INTRODUCTION:

Welcome to the Environmental Sciences Graduate Program at Oregon State University. This handbook was prepared to assist graduate students who are entering our Environmental Sciences Graduate Program. Here you will find information on services and facilities that are available to you, requirements for the degree programs, and program policies pertaining to graduate students. This handbook is not an official document of the University, however, and students are advised to refer to the Oregon State University General Catalog as well as the Oregon State University Graduate School website for complete information on policies of the University and specific requirements for graduate degrees.

We hope that you will read through this handbook and keep it as a reference to help answer questions you may have during your stay at Oregon State University.

We will be working each year to update and revise the handbook; therefore, feedback from new graduate students will be especially helpful in order to improve the handbook’s usefulness. Please email the Environmental Sciences Graduate Program at esgp@oregonstate.edu with any suggestions.

Please see the website links below for program and university information including important deadlines.  
http://gradschool.oregonstate.edu/environmental-sciences-graduate-program-esgp
http://oregonstate.edu
http://gradschool.oregonstate.edu

GENERAL INFORMATION:

The Environmental Sciences Graduate Program (ESGP) consists of approximately 126 faculty members and 40 graduate students. The faculty represents a broad spectrum of research, teaching interests and departments at the university as well as several scientists from such federal agencies as the U.S. Department of Agriculture and the U.S. Forest Service.

The program office is housed in Wilkinson Hall and is open from 8:00 a.m. - 5:00 p.m., Monday through Friday. The staff can answer questions that you might have, or help you find the answers.

Mailbox:  
A mailbox will be assigned to you in Wilkinson 104. Please check it frequently. You may also be assigned a mailbox within the department of your major professor.

Sign up for your ONID account:  
If you haven’t already done so, you must sign up for an ONID account. This account is used for all registration, records and communication with you and is very important. Please sign up for this account soon, as we will begin sending email information to that account beginning in September. For more information go to http://onid.oregonstate.edu/ then click “Sign up for ONID” on the left.

University ID Card:  
The OSU Card is the official identification card for students, faculty and staff. It functions as a meal card, library card and more! Graduate students may obtain their ID card from one week before and throughout their first term of registration. For Fall term, incoming graduate students may obtain their ID card anytime throughout the summer as well.

The Memorial Union (MU):  
The Memorial Union provides many different services to the campus and community including restaurants, campus information, ATM machines, study rooms, a lounge, a convenience store, bowling, and billiards. The MU is also a great place to relax, study, and meet with people. There are also conference rooms located in the MU.
OSU Book Store:
The OSU Book Store is located on the OSU campus, across from Reser Stadium at SW 26th Street & SW Washington Way.

Health:
The Student Health Center located in the Plageman Building (across from Weniger Hall) has MD and LPN services, pharmacy, etc. Contact them at 541-737-2721 for more information. The Benton County Health Department and the Benton County Mental Health Clinic (541-766-6835) both located at 530 NW 27th Street, provide a number of services.

Counseling/Community Resources:
A number of University counseling services are available to students and their families. Links to the various resources are below.

Counseling Center: http://counseling.oregonstate.edu/
The Women's Center: http://dce.oregonstate.edu/wc
The Center Against Rape and Domestic Violence (CARDV): http://cardv.org/ or 541-754-0110 (hotline).

PROGRAM AND UNIVERSITY POLICIES:

Office Space Policy:
It is the implied, but not guaranteed, intent of the program to provide office space for graduate students during their studies at OSU. In actuality this responsibility generally falls upon your major professor. If your major professor is unable to find office space for you, please let the office know and we will see if something can be found.

