plan to meet with your adviser early and often to begin discussing a thesis topic.
- You should pursue a research hypothesis that is particularly intriguing to you and that is within your capability and the expertise of your adviser.
- Your adviser and committee members are useful for guidance and questions about various aspects of your thesis project.
- Prior students' theses are available through the [Wilson Library](#) to help you with ideas.
- Consider time requirements including time for experimentation and writing, availability of equipment, and projected budget.

NOTE: [Students whose research involves human subjects \(including surveys\) or live vertebrate animals must comply with University policies regarding these types of research.](#) **Approval must be obtained before research begins.**

2.2.1. **PROPOSAL FORMAT:**

Faculty may expect to see a written proposal before agreeing to serve as a committee member and approving the Thesis/Field Project Topic Approval. There is no set format for a proposal, but it should include the following (consult with your committee members on their specific requirements):

- Specific hypothesis or hypotheses
- A brief statement on the research hypothesis and its scientific significance
- Methods that will be used to test the hypothesis, with explanations of how the tests will be concluded
- Expected results
- A statement of the applications and importance of the research
- A review of the relevant literature
- References
- Project budget

NOTE: This type of proposal, with minor modifications, can be submitted to the Graduate Program Committee for Huxley research funds both fall and spring, and to the Office of Research and Sponsored Programs (RSP) for [university research funds](#) available each spring for the following year.

2.2.2. **PUBLIC PROPOSAL OF THESIS**

ENVS requires Graduate Students to make a public presentation of their proposal for their thesis. This proposal is not a full-defense. It is intended for you to present your ideas for research, discuss your methods, challenges, funding requirements and get feedback from faculty and other Graduate Students. Coordinate with your Faculty Adviser, then contact the Graduate Program Coordinator to schedule/advertise.

2.3. **THESIS COMMITTEE:**

Your thesis committee will advise you, approve the proposed research topic, and conduct the final oral examination. They are a great resource throughout your graduate program. Your thesis committee is

generally formed during your first year of studies. Your faculty adviser can also assist you in identifying potential candidates to serve on your thesis committee. The committee consists of three members: the chair (doesn't have to be your faculty adviser) and second member must be graduate (tenure/tenure track) faculty in Huxley, whereas the third committee member can be from Huxley, WWU, or the professional community (please discuss with your faculty adviser to determine qualifications). All members must attend your oral defense (keep this in mind when considering out-of-town members), although with permission of your Thesis Chair, this can be done via skype or other remote methods.

2.3.1. Special Requirements for "Off Campus" committee members: Email the Graduate School (gradschool@wwu.edu) with the Name, Environmental Studies Program, his/her title, preferred email address

2.3.2. Considerations when selecting your thesis committee: What are their research interests and expertise? Can they provide guidance necessary to complete your thesis? Will you be comfortable with the scientific approaches they are likely to recommend? What will they be like to work with? Are they supportive, reliable, constructively critical, and able to communicate well with you? How busy are they? How well do they work with other faculty members on your committee? Are they likely to be helpful in getting you a job or into a Ph.D. program? What is their reputation in their field? How strongly will they support you when writing letters of recommendation?

2.4. [THESIS TOPIC APPROVAL](#) [E-sign] – required

Before registering for thesis credits, your topic and committee must be approved. This form indicates that you have a thesis committee and research topic, and also demonstrates that you have been in communication with your adviser and are making progress in your graduate research. This form must be approved by your entire thesis committee. Generally, this happens after your thesis committee members have reviewed your **written** research proposal, you met with your committee to discuss the proposal, and you have completed your public presentation of your idea.

2.5. ENVS 690 - THESIS RESEARCH (12 credits) -- [registration]

To register for thesis credits, you must be in the Advanced to Candidacy Stage (no additional paperwork is required to Advance to Candidacy, it is automatic when you meet qualification criteria below), meaning:

- Your Plan of Study has been approved by the Graduate Dean and is on file in the Graduate School
- You have completed a minimum of 12 cr. of coursework listed on your Plan of Study while maintaining a 3.0 (B) grade point average
- The Thesis Topic Approval is completed and on file in the Graduate School

Once these criteria are met, you can start taking thesis credits.

- A minimum of 12 thesis credits are required (repeatable to 36 credits for financial aid purposes).
- You **must** register for the final two credits the quarter you defend your thesis.
- Thesis credits are graded incomplete (K) until the [Degree Recommendation](#) is completed.
 - Your adviser will submit the appropriate S or U to the Graduate School.
 - In environmental studies 12 credits will convert to S (satisfactory) or U (unsatisfactory) following submission of the Degree Recommendation.
 - If you have registered for more than 12 thesis credits, they will either be awarded at the same time, or may remain incomplete on your transcript (if extra credits are not needed for graduation).

*Note: if you are registered in spring and defend by fall quarter deadlines you do not have to register again.

2.5.1. Graduate School guidelines to register for thesis credits: If you want to register for thesis credits, you will need to receive overrides from **both** the Huxley College Graduate Student Coordinator and the Graduate School. Email your request for override with your W# and CRN to ed.weber@wwu.edu (or stop by ES545). [Thesis Topic Approval](#) must be on file for overrides to be issued.

2.6 THE THESIS

The thesis is the culmination of your graduate work and the purpose of the Master's degree. It demonstrates you are capable of completing an original and independent research project: designing and implementing a research plan and reporting on the investigation in a proper scientific manner--all in a timely fashion. Writing a thesis teaches you how to plan and carry out a research project, how to negotiate work through revisions, and how to manage your time. If difficulties arise, or modifications are necessary, it is important that you discuss the matter with all committee members--*preferably as a group rather than individually*. A thesis can get out of hand - longer does not necessarily mean better! The outline of the thesis should be developed early and revised often--with frequent review by your adviser. The style of the thesis should be discussed with and approved by your adviser. One style is to write a portion of the thesis in journal publication format, which can help in the development of a manuscript for publication.

The Graduate School provides [Thesis Guidelines](#) on their website. Your *first draft* should be completed and presented to your adviser during the quarter **prior to the quarter you wish to graduate**. When the thesis has undergone sufficient revision and when your adviser agrees, a draft of the thesis is circulated to your entire committee. The committee should have at least *two - three weeks* to read it **before the date you have scheduled for your oral defense**. Some rewriting should be anticipated at each stage of this review process.

