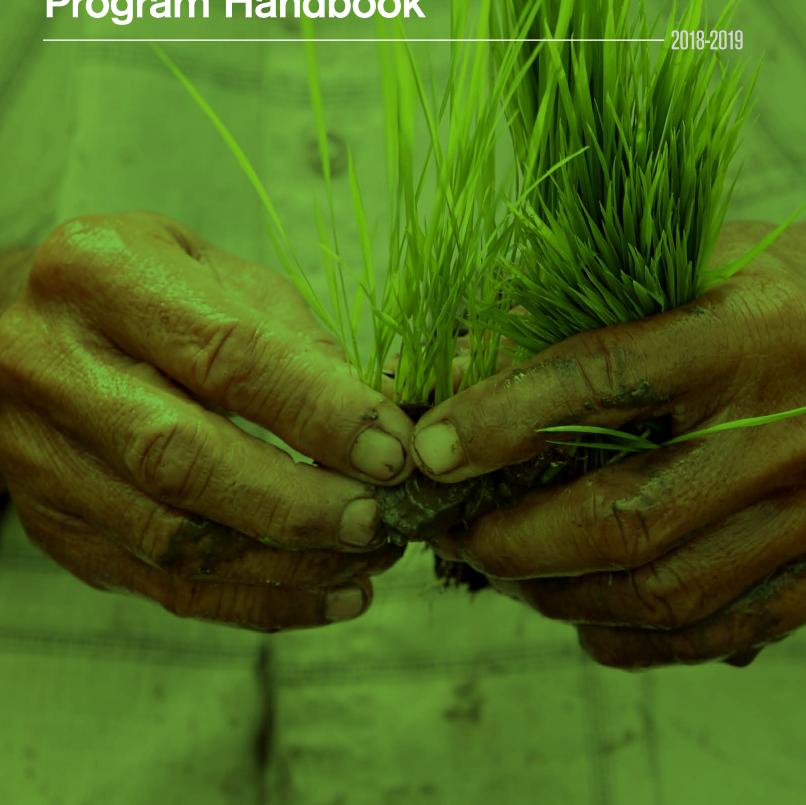# Environmental Social Science (PhD) Program Handbook

2018-2019

ASU School of Human Evolution and Social Change
Arizona State University

School of Human Evolution and Social Change

Environmental Social Science PhD Handbook

Arizona State University

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INTRODUCTION

This guidebook outlines the graduate requirements and procedures set forth by the faculty of the School of Human Evolution and Social Change (SHESC) at Arizona State University. These graduate degree programs are directed toward the attainment of excellence in Anthropology, Global Health, Environmental Social Science, and Applied Mathematics for the Life and Social Sciences as demonstrated by accomplishments in research, coursework, and examinations.

This guidebook is a living document and SHESC will refer to the most current version for the enforcement of policy. Any student can petition for a specific exception to the current guidebook if it puts them at a disadvantage.

In addition to the requirements set by SHESC, students must follow the policies and procedures established by the Graduate College.

ADMISSIONS

To be eligible for admission to SHESC's graduate programs, applicants must:

- Have earned a bachelor's degree or higher from a regionally accredited institution in the
- U.S. or the equivalent of a U.S. bachelor's degree from an international institution that is officially recognized by that country. Although applicants are not required to have a specific type of bachelor's degree, most admitted students have a degree related to their graduate program of interest.
- Have maintained a "B" (3.00 on a 4.00 scale) grade point average (GPA) in the last 60 semester hours or 90 quarter hours of undergraduate course work. If students do not meet the minimum GPA requirements, their application may still be considered.
- Submit general GRE scores; exam must have been taken within the last 5 years.
- Demonstrate English proficiency if the applicant's native language is not English.

Application Information

SHESC's admissions are for the fall semester. Graduate admission to SHESC consists of the following application dates for full consideration of funding and campus recruitment activities. Applications received after these dates will be considered at a lower priority for funding and visitation:

December 1 – Submission of online application
December 15 – Receipt of all application supplemental materials

All application materials are submitted online through the Graduate Admissions electronic application. The application consists of two categories of materials: those required by Graduate Admissions and those required by SHESC. The application will provide instructions regarding the

required materials, which include:

- Basic application and fees
- Personal statement/letter of interest
- Three letters of recommendation
- Official GRE scores
- Official TOEFL scores
- Official transcripts from all former institutions
- Academic Record Form

More details regarding the required documents can be found at the electronic admissions application.

All applicants will be considered for financial support. Applicants not in need of financial support should notify the prospective faculty advisor(s) at the time the application is submitted. Funding resources greatly impact the admissions review process and the number of students who are admitted.