Travel to Professional Meetings and Field Trips:
Graduate students who plan to present a paper or poster, or otherwise participate in a professional meeting can also apply for a small grant from the program. Grants are awarded by the Interim Director (Dr. Carolyn Fonyo). You can apply for travel funds by sending an email to Carolyn.Fonyo@oregonstate.edu. Please specify the meeting to be attended, dates, reason for attending, detailed estimated costs and any other available funds. At present, no deadlines exist for submission of requests but since funds may be limited in any given year, students are encouraged to plan ahead and to make their request by the time any abstract is submitted. When limited funds exist, preference will be given to students near the end of their degree program. Although not required, the support of the major professor for the planned trip will be beneficial if the chairperson must limit the number of awards in a given period. Approval may be indicated by requesting your major professor to sign-off on your request. Funds may be used for registration fees or for reimbursement of travel expenses. If granted for registration fees and then the trip is subsequently cancelled, it is expected that the program will be reimbursed for this expense.

The Graduate School also offers a Graduate Student Travel Award that students can apply for. The travel funds from this program are designed to provide graduate students with financial support to cover part of the cost of attending and presenting their scholarly achievements at prestigious conferences and venues. Award details and student eligibility can be found on the Graduate School website http://gradschool.oregonstate.edu/awards/travel-award. The awards are intended to cover up to half of the full cost of attending a conference (air and / or ground transportation, hotel, meals, and meeting registration). Approximately 10 awards will be made per quarter. The maximum award will be $500 for domestic travel and $1,000 for international travel.

Insurance Coverage:
OSU recommends that all students maintain adequate health insurance coverage. International students are currently required to enroll in the OSU insurance plan. Graduate assistants and graduate fellows have a separate mandatory health insurance plan through their graduate appointment. You can read
more about the insurance plans available to students at the link below.

http://studenthealth.oregonstate.edu/insurance

**ASOSU Insurance Subsidy:**
All students who enroll in the OSU International or Domestic plans qualify to apply for the need-based insurance subsidy offered by ASOSU (Associated Students of OSU - student government). The insurance office does not run this subsidy but we feel it is important for students to know that it is available. The deadline to apply for this subsidy is the third Friday of the term, and the insurance charge must be paid in full by the deadline for students to be eligible. ASOSU information can be found at the link below.

http://asosu.oregonstate.edu/

**GRADUATE STUDIES AND CURRICULUM:**

**Formal Requirements for Degree Programs:**
You must follow the guidelines of the department of your major professor. They frequently have additional guidelines than those set by the graduate school. Master's candidates develop their programs in consultation with the major and minor professor (if applicable). Graduate School regulations stipulate that the program must include 45 credit hours. The doctoral program requires a total of 108 credits. The signature of the program director is required for both M.S. and Ph.D. programs. A dissertation is required for the Ph.D. degree; M.S. students may choose a thesis or non-thesis option. Any language requirement is left to the discretion of individual program committees except in the case of the M.A. degree - knowledge of one foreign language is required for a M.A. degree.

The Professional Science Master's (PSM) degree in Environmental Sciences provides advanced training for early- and mid-career professionals with a need for expertise in environmental sciences. Preferably applicants would have at least two years of experience working in the environmental field, but this is not mandatory for admission. The PSM degree in Environmental Sciences is offered as a non-thesis program only. Students have a major professor and graduate committee to review their program of study, provide career and internship advice, and evaluate a final report based on the internship project experience. A description of this program can be found at the following link: http://gradschool.oregonstate.edu/environmental-sciences-professional-science-masters

The PSM degree is offered both online through Ecampus and onsite through Corvallis campus. Onsite international students may be interested in the Pathway to Environmental Sciences program that provides English language courses before beginning course work. If you are interested in the Ecampus or Pathway program, please go to the websites listed below.

http://ecampus.oregonstate.edu/online-degrees/graduate/environmental-sciences/


You must choose one of seven tracks to follow in the program. A description of each Track can be found on the ESGP website at http://gradschool.oregonstate.edu/environmental-sciences/concentrations-environmental-sciences-graduate-program. With the help of your major professor you can use the track sheets available to plan your Program of Study and the courses you will register for. Once you choose a track you must let the office know at esgp@oregonstate.edu.