2.7 PUBLIC PRESENTATION – required

A public presentation of the data, analysis, logic, philosophy, and conclusions of the thesis should be given to a Huxley College audience on campus during an academic quarter. This is carried out in the form of a seminar. Ideally, your entire committee will be in attendance and you can then adjourn to your oral defense. The oral defense is typically done immediately following your public presentation, but can be done at a different time IF your thesis committee agrees.

2.8 ORAL DEFENSE – required

An oral defense with all of your thesis committee present is required and should be scheduled during an academic quarter. The oral defense may cover any aspect of your education, but usually the questions are concerned with the thesis itself. You should discuss with your adviser the nature of the oral defense and prepare accordingly. Note: You can only schedule your defense between quarters or during summer session with the agreement of all committee members. Since the Graduate School can send a representative, students are discouraged from presenting outside the normal academic schedule.

SCHEDULING & PREPARING FOR DEFENSE

Two weeks before your defense:

- Schedule your public presentation and oral defense
- Submit the [Oral Defense Schedule](#) to Graduate School
- Send a copy of thesis to committee members
- Coordinate with the Graduate Program Coordinator for advertisement of your thesis to Huxley College

One week before your defense:

- If the Graduate School has requested it, send the latest draft of your thesis to the Graduate School for review by the Graduate Council representative via email (gradschool@wwu.edu). The role of the Graduate Council representative at your defense is that of student advocate-to insure impartiality. They may or may not attend your oral defense.
- Give your thesis chair the latest draft for review

Day of public presentation and oral defense:

- Take a minimum of **two** signature pages to your defense—these are delivered to the Graduate School. You may need additional copies for your thesis adviser, other committee members, and yourself if you are going to print additional hard-copies of your thesis. Check with your committee.
- Some committees prefer not to sign your thesis until corrections are completed and reviewed. That is generally decided by the committee at the conclusion of the defense. If this occurs, you will work with your adviser to correct the thesis to the satisfaction of the committee members then obtain the required signatures on the final document.

Next Steps to Graduating:

- A final copy of the corrected thesis (addressing comments raised by committee members during the oral defense) should be uploaded to the graduate school via CEDAR by the specified deadline (found here: <http://www.wvu.edu/gradschool/graduation.shtml>)
 - Complete the [Digital Thesis Submission and Authorization](#)
 - Hand-Carry your signed Thesis signature Page (2 Copies) to the Graduate School

2.9 DELIVERING THESIS FOR COPYING AND BINDING

Thesis Printing Guide	Hard Copy	Soft Copy	Digital Copy	Notes
Wilson Library - Special Collections	1		Y	BOTH Hard Copy and Digital are Required
Optional Printings - Check with your Thesis Committee				
Thesis Committee Chair		1		Your committee chair MAY request a hard copy – check with them first.
Thesis Committee Members		1 ea		Optional copies, ask you committee
<i>Note: You will need an original signature page for each copy of the Thesis you print</i>				
You will need the Digital Thesis Authorization Form in Addition to the Signature Pages: https://esign.wvu.edu/admcs/process/forms/Grad_School/Digital.aspx?valid=true				

You will still need to bring at least one signed hardcopy of your committee signature page and one signed library authorization page to the Graduate School for your submission to be complete [link to formatted page]. Once this is received, the Dean can begin to review your thesis. *Do not submit your entire thesis in hardcopy.*

2.9.1 Your thesis will be [published via CEDAR](#). Please follow all instructions listed.

2.9.2. In addition to publishing on CEDAR, the Wilson Library will require 1-hard copy of your thesis.

2.9.2.1 Your thesis committee may require additional copies. Check with them.

2.10 [ORDER BINDING AND PRINTING:](#)

When the Graduate Dean has signed the original signature pages (1 per hard/soft-copy thesis), the Graduate School will notify you so you can deliver the signed pages to the **Haggard Hall Campus Print and Copy Services (HH 110, Phone: 360-650-3762)**. The Copy Services staff will not accept any thesis without the Graduate Dean's signature.

- You are encouraged to submit the text of your thesis electronically to Campus Print and Copy Services. The files must be in PDF format. The **Student Technology Center** (Haggard Hall 121, www.wvu.edu/techcenter, x4300) will provide support and expertise to students who need assistance in converting text files into **PDF format**; they say the process works best if you take your thesis to HH121 and sit down with their staff
- **The signature page** (with your thesis committee and the Graduate Dean's signatures) **must still be delivered in hard copy**. If you choose to submit electronically, contact Campus Print and Copy Services (x3762) before to make sure the files are compatible--they will require you to proof one copy before they proceed with making multiple copies.
- If you ask another person to submit your thesis for printing/binding the following is required:
 - ✓ Your email address and phone number
 - ✓ The number of hard- and soft-bound copies you want
 - ✓ Any special instructions regarding photos, maps, graphs, etc.
 - ✓ Delivery instructions
 - ✓ **Payment in full must be submitted in advance for all services** regardless of who delivers

your manuscript to Campus Print and Copy Services.

- We do not require the **copying** be done on campus, although they provide this service very inexpensively.
- We do require that the **binding** be done with them. This insures that all bound theses are of standard size, color, title lettering, etc.
- At the time you place your copying/binding order, the costs for the copying, hard binding, soft binding and lettering must be paid in full. Call Campus Print and Copy Services for current charges (x3762).
- When you place your order, the type for the gold stamping of the front hard covers will be ordered. Once the type has been ordered, changes may not be made in the title, or additional fees will be charged for the re-order. **Title length on the cover can be no more than 50 spaces per line** (including punctuation and spacing), with a **maximum of 4 lines, or 3 lines with 1 line of underlining; or 2 lines with 2 lines of underlining.** (If your title is longer than this, it must be shortened for the cover, but may remain in its original length on the pages of your thesis.)
 - Have Campus Print and Copy Services deliver 1 copy to the Graduate School and the others to any on-campus office (you can have all others delivered to Ed Weber in ES 539/545A).
 - Allow six (6) weeks for the completion of your thesis copying/binding order.