Contact Information

School of Human Evolution and Social Change
900 S. Cady Mall, Tempe, AZ 85281
Mailing: P.O. Box 872402, Tempe, AZ 85287-2402
Phone: 480-965-6215 | **Fax:** 480-965-7671
General Information Email: shescinfo@asu.edu

Graduate Studies and Graduate School Applications

Please email shesc.grad@asu.edu to request information or for questions on the admission process.

Advising Support

For academic advising – please contact the following Academic Success Specialists:

- Stefanie Bobar, at Stefanie.bobar@asu.edu or 480-965-6215
- Wondra Lee, at Wondra.lee@asu.edu or 480-965-6215
- Andy Drotos, at Andy.drotos@asu.edu or 480-727-6137
- Kim Denning, at Kim.denning@asu.edu or 480-965-6215

As a graduate student, you need to proactively seek a faculty supervisor in your first semester to help you develop an appropriate Plan of Study (see below). Your supervisor must be a member of the graduate faculty for your program, which you can verify in the online listings. Master's and certificate students are typically advised by the head of their programs.

Our school's academic advisors can guide you through the application process, orientation, funding, course registration, degree progress, various ASU administrative situations and graduation. Faculty members who serve as the head of each approach and degree program serve on the school's graduate committee. If you have questions about any aspect of the program, you are welcome to bring those concerns to the appropriate member of the graduate committee.

STUDENT ADVISING

During Orientation, which is mandatory and typically occurs the week of or before the fall semester starts, each incoming graduate student will receive general information about the graduate program from the Associate Director of Graduate Studies as well as the Approach Head of their program. Students should meet individually with their research advisors for personalized guidance about the graduate program, advice in first year class selections, and discussion of other related matters. The Associate Director of Graduate Studies is available to assist in advising graduate students at any time, but particularly during this period.

Research Advisor

The student must identify a faculty member (job titles are Assistant Professor, Associate Professor, Professor) of the School of Human Evolution and Social Change who agrees to serve as their research advisor and chair their Thesis/Dissertation Supervisory Committee. Co- advisors and co-chairs are allowed.

Thesis or Supervisory Committee

The student, after consultation with their advisor, will secure the appropriate number of ASU faculty members as members of their Thesis/Dissertation Supervisory Committee. These members in general will be from the [Graduate Faculty](#) — a classification defined and managed by the ASU Graduate College. All SHESC faculty members are on the Graduate Faculty, along with various researchers and lecturers. Most Graduate Faculty can be committee chairs or co- chairs. Personnel may be added to the Graduate Faculty by a request submitted by the SHESC Student Support Specialist with approval from the Associate Director of Graduate Studies. Students who wish to add members to the Graduate Faculty should contact the Student Support Specialist for the procedures.

M.A. Supervisory Committee

This three-person committee shall consist of:

- The research advisor as chair or two research advisors as co-chairs
- Two members of the [Graduate Faculty](#) in the degree program (which includes all SHESC faculty as well as other research staff and faculty from other programs). If a student has co-chairs only one additional committee member is required.
- Additional participants (e.g., academic professionals, adjunct faculty, affiliated faculty, or non-ASU faculty members not on the SHESC Graduate Faculty) may serve only in

addition to the three Graduate Faculty members upon approval of the Graduate Committee.

Ph.D. Supervisory Committee

This three-person committee shall consist of:

- The research advisor as chair or two research advisors as co-chairs
- Two members of the Graduate Faculty in the degree program (which includes all SHESC faculty as well as other research staff and faculty from other ASU degree/research programs). If a student has co-chairs only one additional committee members are required.
- Additional participants (e.g., Academic Professionals or external faculty members not on the SHESC Graduate Faculty) may serve as one of the committee members pending approval of the Supervisory Committee, the Associate Director of Graduate Studies, and the Graduate College.
- Students must have at least half of their committee consist of SHESC faculty, exceptions can be made, but must be approved by the supervisory committee, Approach Head, and Associate Director of Graduate Studies.

If a student wishes to include non-ASU participants, they should submit the name of the proposed member and a rationale for that choice to the Supervisory Committee for evaluation. Should the Supervisory Committee concur, the outside participant should be contacted by the student and asked to provide their curriculum vitae. The student submits a short memo requesting this addition and presenting the rationale for it along with their curriculum vitae and a committee approval request form to the Associate Director of Graduate Studies through the Academic Success Specialist. With the Associate Director's approval, the request form is submitted to the Graduate College. Once the Graduate College approves the outside participant, the student should adjust their Program of Study (see below) accordingly.

REGISTRATION AND ENROLLMENT

All students are required to have proof of measles immunizations on file with Health Services prior to registration. Graduate students register through My ASU according to their enrollment appointment. Details regarding registration and tuition are provided in the Registration and Tuition Payment Guide.