**Program of Study:**

**Master's Degree (MS, MA, PSM):**
A regular graduate student must file a program of study with the Graduate School before the completion of 18 hours of graduate coursework.
Doctoral Degree:
A graduate student who holds a master's degree must file a program of study with the Graduate School by the end of one calendar year of enrollment as a doctoral student. A graduate student who intends to bypass a master's degree must file a study program with the Graduate School by the end of the fifth quarter of enrollment as a doctoral student.

For additional information and a Program of Study form please see the following link: http://gradschool.oregonstate.edu/progress/program-study

For help in drafting a program of study, please see the following pages to download a template. NOTE: This template is not the same as the official program of study with the Graduate School but it is useful for planning purposes.

- M.S. Program of Study Template (.docx)
- PSM Program of Study Template (.docx)
- Ph.D Program of Study Template (.docx)

Full-time Enrollment Policy:
Full-time status as a graduate student is defined by Oregon State University as enrollment in 9 credits per term. The maximum load for a full-time graduate student is 16 credits. A student may exceed this limit only with the approval of the Graduate School. Students receiving approval to exceed 16 credits will be assessed a per-credit overload fee.

Minimum Registration:
Unless on approved Leave of Absence, all graduate students in graduate degree and certificate programs must register continuously for a minimum of 3 graduate credits, excluding summer session, until their degree or certificate is granted, or until their status as a credential-seeking graduate student is terminated. For further details please see the online catalog at: http://catalog.oregonstate.edu/ChapterDetail.aspx?key=38#Section1804.

Formal Exams and Meetings:
Master's and doctoral students can go to the following link for detailed information regarding scheduling formal exams, thesis proposal and doctoral program meetings.

http://gradschool.oregonstate.edu/progress/exams-and-meetings

Academic Deadlines:
Both Master's and doctoral students can find various Graduate School academic deadlines at the website: http://gradschool.oregonstate.edu/progress/deadlines

Role of the Major Professor and Program Committee:
Master's Degree:
The program committee for an M.S. degree consists of the major professor, the minor professor (if applicable) and one other member. Non-Thesis: The examining committee consists of three members of the graduate faculty-two in the major field and one in the minor field if a minor is included. When a minor is not included, the third member may be from the graduate faculty at large. Thesis: The examining committee consists of at least four members of the graduate faculty-two in the major field, one in the minor field if a minor is included, and a Graduate Council representative. When a minor is not included, the fourth member may be from the graduate faculty at large.

Doctoral Degree:
Your PhD Committee Composition should include a minimum of “five” members of the Graduate Faculty, including two from the major department/program, one from each declared minor field, and a Graduate Council Representative are required. The major professor is one of the two members representing the major department/program.
Additional Considerations in Forming Graduate Program Committees:

Committee Function:
Your graduate committee guides your course work and research and serves as your final examining committee. It is generally expected that all committee members or approved substitutes must be present for all formal meetings with the student (e.g. final oral exams). If you have a special case in which a committee member may need to participate remotely, you and your committee must assure that all the conditions listed on the Remote Participation Form are met, and you must submit the form to the Graduate School one week prior to the meeting. Your major professor serves as chair of these meetings.

Major Professor:
Your major professor (MP) is the committee member from your major field who serves as your primary academic advisor, your principal thesis major professor, and the general mentor for your academic program and your research. Your MP must be a Graduate Faculty member in your major department/program who is approved to direct students at your level. In some departments/programs, the student is responsible for selecting a MP; in others, the department/program assigns a MP in consultation with the student. Please check with your major department/program regarding local procedures.

Minor Professor:
The minor professor is the member on your committee who represents your minor department or field, if you have declared one. This person must be an approved Graduate Faculty member in this minor department/program. If you have an "integrated" minor, your minor professor cannot be from your major department/program but must be from one of the departments/programs represented by the courses in the minor track.