2.11 DIPLOMA and DEGREE POSTING for THESIS STUDENTS

Your diploma will be mailed and your degree posted to your official transcript **after** ALL the hard-bound copies have been delivered to:

- **Wilson Library (one)**

Note: Outstanding fines or campus parking tickets must be paid before the diploma is issued.

2.12 FIELD PROJECT (ENVS 691)

- Meet with your adviser early and often to begin discussing a field project topic.
- Pursue a project intriguing to you that is within your capability and the expertise of your adviser.
- Your adviser and committee members are useful for guidance and questions about various aspects of your field project. Don't wait until the end, fight for feedback along the way!
- Prior students' field projects may be available through your Faculty Adviser for ideas
- Consider time requirements for experimentation and writing, availability of equipment, and projected budget when deciding on scope of your project.

2.12.1 Proposal Format

- Faculty Adviser will advise on format of your proposal
- A field project proposal will typically have:
 - A brief statement on the project and its significance to your chosen degree
 - A statement of the applications and importance of the project
 - A review of the relevant literature
 - References
 - Project budget

NOTE: *This type of proposal, with minor modifications, can be submitted to the Graduate Program Committee for Huxley research funds both fall and spring, and to the Office of Research and Sponsored Programs (RSP) for university research funds available each spring for the following year.*

- You must have a public presentation of your Field Project proposal
 - Work with your faculty adviser

2.12.2 Field Project Committee:

- Completion of the Huxley Field Project Approval Esign-Form is required
- Typically consists of Faculty Adviser and 1-2 other qualified members
- Graduate School does not send a representative to Field Projects.

2.12.3 Registration for ENV5 691 Credits

- You must have completed 15 graduate level credits
- Approval of your [Huxley Field Project Approval Esign-Form](#)
- Email your request for override, to include your W# and CRN, to ed.weber@wwu.edu (or stop by ES545).

2.13 ANNUAL REVIEW OF GRADUATE STUDENT PROGRESS

Environmental Studies has developed a procedure to assess our graduate students' overall progress prior to the final defense/presentation of their thesis/field project. This is an objective method to identify students who are not making satisfactory research/project progress and a systematic way to notify students concerning their progress in developing and completing their thesis research or field project.

2.13.1 Approach: The Graduate Program Committee (GPC) will meet annually with each MA, ENV5/MS GEOG student (Spring Quarter for First Year students/Winter Quarter for all others) for a short (ten minutes) scheduled appointment to discuss the student's progress toward their degree. Prior to each meeting the student's adviser will be asked to submit an assessment of whether the student is making satisfactory progress toward the degree, based on the following minimum guidelines:

Timeline Criteria for satisfactory progress

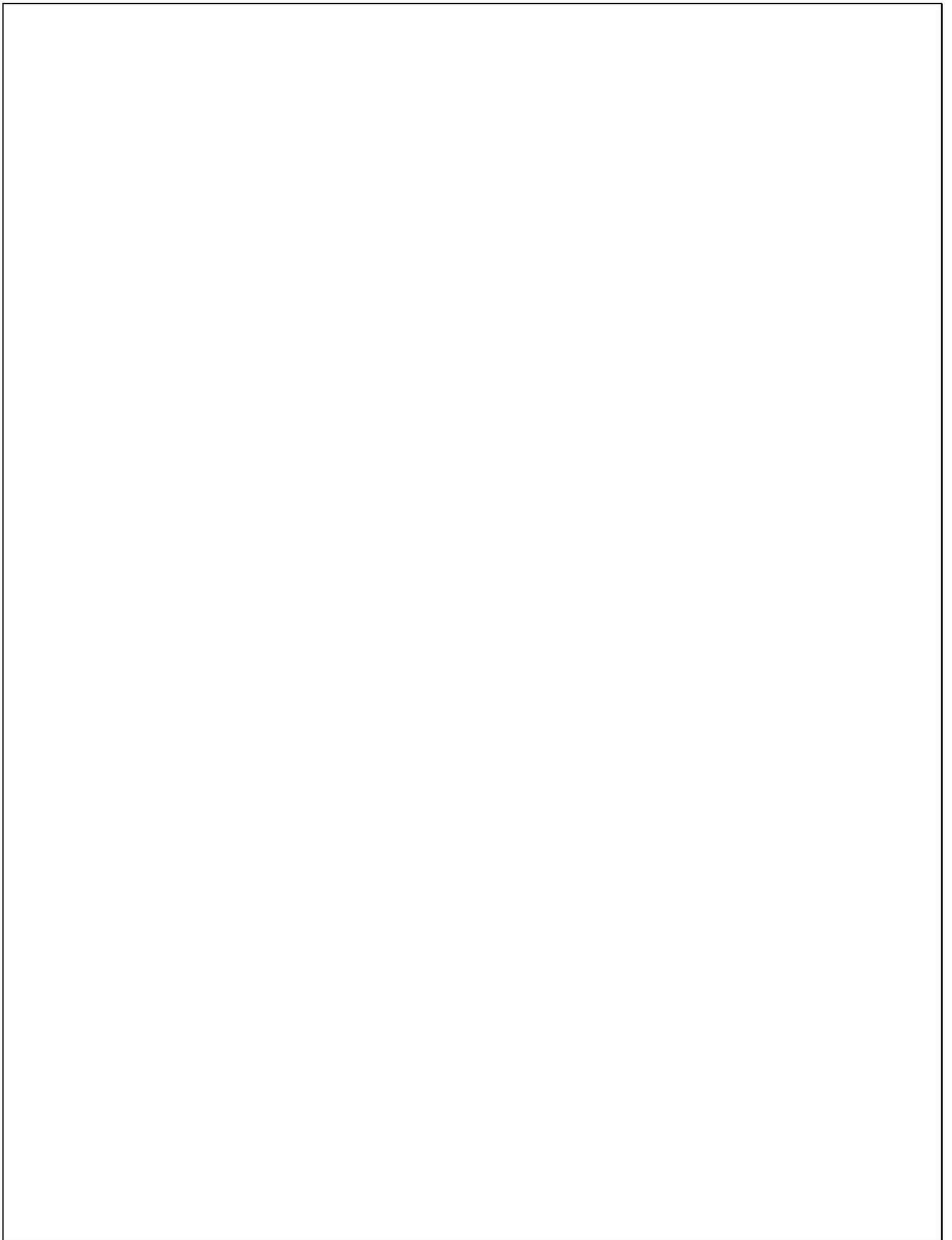
- **Year 1:**
 - Completion of at least 12 credits of 400- and 500-level classes with a grade of 3.0 or better **and**,
 - Acceptance of the Plan of Study (Approved esign form) **and**,
 - Selection of a thesis committee, approval of the research proposal and Thesis Topic Approval e-sign (upon meeting with committee) **OR** approval of Field Project Topic by faculty adviser
- **Years 2-5:** Satisfactory research/project progress will be determined by the student's committee

This meeting is also intended to give the student the opportunity to discuss any challenges/concerns they are experiencing with working with their Faculty/Thesis/Field Project Advisers or committees.

