



Master of Arts
Environmental Studies
Graduate Student Handbook
2023 – 2024

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1. **COURSE WORK**

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

The "Plan of Study" 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 in DEGREEWORKS. Failure to submit the plan may 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/UEPP 690 (Thesis) or ENVS/UEPP 691 (Project)	12
Electives <i>Restrictions:</i>	
<ul style="list-style-type: none">• <i>10 credits or less of approved 400-level work may be included in the program.</i>• <i>No more than 4 elective credits of ENVS 595 (Teaching Practicum) may be used toward the MA degree in Environmental Studies.</i>• <i>A maximum of 10-credits of Independent Study can be applied towards your degree.</i>	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

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. This is done via DEGREEWORKS.

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

Graduate independent study courses (ENVS/UEPP 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> Students should work with appropriate faculty to identify opportunities for independent studies.

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. K grades revert to a grade of Z if the instructor has not indicated a final grade to the Registrar. 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 project (691) work, maintain eligibility for the teaching assistantship if enrolled for a minimum of two credit hours of excess thesis, or research. Continuous Enrollment (GRAD 699) does not count towards student employment eligibility requirements. 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 ENVS/GRAD 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 Program 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 PROJECT

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

2.1.1.A Thesis addresses research question or hypothesis, requires approvals from Graduate School, and generally carries more weight if pursuing additional educational objectives.

2.1.2. Projects are an application of knowledge/learning to a specific topic designed for practical use and/or a particular audience.

2.1.3. Discuss both options with your Faculty Adviser to determine what's best for your goals.

2.2. THESIS / PROJECT PROPOSAL:

- You should plan to meet with your adviser early and often to begin discussing a thesis/ project topic.
- You should identify research question(s) or 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](http://Wilson.Library.Cedar.wvu.edu) (Cedar.wvu.edu) to help you with ideas.
- Consider time requirements including time for research and writing. Consider equipment availability and any budgetary needs associated with your proposed research. **NOTE: Students whose research involves human subjects (including surveys) or live vertebrate animals must comply with University policies regarding these types of research. Approval from the Research Integrity & Compliance office must be obtained before research begins.**

2.2.1. THESIS/ PROJECT PROPOSAL FORMAT:

Faculty may expect to see a written proposal before agreeing to serve as a committee member and approving the Thesis / Project Topic Approval. Below is a guideline for a thesis/project proposal, though the specifics may vary by project. Please consult with your committee members so that you are aware of any specific requirements they may have. The format of thesis and project proposals are similar in most regards; differences are highlighted below.

- - **Problem Statement or Objective.** What do you want to study? Does the proposed research have practical or theoretical significance? Why is this knowledge worth pursuing? **For projects, additionally:** Who is the intended knowledge user? How will the resulting knowledge be useful to them? How did the project idea come about? What is your plan for working with the intended user to ensure that your work is relevant to their knowledge needs?
 - **Literature Review.** What have other scholars published in peer reviewed journals or academic press books on this topic? What do they agree on or disagree? What does your proposed thesis provide to the ongoing academic conversation?
 - **Research Question/Hypothesis/Objective:** What is your research trying to answer or test?
 - **Methods**
 - o **Subjects for Study.** Whom or what do you propose studying? Why are these the appropriate subjects? If it is appropriate to sample, how will you select your subjects? If your research involves human subjects, how will you protect them?
 - o **Measurement.** What are your study's key measures or variables? How do these measures or variables allow you to address your questions/hypotheses/objectives? Do your variables and measures follow previous research on the topic?
 - o **Information Collection or Activities.** How will you collect data for your study? Or, what activities will you complete?
 - o **Analysis.** Describe the kind of analysis you plan on using to understand

the information you collect. How will you use the information collected to address your research questions? How do you establish rigor? How will you know to trust your conclusions?

- **Schedule.** Propose a plan/timeline of data collection, activities, and analysis.
- **Budget.** Provide an estimate of costs or funding your study needs.