Graduate Council Representative:
All Doctoral students and Master's students who are writing a thesis are required to include a Graduate Council Representative on their committee. The Graduate Council Representative (GCR) serves in the role of impartial committee member who advocates for the student and insures that all rules governing committee procedures are followed. They are from outside the major and minor fields and serves to ensure that the requirements and standards of the Graduate School are upheld and that the candidate is treated fairly by the program committee. Students are free to have additional members on their committees, and to have a co-major professor if they believe this would be appropriate and beneficial. Students should consult their major professor concerning the procedures for selecting committee members. The major and minor professors for an M.S. degree usually meet once to approve the graduate program. The entire committee meets for the final examination. For the Ph.D. degree, the full committee is required to meet for these two occasions plus the oral preliminary examination. He or she must be present at your final defense of your thesis. You must select a GCR from a list provided for you by the Graduate School. After you have identified a representative, you must return this list to the Graduate School, indicating the faculty member serving in the GCR role.

Preliminary examinations will be determined by the major professor and may include written or oral examinations. In practice, many committees meet more frequently than the minimum requirement to provide the student with an opportunity for feedback and advice on the progress of coursework and research. Any changes in an approved program requires committee approval, the Program Director’s signature, and Graduate School approval.

Changing your committee membership:
If it becomes necessary to replace one of your committee members after your committee has been established or substitute a committee member for a particular meeting, refer to your committee composition requirements, and ensure that your replacement member is a member of the Graduate Faculty and approved for his or her proposed role. If the faculty member is not a member of the Graduate Faculty or is not approved for the role proposed, your major department/program will need to nominate the proposed member to act in those roles using the Nomination to Graduate Faculty form. Committee structure is evaluated when your program of study is received by the Graduate School and when you schedule your formal examination(s).
Detailed information regarding your graduate committee, the online Graduate Council Representative (GCR) list generation tool, and the roll of a major professor can be found on the following Graduate School's link: [http://gradschool.oregonstate.edu/progress/graduate-committee](http://gradschool.oregonstate.edu/progress/graduate-committee)

**Advising:**
Prior to registering each term, you should consult with your major professor regarding class selection and schedule

**GRADUATE PROGRAM REQUIREMENTS:**
Graduate programs vary considerably, depending on the student's previous training, transfer credits, the individual committee, and the candidate's field of study. Our students generally take coursework both within and outside the program.

**Environmental Sciences Core Courses:**
The graduate core consists of four courses, totaling 9 credits. The purpose of the core is to introduce new students to faculty, to give students a sense of programmatic identity, to foster interdisciplinary thinking among students and faculty, to expose students to the breadth of existing environmental science courses, to expose students to a specific area in environmental sciences, to give students the opportunity for academic exploration, and to teach research skills.

The four courses are:
- Environmental Perspectives and Methods ENSC 515 (3 credits, winter quarter).
- Environmental Analysis ENSC 520 (3 credits, winter quarter).
- Joint-Campus Environmental Science Workshop ENSC 508 (2 credits, spring quarter).
- Responsible Conduct of Research GRAD 520 (1 credit) or qualified ethic course.

**Methods and Numerical Skills Courses:**
Courses in research methods, experimental design, statistical analysis, and modeling ensure students have sufficient skills for environmental research. Six credits of course work is required for the MS degree and nine credits of course work is required for the PhD degree.

**Areas of Concentration (Tracks):**
Sets of courses that constitute an area of concentration have been established to give focus to study and research. Seven areas of concentration have been defined. New areas of concentration can be developed by groups of faculty and students. Areas of concentration consist of at least 15 credits for MS students and at least 30 credits for PhD students. To learn more about the courses and program study within each track, please go to the following link: [http://gradschool.oregonstate.edu/environmental-sciences/concentrations-environmental-sciences-graduate-program](http://gradschool.oregonstate.edu/environmental-sciences/concentrations-environmental-sciences-graduate-program)

**Elective Courses:**
Elective courses are listed in the student's program of study, and agreed upon by the student and the advising committee. Courses may be selected to provide additional background, to explore new areas, and to add depth to a program.