Following the meeting each graduate student will receive an email from the GPC stating whether they are making satisfactory progress toward their thesis research. If not, the email will list deficiencies noted by the GPC, and the student will be advised to meet with the adviser and the thesis research/field project committee as soon as possible.

2.13.2 Termination from the Graduate Program: Students who fail to make satisfactory progress for two consecutive years will be terminated from the graduate program unless the student's adviser recommends in writing to the GPC that the student be retained in the program.

2.3.3 Appeals: Students who receive an unsatisfactory rating on their research/project progress may appeal that finding to the GPC in writing within five working days. The GPC will notify the adviser and the student of its decision within ten working days after receipt of the student's appeal. If the unsatisfactory rating is not overturned, the student may submit a written appeal to the Dean of Huxley College within ten working days of notification from the adviser. If the unsatisfactory rating is not overturned by the Dean of Huxley College, the student may then submit a written appeal to the Dean of the Graduate School within ten working days of the notification of the decision by the Dean of Huxley College.



3. PREPARATION FOR GRADUATION

3.1 MANDATORY ESIGN FORMS

3.1.1 [MASTERS DEGREE APPLICATION](#) [E-sign] – required

The application for degree must be submitted by the **last day of classes (end of dead week) in the quarter prior** to the quarter you intend to graduate. Double-check to be sure all graduation requirements have been met before submitting the application. The non-refundable graduation fee will be billed to your student account each time your file is evaluated for degree completion. If you don't meet the deadlines for the quarter you applied, **you will have to apply again**.

3.1.2 [DEGREE RECOMMENDATION – THESIS](#) or [DEGREE RECOMMENDATION-Non Thesis](#)

This form is submitted to your Thesis Committee Chair (Thesis Option) or Faculty Adviser (Non-Thesis Option) not later than the Friday, 1-week prior to finals week.

3.2 DEGREE DEADLINES

See [published deadlines](#) on the Graduate School website:

- You must be enrolled for at least 2 cr. in the quarter the degree is awarded **OR** the preceding quarter.
- In order to receive your degree, it is imperative that you complete all program requirements within 5 years. *After 5 years, computer accounts, library privileges and technology services are discontinued, all associated files are purged, and withdrawn from the Graduate School
- You may participate in commencement only in the quarter your degree requirements are met.

3.3 MAXIMUM TIMELINE FOR COMPLETION OF DEGREE

All requirements must be completed within 5 years. Students who have not completed their program after 3 years are required to file a plan for completion within the 5-year limit. Otherwise it is understood that the student has decided to withdraw from the program. There is no set format for submission of this plan, but it must include all coursework yet to be completed, quarters in which they will be taken, as well as specific plans/timeliness for completion of Thesis/Field Project. Submit request through your faculty adviser.

3.3.1 EXTENSION OF GRADUATE PROGRAM

You can request an extension (1-3 quarters) for completing the degree requirements if you are unable to finish within the 5-year requirement. The following steps should be taken in making this request: Discuss, then request, an extension with your thesis chair. Your thesis chair and the program adviser determine if they will support the request. You and your adviser work to develop a mutually agreed upon timeline if the extension is supported. The request, faculty statement of support, and detailed timeline are submitted to the Graduate School.

4. FUNDING, SAFETY, TRAVEL AND MISCELLANEOUS

4.1. Teaching Assistantships (TA) through ENVS Department (Note: TAs may be granted by other departments and are subject to rules established by those departments)

- 4.1.1. Teaching Assistants are paid salaried positions. They are not awarded on the basis of financial need. They are awarded based strength of student's application record, applicant's skills, and department needs (e.g ,GIS). Graduate Teaching Assistants are paid twice monthly. You are assigned to assist a professor(s) with a specific course of instruction by the ENVS Graduate Adviser.
- 4.1.2. A nominee must have full admit status to the Graduate School (not provisional status) and, if a current student, be making satisfactory progress toward the degree (see section TBD).
- 4.1.3. The Graduate School awards assistantships by an official letter of appointment (delivered via email). The Graduate School notifies the Student Accounts and Financial Aid offices of the names of assistantship recipients, and their records for fee payment and financial aid purposes reflect this.
- 4.1.4. Full or Half Time TA: Full-Time TAs are expected to work approximately 19 hours/week. Half-Time TAs are expected to work 10 hours/week. No combination of employment at the university should put you above 19 hours/week on a consistent basis.
- 4.1.5. Compensation: Compensation is listed on the [Graduate School Website](#) for TAs.
- 4.1.6. Tuition Waiver: The Graduate School provides either a full or partial tuition waiver for all TAs dependent upon your assignment as either a Full-Time or Part-Time TA. Your tuition waiver only applies to courses leading to your degree and are listed on your approved Graduate Plan of Study. Tuition waivers can only be applied to credits taken through regular Western registration (not extended education or other institutions)
- 4.1.7. Fees: TA Compensation DOES NOT include university fees, which typically amount to about 10% of your total tuition and will vary dependent upon your quarterly credit load. It is your responsibility to pay these fees.
- 4.1.8. Health Care Benefits: The Graduate School determines annually if they can support paying the Health Care Benefits for Graduate TAs. If you are eligible and want coverage, you must register: <http://www.wvu.edu/gradschool/health-insurance.shtml>
- 4.1.9. Academic Load: TAs must be enrolled in a minimum of 8-credits during any quarter they are assigned an assistantship, unless the only thing they have remaining are Thesis/Field Project credits (ENVS 690/691). TA can drop to a minimum load of 2-credits in this case.
 - 4.1.9.1. You may still need to be enrolled in more than 2-credits to qualify for financial aid/load deferrals/international student eligibility. In these cases, Financial Aid/Registrar requirements supersede Graduate School requirements.
- 4.1.10. Language Requirement: Graduate teaching assistantship applicants whose native language is not English must demonstrate English language proficiency required for classroom or laboratory instruction.
- 4.1.11. Duties as a Teaching Assistant:
 - 4.1.11.1. Proper assignments for a graduate teaching assistant include instruction (under the supervision of a graduate faculty member), grading of tests or essays (at the lower-division level), preparation of labs, or assistance to faculty members conducting research.
 - 4.1.11.2. Improper duties for graduate assistants are routine (clerical) assignments, tasks that undergraduate work-study students can perform, tasks that do not relate in any direct way to the assistant's academic reasons for being at WWU, and tasks that are properly performed only by regular faculty members--that is, advisement, substituting for absent faculty members, etc.