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

2.2.2. PUBLIC PROPOSAL OF THESIS/ PROJECT

ENVS requires graduate students to make a public presentation of their proposal for their thesis/project. **This proposal is not a 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/PROJECT COMMITTEE:

Your thesis/project 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 committee is generally formed during your first year of studies. Your faculty adviser can assist you in identifying potential candidates to serve on your committee. Your committee should be formed by the third quarter of residency (Project Approval esign form). The **thesis** committee consists of three members: the chair (doesn't have to be your faculty adviser) must be graduate faculty in the MA ENVS program. The graduate faculty includes all tenured/tenure-track faculty in CENV (ENVS, ESCI, and UEPP) as well as individuals from outside of CENV who have successfully applied to be part of the graduate faculty. (See Graduate Program Committee Chair for a current list). Second and third members may be graduate faculty, or, when approved by the MA ENVS Graduate Program Committee, may draw from the broader community professionals and others with appropriate experience. **For projects:** The project committee must have at least two members. The chair and second member must be tenure-track graduate faculty of the College of the Environment or be listed as a member of the Environmental Studies, MA Graduate Faculty. An optional third member, with approval of the Environmental Studies Graduate Committee and Graduate School, can come from elsewhere on campus or another university, or can be a professional in the field.

Please discuss with your faculty adviser to determine possible committee members, and work with the Graduate Program Committee to seek approval of committee members who are not currently members of the graduate faculty. 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 using remote options.

2.3.1. Special Requirements for committee members outside of CENV: Email the graduate program coordinator for information on how to seek approval for those not part of the ENVS MA graduate faculty. Approval of outside committee members takes time, so begin this process early.

2.3.2. Considerations when selecting your thesis/project committee: What are their research interests and expertise? Can they provide guidance necessary to complete your thesis/project? 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](#) or [PROJECT TOPIC APPROVAL](#) [E-sign] – required

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

2.5. ENVS/UEPP 690 - THESIS RESEARCH or ENVS/UEPP 691 - PROJECT RESEARCH (12 credits) --

A minimum of 12 thesis or project credits are required (repeatable to 36 credits for financial aid purposes).

- Thesis and project credits are graded incomplete (K) until the [Degree Recommendation](#) is completed.
 - Your adviser will submit the appropriate S or U to the Graduate School.
 - 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 remain as incomplete on your transcript.
- To register for thesis or project 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 CENV Graduate Program Coordinator and is locked in DEGREEWORKS.
- You have completed a minimum of 12 credits of coursework listed on your Plan of Study while maintaining a 3.0 (B) grade point average.

2.5.1. **Thesis Credit registration:** The Thesis Topic Approval is completed and on file in the Graduate School. To register for thesis credits, you will need to receive overrides from **both** the CENV 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.

2.5.2. **Project Credit Registration:** The Project Topic Approval is completed and locked. Email your request for override with your W# and CRN to ed.weber@wwu.edu (or stop by ES545).

2.6. THE THESIS or PROJECT

The thesis or project 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 manner appropriate to the intended audience, all in a timely fashion. Writing a thesis/project 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/project can get out of hand - longer does not necessarily mean better! The outline of the written product should be developed early and revised often-- with frequent review by your adviser. The style of the thesis /project should be discussed with and approved by your adviser. If appropriate to your goals, consider discussing with your advisor whether it might be possible 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. **Project guidelines** should be negotiated with your committee and with the partner organization. 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 and to Ed Weber, CENV Graduate Program Coordinator, who will make it publicly available. The committee should have at least *two 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 your thesis or project, including your research questions/hypotheses, the data, analysis, findings and conclusions should be given to a College of the Environment audience on campus during an academic quarter. When appropriate, PROJECT presentations can take place in venues better suited to the needs of partner organizations. Summer presentations must be coordinated closely with your chair and all committee members as well as the Graduate Program Coordinator. Faculty members may not be on contract over the summer and are not compelled to participate. The public presentation is in the form of a seminar. Your entire committee will be in attendance (online participation of committee members is permitted) 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/project committee agrees.

2.8 ORAL DEFENSE – required

An oral defense with all of your thesis/project 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/project to committee members
- Coordinate with the Graduate Program Coordinator for advertisement of your thesis to the College of the Environment
- Send a full-electronic copy of your Thesis/Project to the ENVS Department Manager for “tabling”

For theses only, 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.