**Requesting Waivers and Substitutions in the Core Curriculum or a Track:**
Waivers can be requested from the director by sending him an email stating which course you would like to waiver or substitute, which course it would be replacing (if a substitution) and the reasoning for the change. Once the waiver or substitution is approved a copy of the response from the director should be forwarded to the program office for inclusion in your official file.

**Transfer Credit Request:**
Students may be able to transfer selected graduate credits from a previously attended institution if all university guidelines on transfer credits are met (see Policies Governing All Graduate Programs in the
OSU General Catalog ink: http://catalog.oregonstate.edu/ChapterDetail.aspx?key=38#Section1802 and if the student's graduate program decides the courses are applicable to the proposed OSU degree. Students may submit the Request for Transfer Credit form if they wish to determine whether the courses might be eligible for transfer credit and available for use on an OSU graduate program of study or you can find the form at the following link: http://gradschool.oregonstate.edu/forms#transfer.

**Thesis Guide:**
Formatting your thesis can be hard work, but rest assured, past students have figured it out and graduated. There is valuable information at the link below to help with completing your thesis.

http://gradschool.oregonstate.edu/progress/thesis-guide

**GRADUATION REQUIREMENTS:**

**M.S. and M.A. Programs:**

All Master's degree programs require a minimum of 45 graduate credits including thesis (6 to 12 credits) or research-in-lieu-of-thesis (3 to 6 credits) for Master's non-thesis. All graduate student programs of study submitted to the Graduate School must consist of, at a minimum, 50% graduate stand-alone courses. The remaining credits may be the 500 component of 400/500 slash courses.

A final oral examination is required for the Master's degree. The examination usually consists of two parts. The first involves a seminar by the candidate, which is followed by a short question-and-answer period. This part of the examination is open to all interested persons. The second part of the examination provides an opportunity for the program committee to question the candidate concerning thesis and/or coursework. This part of the examination is restricted to the examining committee, and is followed by a discussion and vote by the program committee, in the absence of the candidate, concerning the performance of the student. One dissenting vote is allowed for a recommendation of "pass." Generally, two re-examinations are the maximum allowed.

**Professional Science Masters Program (PSM):**
The Professional Science Master's degree in Environmental Sciences (PSM @ ENSC) provides advanced training for early- and mid-career professionals with a need for expertise in environmental sciences. The interdisciplinary program requires an internship and project report instead of a thesis and integrates training in communication, business management, ethics, and other professional skills.

**Ph.D. Programs:**

You must follow the guidelines of the department of your major professor. They frequently have additional guidelines than those set by the graduate school. The minimum expected is as follows: Doctoral candidates take both a preliminary and a final examination. The preliminary examination may be an oral exam. In some cases students may take both an oral preliminary exam and a written preliminary exam. The doctor of philosophy degree is granted primarily for original contributions to the field of environmental sciences. The equivalent of at least three years of full-time graduate work beyond the bachelor's degree (at least 108 graduate credits) is required. All graduate student programs of study submitted to the Graduate School must consist of, at a minimum, 50% graduate stand-alone courses, 5XX or 6XX. The remaining credits may be the 500 component of 400/500 slash courses.

**Minimum GPA Requirement:**

If a student's grade point average (GPA) falls below a 3.0, the major professor, the department Associate Chairperson, and the Graduate Studies Committee will be notified by the Graduate School. Failure to restore the GPA to a 3.0 in subsequent terms may result in dismissal from the graduate program.
GRADUATE ASSISTANTSHIPS:

Selection of Graduate Teaching Assistants:
Program approval of admission and subsequent official notification of admission by the University Office of Admissions is prerequisite to any offer of financial support to an applicant. TA positions through the ESGP are with the Biology undergraduate program. The criteria used in selecting Graduate Teaching Assistants include the following (in descending order of priority): 1) merit of the applicant as judged by previous scholastic record, letters of recommendation, GRE scores, and the applicant's statement of career objectives; 2) compatibility of the applicant's previous academic training and current area of interest with the staffing needs of the department. In the case of foreign students, language skills are an additional important consideration. All international students whose native language is not English must take the SPEAK test before they are allowed to serve as a GTA.