4.1.11.3. It is the responsibility of the department Chair and the Graduate Adviser to see that assignments are appropriate. Every effort should be made to ensure that the assignments given assistants do not prevent the person from taking required courses, especially core courses, or interfere with the assistant's principal reason for being at WWU-- which is the expeditious completion of the Master's degree.

4.1.12. Evaluations: Your assigned professor should discuss performance expectations with you before the start of the course. The Graduate School recommends that TAs be evaluated on the same forms used to evaluate faculty for a class.

4.2. Research Assistant (RA):

4.2.1. Research Assistants are typically paid salaried positions, although a few may be hourly. They are not awarded on the basis of financial need. Research Teaching Assistants are paid twice monthly. You are assigned to a professor to assist with their ongoing research projects.

4.2.2. A nominee must have full admit status to the Graduate School (not provisional status) and, if a current student, be making satisfactory progress toward the degree.

4.2.3. The professor and their department awards Research Associate positions. There is no action required through the Graduate School for RA positions.

4.2.4. Full or Part Time RA: Salaried Full-Time RAs are expected to work approximately 19 hours/week. Salaried Part-Time RAs are expected to work 10 hours/week. No combination of employment at the university should put you above 19 hours/week on a consistent basis.

4.2.5. Compensation: Salaried STIPENDs are equal to is listed on the [Graduate School Website](#) for TAs. Hourly RA positions are paid \$18/hr.

4.2.6. Tuition Waiver: The Graduate School does not provide a tuition waiver for RAs. Your professor may (or may not) be able to cover your tuition via their grant. You should speak with your professor to inquire if this is possible.

4.2.7. Fees: University Fees are generally not covered, but if your professor's grant allows for it, it is possible to cover. Speak with your professor.

4.2.8. Health Care Benefits: Health Care Benefits are not covered for RAs. If your professor's grant allows it, they can sometimes cover the cost. Speak with your professor.

4.2.9. Academic Load: RAs must be enrolled in a minimum of 8-credits during any quarter they are assigned an assistantship, unless the only thing they have remaining are Thesis/Field Project credits (ENVS 690/691). RA can drop to a minimum load of 2-credits in this case.

4.2.10. You may still need to be enrolled in more than 2-credits to qualify for financial aid/load deferrals/international student eligibility. In these cases, Financial Aid/Registrar requirements supersede Graduate School requirements.

4.2.11. Language Requirement: There are no language requirements for RA positions.

4.2.12. Duties as a Research Assistant: A RA is assigned to a specific professor to assist with ongoing research. Duties will vary by professor/project. It's your responsibility to communicate with your professor to determine if the RA assignment is right for you.

Summary of RA and TA Compensation:

Teaching Assistant (TA) vs Research Associate (RA)		
	TA	RA
WWU Tuition (Excludes Extended Education)	Yes	Maybe
STIPEND	Yes	Yes
Health Care Coverage	Yes	Maybe
Fees	No	Maybe
<p>RA Position may or may not cover your Tuition, Health Care and Fees. Each grant is unique in what the professor is allowed to pay with it. Your professor can advise on what specifically can be covered.</p>		

4.3 Enrollment requirements for FINANCIAL AID purposes

- Full financial aid award requires registration of 8 credits or more each quarter
- Students on financial aid (those with graduate work-study and/or RA support) can work up to 40 hrs/wk during intercession--the time period when school is not in session (i.e., during the Christmas break between fall/winter quarters and during spring break, but cannot submit time for actual holidays when the University is closed, i.e., Christmas Day, New Year's Day, etc.) weekends included as long as the 40 hrs/wk is not exceeded
- You may attempt up to 125% of the credits required for completion of your program of study (however, these credits are expected to be on your approved Plan of Study)
- Students enrolled in thesis option programs are eligible for federal financial aid for the number of credits allowed by the program for thesis (**Environmental Studies = 12-36 credits**)
- You are encouraged to plan your academic course loads efficiently to reduce excessive student loans; in other words, you cannot receive financial aid indefinitely

4.4 [Grants and Research Funds](#)

4.4.1 Huxley Small Grants – Each fall and spring Huxley provides a limited number of small grants to foster and facilitate graduate research in environmental science and environmental studies. These grants are intended only to cover small expenses, such as expendable supplies (chemicals, glassware), travel to field sites, or attendance to present results at a professional meeting. Awards are competitive and will likely be in the range \$300-\$800. Maximum duration to spend funds without requesting an extension is 18 months. Deadlines for applying are mid-October and mid-April. Your Thesis Topic Approval card must be on file in the Graduate School before these research funds will be made available.

4.4.2 Research and Sponsored Programs (RSP) - [The Fund for the Enhancement of Graduate Research](#), sponsored by the Office of Research and Sponsored Programs (RSP) and the Graduate School, awards students currently enrolled in graduate programs research support in amounts up to \$1,000. Students must apply in the spring for funding the following year, therefore first year students are encouraged to apply. Awards are designed to assist students in accomplishing their thesis work (equipment, computer software, consumable items). Travel is supported only in exceptional circumstances.