Upon completion of public presentation and oral defense:

- Committee members will indicate their approval of your thesis or project and award of degree via E-SIGN Form.

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.wwu.edu/gradschool/graduation.shtml>)

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; ask your committee

You will need the Digital Thesis Authorization Form:
https://esign.wvu.edu/admcs/process/forms/Grad_School/Digital.aspx?valid=true

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 BINDING AND PRINTING: Graduate School will provide additional instructions on your Thesis Approval Letter for printing.

2.11 DIPLOMA and DEGREE POSTING for THESIS STUDENTS

Your diploma will be mailed and your degree posted to your official transcript after one hard-bound copies has been delivered to Wilson Library.

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

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/ project. This is an effort identify students who are not making satisfactory research/project progress and help them get back on course completing their degree requirements.

2.13.1 Approach: The Graduate Program Committee (GPC) will check in annually with each MA, ENVS student (Spring Quarter for First Year students/Winter Quarter for all others) with an electronic survey to note the student's progress toward their degree. Simultaneously, faculty advisors will also be requested 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 Project Topic by faculty adviser
- **Years 2-5:** Satisfactory thesis / project progress will be determined by the student's committee. Students not making satisfactory progress will receive an email listing deficiencies noted by the GPC and will be advised to meet with the adviser and the thesis /project committee as soon as possible.

All Year 2-5 students will be invited to an annual early winter-quarter group meeting to learn of processes and deadlines for completing their degree.

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

College of the Environment within ten working days of notification from the adviser. If the unsatisfactory rating is not overturned by the CENV Dean, 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 CENV Dean.

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 (One-Time Only) when 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 either be enrolled in coursework OR Continuous Enrollment the quarter of graduation
- 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 students are withdrawn from the Graduate School unless an extension of the Graduate Program has been granted.
- 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. Absent this plan, 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/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 for consideration.

4. FUNDING, SAFETY, TRAVEL AND MISCELLANEOUS

4.1. Teaching Assistantships (TA) through ENVS/UEPP 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 on the strength of student's application, academic record, and the match between department needs and student skills (e.g., GIS). Graduate Teaching Assistants are paid twice monthly. You are assigned to assist a professor(s) with a specific course of instruction as agreed upon by the department, GPC Chair and CENV Graduate Program Coordinator.
- 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/Project credits (ENVS/UEPP 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 ENVS 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 pay listed on the [Graduate School Website](#) for TAs. Hourly RA positions are paid \$18/hr minimum/\$22.85 maximum.

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 at least 8 credits during any quarter they are assigned an assistantship, unless they only have Thesis/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

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.

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 CENV Small Grants – Each fall and spring CENV 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 Graduate Research [and Creative Opportunities Grant Program](#), 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 \$1,500. See RSP website for application processes and deadlines. Be aware that your faculty adviser and the ENVS department chair must approve of all funding requests, so time your application accordingly.

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

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

If you apply for a “small grant” through CENV 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 the ENVS Department Manager 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. Student must be a matriculated graduate student during the time of travel. If student has already graduated, they are not eligible.

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 ENVS department manager 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 the ENVS Department Manager 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 the ENVS department manager 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 [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. If you want to change advisers, you need to find another faculty member who agrees to fill that role.

Abel, Troy D., PhD, environmental policy, policy analysis, environmental justice, climate change governance, and natural resource governance.

Bach, Andrew J., PhD, physical geography, geomorphology, soils development, landscape change.
Barnhart, Charles (Energy)

Berardi, Gigi, PhD, agroecology and sustainable agriculture, food security, resilient food systems and international business sustainability, all-hazards planning.

Buckley, Patrick H., PhD, economic and development geography, modeling the Hawaiian economy to explore issues of social justice, quality of life, transborder environmental issues.

Darby, Kate J., PhD, Social and environmental justice, environmental justice pedagogy in higher education, food systems.

Flower, Aquila, PhD, biogeography, climatology, forest ecology, long-term environmental change, dendrochronology, and GIS.

Hollenhorst, Steven, PhD, social dimensions of natural resources, wilderness and protected area policy and management.

Kamel, Nabil, PhD., social and environmental justice, post-disaster recovery, political economy of urbanization, sustainable development, critical urban theory, housing and poverty, physical planning, urban design, regional and international development.