Occasional resignations or the acquisitions of new positions may result in teaching assistantships becoming available during the academic year; these positions are usually filled from the pool of graduate students needing support to complete their degrees. An email will periodically be sent asking for interested students to respond. It is in your best interest to respond as soon as possible to such requests as positions usually need to be filled immediately.

Graduate Teaching and Research Assistantships:
Graduate students with appointments as Graduate Teaching Assistants (nine months) are appointed a monthly stipend. A tuition remission is also provided for graduate students holding appointments of .20 FTE or greater stipends, but must pay student fees.

GTA appointments are for one term or nine months only. Many students are employed by their advisers during the summer term, often on hourly wages from research grants. Be sure to ask your adviser about summer support. Supervisor's must contact Amanda Noble (541-737-3606) at the University Administrative Business Center (UABC) regarding employment of graduate students for the summer.

Paychecks are delivered to the office you choose when hired on the last working day of the month or may be direct deposited. You can get the forms from the payroll department or from Amanda Noble at the University Administrative Business Center (UABC).

Registration Requirements for GTAs:
As a condition of their academic appointments, graduate teaching assistants are required to register for three credits above the minimum full-time load (i.e., a minimum of 12 credits) each term of the appointment during the academic year (fall, winter, and spring.) During summer session, a minimum registration of 9 credits is required for graduate assistants if the assistantship is active. Audit registrations and enrollment in OSU Extended Campus courses may not be used to satisfy enrollment requirements for graduate assistant salary/stipend, tuition remission, salary supplement or health insurance benefits.

Provisional Status Students:
New graduate students who lack the necessary entrance requirements and thus have been accepted on provisional status, are not eligible for assistantships. Upon satisfactory completion of these requirements, the student attains regular status and is eligible for departmental assistantships. Provisional students may be hired as student employees in the department, however, they will not be eligible for tuition waivers when working for an hourly wage. An amount of the hourly wage is negotiated with the research leader of the lab in which the work will be done.
STUDENT ORGANIZATIONS:

Associated Students of Oregon State University (ASOSU):
ASOSU is an organization to promote academic excellence, encourage the intellectual, social, cultural, and physical development of the student body, and enable the student body to assert its varied interests as citizens and members of the academic community through democratic representation. Their mission is to promote self-governance and leadership within the student body of Oregon State University, thereby enhancing the educational, social and cultural experience of the students. For more information about ASOSU please go to the website below.

http://asosu.oregonstate.edu/about-us

Other informative links:

Environmental Sciences Graduate Program Facebook page:
https://www.facebook.com/ESGPOSU/?fref=ts

Graduate School New Graduate Student Guide:
http://gradschool.oregonstate.edu/sites/gradschool.oregonstate.edu/files/new_graduate_student_guide_v4.1.pdf

Student Success Initiative:
Find professional development opportunities and campus resources for graduate students at http://gradschool.oregonstate.edu/graduate-student-success

Graduate School Calendar of Events:
http://calendar.oregonstate.edu/today+120/list/grad-school
Environmental Sciences Graduate Program
104 Wilkinson Hall
Corvallis, OR 97331-2904
(541) 737-5095
Email: esgp@oregonstate.edu
http://gradschool.oregonstate.edu/environmental-sciences-graduate-program-esgp

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Other Contacts:

University Administration Business Center (UABC)
1600 SW Western Blvd, University Plaza
(541) 737-3252 (Human Resources)
(541) 737-6466 or (541) 737-0669 (Finance)
http://fa.oregonstate.edu/uabc/unit/Graduate-School

Admissions Office & Orientation
104 Kerr Administration
(541) 737-4411

Financial Aid
218 Kerr Administration
(541) 737-2241

OSU Registrar
102 Kerr Administration
(541) 737-4331