4.4.3 Other Funding Sources: Check the [Huxley Graduate Funding](#) Website.

4.5 USING GRANTS FOR THESIS RESEARCH (on-campus sources)

If you apply for a “small grant” through Huxley College or a Research and Sponsored Programs (RSP) grant for thesis work, the funding will be deposited into the department account. Purchases can be made with WWU

purchase forms or through Purchasing, or reimbursements using services/reimbursement forms.

- Some items, such as computer software and chemicals, have specific acquisition rules that must be complied with prior to purchase. Failure to follow these rules may result in you not being reimbursed. Please consult [WWU Purchasing Office](#) or Ed Weber prior to agreeing to buy.
- All “Non-expendable” purchases become property of Western Washington University and must be turned in when you are complete with your project.
- There are various ways to spend your grant--see Ed Weber for assistance.
- Refer to the travel section below for grant money of any sort being used for travel to seminars, research sites, and any type of travel. In all cases, **keep your receipts**.

4.6 USING GRANTS FOR THESIS RESEARCH (off-campus sources)

Grants administered through RSP must follow guidelines. If you are overseeing a grant with your faculty adviser, all paperwork will require his/her signature. If you or anyone else (other students) are to be paid out of grant monies, you must have a Payroll Appointment form in the university payroll system before you begin working on the grant. Grants all have a designated five-digit number beginning with a “5.” See Diane Knutson to be placed on the payroll, for travel, for purchases, and for reimbursements.

4.7 [Ross Travel Grant](#)

Provides support for students to travel to present papers at professional meetings and conferences. The awards cover the amount equivalent to the minimum airfare or other public transportation cost to the conference city, with a maximum of \$500 granted to any single applicant. Ground transportation, lodging, per diem and registration fees are generally not covered.

4.8 HEALTH INSURANCE AND ON-CAMPUS MEDICAL CARE INFORMATION

4.8.1 STUDENT HEALTH CENTER - website at http://www.wwu.edu/chw/student_health/index.shtml

Graduate students taking at least 3 credit hours have the option of paying the Health Services fee for the quarter so they can utilize services if they choose to. A signed authorization form, available from a Health Center receptionist, is necessary. In general, students enrolled in 6 or more credits are automatically billed the fee for the quarter.

If you are serving as a graduate TA or an RA, you may be enrolled for as few as three (3) credits and still be eligible for services from the Student Health Center (notify the Graduate School so your account can be manually charged)

4.8.2 [WWU STUDENT HEALTH INSURANCE PLAN](#) -- See Student Health Center website above

This insurance plan is available to any WWU student who meets eligibility requirements as stated in the plan brochure; however the Graduate School will pay your premiums on a quarterly basis if you are a Graduate Teaching Assistant.

4.9 [SAFETY TRAINING](#)

The University has a responsibility to provide safety training to new employees and students who will be working with chemicals and performing hazardous tasks. It is the responsibility of each faculty member to ensure that his or her employees and students are trained. Contact Environmental Health & Safety (x6582) for the safety orientation checklist and the specific job safety orientation for new employees including student workers.

Graduate students who perform research in the field and laboratory should be trained in issues such as transport of chemicals in vehicles (personal and university) and the potential risks if they transport chemicals in luggage via air. In addition, personal protective equipment, hazard communication, lab safety and hazardous waste are among the other topics that should be reviewed.

Lab TAs are required to contact Scott Wilkinson (ES 422, x3667) prior to the beginning of each quarter for lab safety training information.

4.10 TRAVEL--Regulations and Procedures

First, consult your department manager Diane Knutson (X3277) about procedures. A Travel Authorization form is required prior to traveling to seminars, research sites, etc. A Travel Expense Voucher is required upon your return. You will need a Travel Authorization number in order to book your travel. Airline travel must go through a state-qualified travel agent. **Do not charge airfare to your private credit card.** Refer to the [WWU Travel Desk site](#) on-line for the currently-approved local travel agencies.

For day travel involving your personal vehicle, a new form is available on-line at the Travel Desk site. For the current reimbursement rate for private vehicle expenses, see www.gsa.gov/travel.htm. For overnight travel when lodging and meals are authorized, see Diane Knutson for information. In all cases, keep your receipts.

4.10.1 Van Rentals from ENTERPRISE(12-Passenger) - Regulations and Procedures

4.10.1.1 Vehicle Reservations

As a TA, or when conducting research, you may be asked to reserve a 12-passenger van from Enterprise and drive the van for the class. Contact department manager, Diane Knutson as early as possible for complete instructions and van rental procedures. Information you will need to provide:

- Date of trip
- Time of pick up and return of vehicle
- Destination
- Purpose of Trip
- Driver's Name

Vehicles must be reserved for individual trips. Please cancel vehicle reservations if plans change.

4.10.1.2 Van Training

Any driver, faculty, staff, student or volunteer, operating a 12-passenger van on behalf of WWU **must at least age 21, have 5 years driving experience** and complete both the state required large passenger van training **every two years**. Drivers and their supervisors are responsible for monitoring this. It's a 4-part course involving a PowerPoint presentation, quiz and completion of two state forms that need to be printed, completed and signed by the driver and her/his supervisor. The completed forms stay with departmental files. Secure training early in the year in order to be prepared for potential TA assignments. Van training is provided by Risk Management (x6582). Training is available on Canvas.

4.10.1.3 International Travel with Van

Vans larger than 10-passenger may not be driven into Canada. Multiple smaller vans would need to be driven if taking more than 10-persons.

4.11 HUXLEY GRADUATE FACULTY

A faculty member from this list has agreed to serve as your research adviser and will serve as the chair of your thesis committee. Faculty marked with an [*] generally serve as faculty advisers for environmental studies graduate students. If you want to change advisers, you need to find another faculty member who agrees to fill that role.