Laniga, Tamara (Tammi), PhD, federal land use policy and planning, collaborative planning, community economic development, and the social components of bioenergy development.

Laso, Francisco, PhD (Need Info)

Medler, Michael J., PhD, biogeography, GIS, remote sensing, forest fire and wilderness management.

Miller, James, PhD, Sustainable Architecture, climate migration and transported place-keeping, indigenous architecture and spatial production, Settler Colonial Cities, Climate Change adaptation.

Myers, O. Eugene, PhD, environmental education, conservation psychology, human ecology, environmental history and ethics.

Neff, Mark W., PhD, Science in environmental controversies (e.g., climate change, biotechnology); science, democracy and decision making; science, technology, and society; anticipatory governance of science and technology; sustainability.

Paci-Green, Rebekah, PhD, natural hazards risk, social vulnerability, resilience, risk perception, disaster risk reduction, comprehensive school safety, disaster management policy.

Rossiter, David A., PhD, historical geography, settler colonialism, outdoor recreation, Canada/BC.

Sheikh, Imran (Energy)

Sifutenes, Froylan (Energy)

Stanger, Nicholas R., PhD, environmental education and exploration of the emotional, ecological, educational, indigenous, and complexity systems.

Stangl, Paul A., PhD, pedestrian planning, new urbanism, urban landscapes, memory and meaning; Europe and Berlin.

Trautman, Laurie D., PhD, human geography, transboundary resource management, energy transport, borderlands, Canada-U.S. relations, international trade

Wang, Grace A., PhD, natural resource policy, sustainability, community-based forestry, and cultural resources management.

Wang, Xi, PhD, energy governance and policy, energy geography, climate change governance and policy, political economy, industrial organization and labor, industrial infrastructure, community solutions to climate change.

Whitley, Cameron, PhD, Sociology, environment (climate change, new energy development, sustainability), science and technology (geoengineering, hydraulic fracturing debates), human-animal relationships (conservation approaches, etc.), and gender and sexuality (LGBTQ+ environmentalism, queering climate change, trans-affirming medicine).

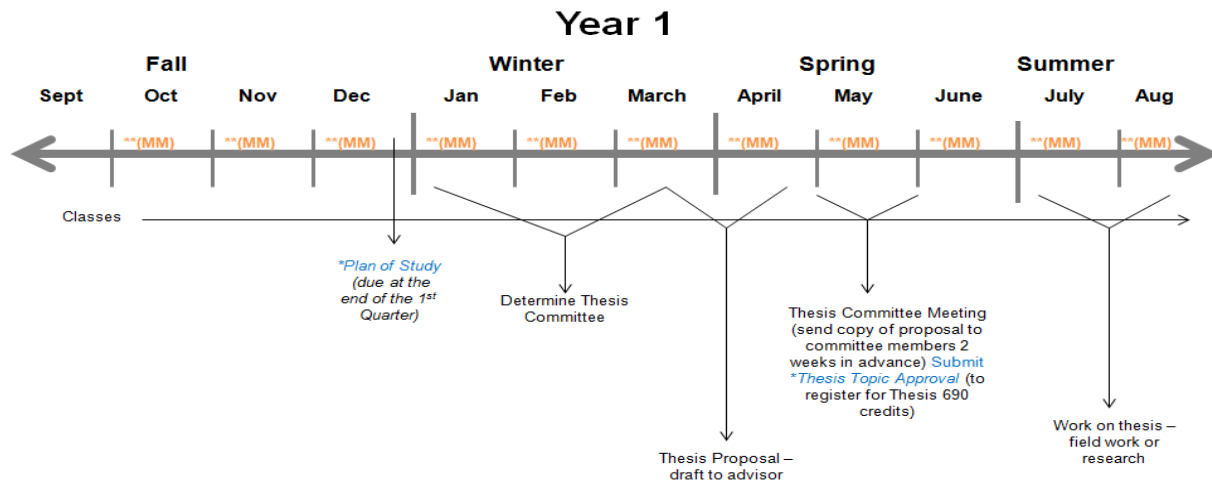
Zaferatos, Nicholas C., PhD, community and environmental planning, sustainable development, European environmental policy, Native American political development.