***Troy Abel** -- environmental policy, conservation politics, civic environmentalism, policy analysis, globalization and environmentalism

***Andy Bach** -- physical geography, geomorphology, soils and weathering, water resources, geoarcheology,

Elwha Dam removal and restoration, landforms of the Missoula Floods

* **Charles Barnhart** – applications in energy production

***Gigi Berardi** -- all-hazards planning, resource management, agroecology, food security, international development

Brian Bingham -- invertebrate biology, marine ecology, experimental design

Leo Bodensteiner -- fisheries biology, aquatic ecology, fish ecology

***Pat Buckley** -- optimization modeling, economic and development geography, quantitative/qualitative methods

Andy Bunn -- climate change, paleoecology, energy, ecological modeling

Rebecca Bunn -- belowground ecology, toxicology, restoration, energy

***Kate Darby** -- social and environmental justice, environmental justice pedagogy in higher education, sustainable food systems and urban socio-ecological systems

***Aquila Flower** – long-term roles of climatic variability, human land use patterns, and natural disturbances in shaping forest ecosystem dynamics

***Nini Hayes** - equity centered teaching and learning, social justice education, the work of teacher educators of color, critical race theory, and critical environmental justice studies

Jim Helfield -- ecology of rivers and riparian forests, terrestrial-aquatic ecosystem linkages, watershed management and restoration

* **Steven Hollenhorst** – land use policy and management; land trusts and conservation easements; and environmental leadership

***Nabil Kamil** – Uneven urban development, social/environmental justice, urban informality and disaster recovery

Alia Khan -- Aquatic Biogeochemistry, Cyrosphere-Atmosphere-Climate interactions, light absorbing aerosols, spectral geophysics, drinking water quality, glacial hydrochemistry and climate adaptation.

Robin Kodner -- characterizing the genetics of snow algae communities

Wayne Landis -- environmental toxicology, population biology, risk assessment

***Tammi Laninga** -- federal land use policy and planning, collaborative planning, community economic development, and the social components of bioenergy development

Brooke Love -- ocean acidification, and its effects on food webs, and the role of marine vegetated areas in marine chemistry

John McLaughlin -- terrestrial ecology, population biology, conservation biology

Erika McPhee-Shaw -- Physical oceanography, coastal oceanography, ecology, sediment transport, internal wave interactions on the continental shelf

***Mike Medler** -- biogeography, GIS, remote sensing, forest fire and wilderness management

***Jean Melious** -- environmental and land use law and policy, international environmental policy

***James Miller** -- Indigenous architecture and spatial production, anti-colonial urbanism, inclusive urbanism, Climate Change adaptation and resilience, Placemaking, post-disaster reconstruction and disaster resilience, remote housing and localized building processes

Manual Montano -- environmental analytical chemistry, geochemistry, colloid and nanoscale chemistry

***Gene Myers** -- environmental education, conservation psychology, evaluation, environmental ethics, human ecology

***Mark Neff** -- understanding and improving the policies governing science to better serve the public interest, and the use and uptake of scientific information in formal and informal environmental decision making. I have a particular interest in controversies involving dynamic social-ecological systems and comparatively static policy structures and knowledge systems.

***Rebekah Paci-Green** -- community-based risk communication for disaster risk reduction and planning; integrating hazards assessment, culturally-appropriate construction, and disaster planning into schools in less-developed countries; built environment and natural hazards in less-developed countries; science communication

***David Rossiter** -- cultural-historical geography, political-ecology, Canada

John Rybczyk -- wetlands ecology and management, ecosystem modeling, global climate change

* **Imran Sheikh** -- reducing greenhouse gas emissions in the buildings sector, with a focus on electrification of residential space and water heating.

David Shull -- structure and function of marine benthic communities, pollution and marine ecosystems

* **Froylan Sifuentes** -- decarbonization pathways for energy systems, mobility electrification, demand response, and the water-energy nexus of decarbonization the electricity grid.

Ruth Sofield -- aquatic toxicology, biochemical and genetic toxicology, and environmental chemistry

***Nick Stanger** -- environmental education, sense of place, indigenous education, environmental refugees, curricular studies, complexity theory, resiliency, eco-critical thought, post-structuralism, and existentialism

***Paul Stangl** -- pedestrian planning, New Urbanism, urban landscapes, memory and meaning; Europe and Berlin

David Wallin -- terrestrial ecology, forest ecosystems, remote sensing/drone use

***Grace Wang** -- natural resource policy, cultural resources management, community-based forestry

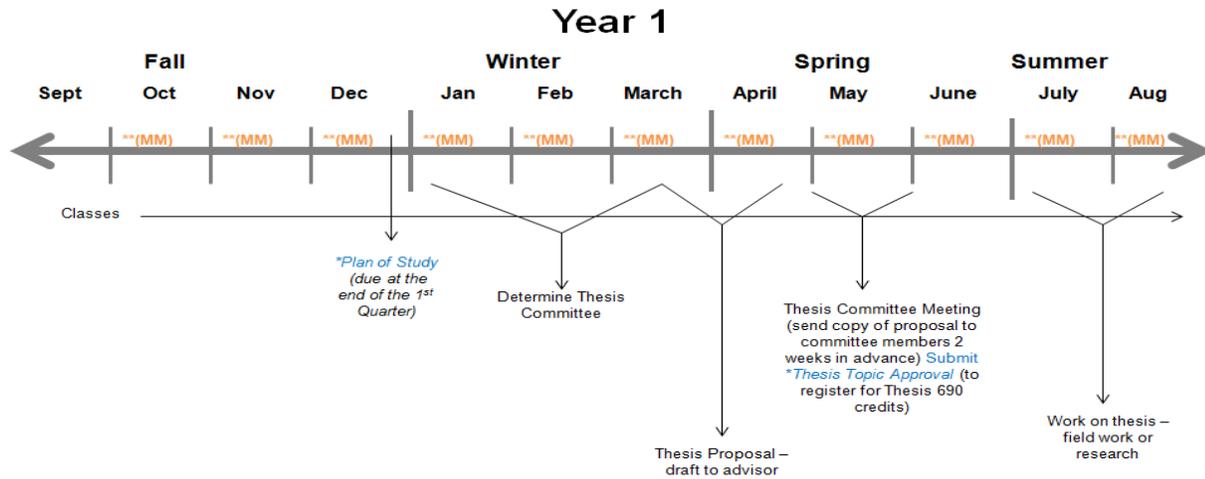
***Nick Zaferatos** -- community and sustainable development, environmental planning, EU policy, Native American political development