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 CENV research funds (Optional)	Late-October / Mid-April
	<u>Apply for RSP research funds (Optional)</u>	See deadlines on RSP website.
	<u>Apply for Ross Travel Funds (Optional)</u>	Application Dates: 1 Oct, 15 Dec, 15 Mar, and 15 May
	*Register for Thesis Credits or Project (Need overrides)	After satisfactory completion of 12 credits on Plan of Study, completion of prerequisites <u>and</u> approval of Thesis Topic or Project by CENV and/or 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/UEPP 690, ENVS/UEPP 691 or ENVS/UEPP/GRAD 699 continuous enrollment in the quarter of graduation)

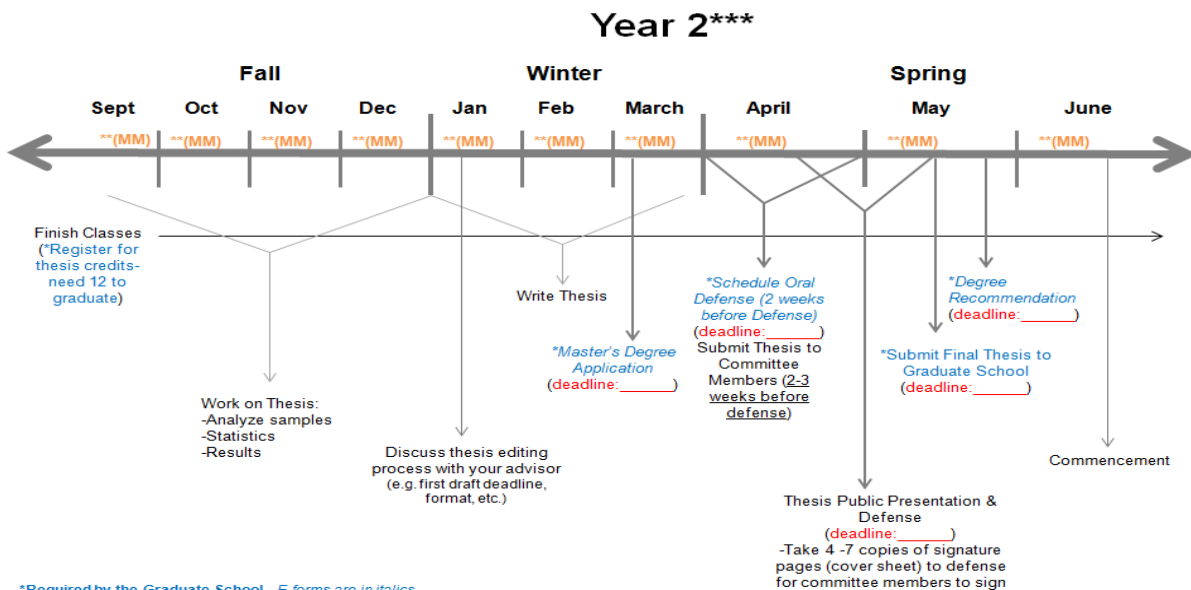
Ideal Timeline (Assumes 2 Year Degree Completion)



**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	<p style="text-align: center;">Ed Weber 360-650-3646, ES 545B Ed.Weber@wwu.edu</p>	<p>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. Anything that says "Graduate School".</p>
Department Manager (ENVS)	<p style="text-align: center;">Nic Covell 360-650-3284, AH 217 Nic.Covell@wwu.edu</p>	<p>Making travel arrangements (before you travel), questions about grant spending. Students should work with Nic for these tasks even if their advisers are associated with the UEPP department.</p>
Scientific Lab Technician	<p style="text-align: center;">Scott Wilkinson fraser.wilkinson@wwu.edu 360-650-3667, ES 422</p>	<p>Questions about laboratory preparation and availability, research equipment and supplies, and TA needs</p>
Graduate Program Adviser	<p style="text-align: center;">Mark Neff NeffM@wwu.edu 360-650-2896, AH 228</p>	<p>Approving and signing most everything you do toward completion of the degree. Contact Mark also to seek approval for committee members outside of those listed as Graduate Program Faculty.</p>