Master of Arts – Environmental Studies Program Requirement Checklist

	<u>*Plan of Study</u>	Complete during first quarter. Submit Amendment to Plan of Study every time coursework changes. This is now done via DEGREEWORKS
	Form Thesis Committee (If Thesis Option)	All members of thesis committees shall be designated or approved as graduate faculty. For a thesis committee, two members (including the committee chair) must be tenured or tenure-track graduate faculty in the student's academic department.
	Submit Research Proposal	Develop in consultation with faculty adviser and submit to thesis committee
	<u>*Thesis Topic Approval Form (If Thesis Option)</u>	Prior to 690 Thesis Registration - Approved by all committee members, Grad Program Adviser, Department Chair and Graduate Dean
	Apply for Huxley research funds (Optional)	Mid-November / Mid-April
	Apply for RSP research funds (Optional)	Apply in Spring Qtr for funding in summer/next year
	<u>Apply for Ross Travel Funds (Optional)</u>	Application Dates: 1 Oct, 15 Dec, 15 Mar, and 15 May
	*Register for Thesis Credits (Need overrides)	After satisfactory completion of 12 credits on Plan of Study, completion of prerequisites <u>and</u> approval of Thesis Topic by the Graduate School
	Thesis Drafts (Usually 3-4 draft versions) <u>Thesis Manuscript Format</u>	First draft to faculty adviser at least one quarter prior to quarter of graduation—make revisions as necessary. Entire committee should have thesis to read at least two weeks before oral defense is scheduled
	<u>*Masters Degree Application</u>	Due by end of quarter prior to your graduation
	<u>*Masters Degree Oral Defense Schedule (If Thesis Option)</u>	Submit to Graduate School no later than 2-weeks prior to your defense date. You will need to know your date/location for your public defense and oral defense schedule to complete.
	<u>*Degree Recommendation - Thesis Option</u>	The approved recommendation must be received by the Graduate School no later than Friday one week before the beginning of finals week.

Note: All graduate students must be registered for at least 2 credits ENVS 690, ENVS 691 or ENVS 699 continuous enrollment in the quarter of graduation or in the quarter immediately prior to graduation (not including summer quarter)

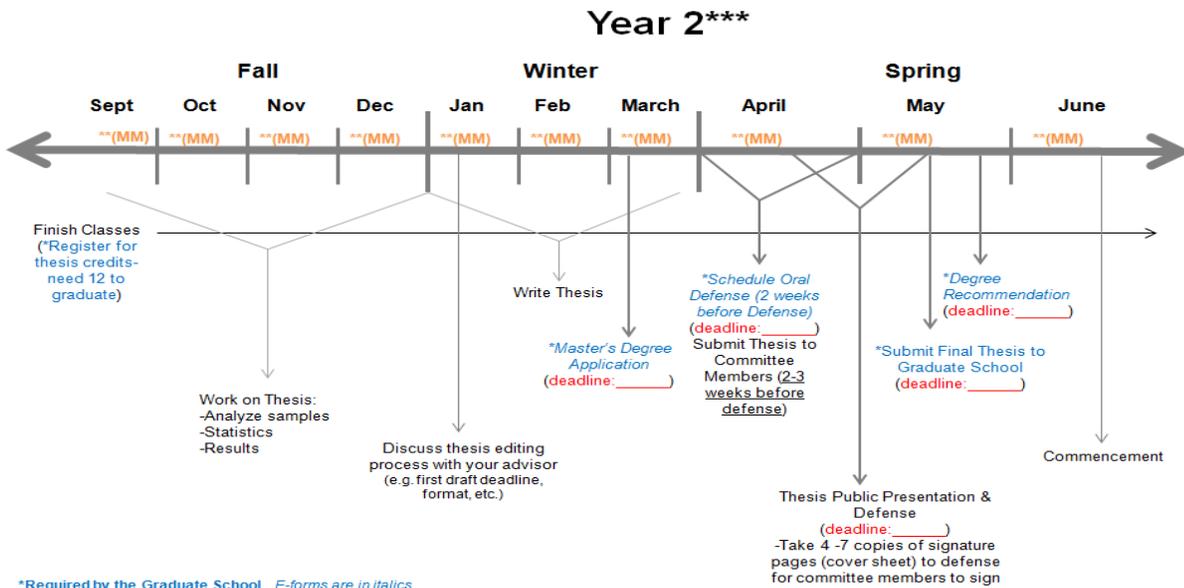
Ideal Timeline (Assumes 2 Year Degree Completion)



**Required by the Graduate School. E-forms are in italics*

**** (MM)** - It is suggested that graduate students meet monthly (MM) with their advisors for continuous communication

Many of the requirements listed above (Year 1) are suggested timeframes, with flexibility in the due dates.



**Required by the Graduate School. E-forms are in italics*

**** (MM)** - It is suggested that graduate students meet monthly (MM) with their advisors for continuous communication

******* If you plan on graduating in the Summer, Fall, or Winter Quarter, use the timeline as a template and add the correct dates into the deadlines above. Deadlines are published on the graduate school website: <http://www.wvu.edu/gradschool/graduation.shtml>. For all graduate students: the last two quarters are the most important in terms of meeting deadlines and completing e-sign forms.

ENVS Graduate Program Points of Contact

Position	Contact	Assists with:
Graduate Program Coordinator	Ed Weber 360-650-3646, ES 545B Ed.Weber@wwu.edu	Questions about Environmental Studies program specifics, required forms, timelines, deadlines, TA assignments, room requests, payroll, stipends, tuition waivers, office space, registration and course overrides, thesis copying and binding, etc.
Department Manager (UEPP)	Diane Knutson 360-650-7773, AH 217 Diane.knutson@wwu.edu	Making travel arrangements (before you travel), questions about grant spending.
Department Manager (ENVS)	Heather Dalberg 360-650-3284, AH 217 Heather.dalberg@wwu.edu	Making travel arrangements (before you travel), questions about grant spending.
Scientific Lab Technician	Scott Wilkinson fraser.wilkinson@wwu.edu 360-650-3667, ES 422	Questions about laboratory preparation and availability, research equipment and supplies, and TA needs
Graduate Program Adviser	David Rossiter David.Rossiter@wwu.edu 360-650-2821, AH 232	Approving and signing most everything you do toward completion of the degree