Course Load

Graduate students employed as a Research (RA) or Teaching Assistant (TA) cannot be otherwise employed and must register for a minimum of nine credit hours. SHESC graduate students are limited to a maximum of twelve credit hours per semester. Students supported on work-study, other types of financial aid, or those on a VISA may be required to take a minimum course load of more than nine credit hours but no more than twelve hours per semester.

Students should review the [registration and enrollment guidelines](#) in the Graduate College Policies and Procedures guidebook for more information.

Continuous Enrollment

Once admitted to a graduate degree program or graduate certificate program, students must be registered for a minimum of one credit hour during all phases of their graduate education, including the term in which they graduate. This includes periods when students are engaged in research, conducting a doctoral prospectus, working on or defending theses or dissertations, taking comprehensive examinations, taking Graduate Foreign Language Examinations, or in any other way utilizing university resources, facilities or faculty time.

Registration for every fall semester and spring semester is required. Summer registration is required for students taking examinations, completing culminating experiences, conducting a doctoral prospectus, defending theses or dissertations, or graduating from the degree program. To maintain continuous enrollment the credit hour(s) must:

- Appear on the student's Plan of Study, OR
- Be research (592, 692, 792), thesis (599), dissertation (799), or continuing registration (595, 795), OR
- Be a graduate-level course.

Grades of "W" (withdrawal) or "X" (audit) are not valid for continuous enrollment purposes or minimum registration requirements. "W" grades are received when students officially withdrawal from a course after the course drop deadline or they do not successfully complete an audited class. "X" grades are received when a student successfully completes audited courses.

Additionally, students completing work for a course in which they received a grade of "I" (incomplete) must maintain continuous enrollment as defined previously. Graduate students have one year to complete work for an [incomplete grade](#); if the work is not complete and the grade changed within one year, the "I" grade becomes permanent. The [Student Services Manual](#) provides more information about incomplete grades.

If a program of study must be interrupted, the student may apply for leave status for a maximum of two semesters during their graduate program. The research advisor, Supervisory Committee, Associate Director of Graduate Studies, and the Graduate College must endorse an application for leave status. This request must be filed and approved the semester before the anticipated absence. The form and the policies related to continuous enrollment are located on the [Graduate College website](#). The student should briefly state the reason for needing leave status and the duration (not to exceed two semesters per Graduate College guidelines). This petition should be turned in to the Academic Success Specialist once all committee members have signed the form. A student on leave is not required to pay fees, but is also not permitted to place any demands on university faculty or use any university facilities.

Failure to maintain continuous enrollment without prior approval will result in the student being discontinued from the graduate program. A student removed from a graduate program for failure to maintain continuous enrollment may re-apply for admission. The application will be considered along with all the other new applications to the degree program. There is no guarantee of admission and not all prior credits or culminating events may count.

Grades and Grievances

The final passing grade for research (AML/ASB 592/792) and dissertation (AML/ASB 799) is a Y. Research grades will be assigned at the end of each semester. Thesis and dissertation grades will be assigned after the student has successfully defended. SHESC students should refer to the Academic and Research Performance Evaluations section for more information regarding GPA and letter grade expectations.

Students who are seeking to appeal a grade should refer to the College of Liberal Arts and Sciences Academic (Grade) Grievance procedures. Grade appeals should be addressed by the student as soon as possible after the grade in question is awarded.

Drop/Add and Withdrawal Deadlines

Registration deadlines determine the last day a student is able to add, drop or withdraw from classes. Each class has its own set of registration deadlines which are based on the length of the class as well as the session in which the class is held. The drop/add/withdrawal deadlines listed on the Academic Calendar apply to classes scheduled in the regular A/B/C sessions. If a class does not follow the A/B/C session timelines, the drop/add/withdrawal deadlines are prorated. The best way for a student to determine the registration deadlines for a class in which they are registered is to sign in to My ASU and click on the calendar icon next to the class in the My Classes box. To determine the registration deadlines of a class for which the student has not yet registered, students should use the online Class Search to search for the class and click on the Dates column in the search results.

Medical/Compassionate Withdrawal

If a student experiences a serious illness, injury or other significant personal situation that is preventing progress in classes or research, and the standard withdrawal options for the student are not appropriate for the situation, the student may request a medical/compassionate withdrawal. All applications for the medical/compassionate withdrawal require thorough and credible documentation and must be approved by the College of Liberal Arts and Sciences Dean's Office. The student must complete all of the required steps in order to be considered for a medical/compassionate withdrawal.

Voluntary Withdrawal

Students may voluntarily withdraw from a specific degree program or from ASU at any time. Students who wish to withdraw should submit a voluntary complete withdrawal form to Graduate

Admission Services. Submission of this form will not withdraw students from course(s) for any semester. Students may choose to complete the course(s) for which they are currently enrolled. If a student needs to withdraw from course(s) currently in progress or course(s) in the upcoming semester, the student should contact the Registrar's Office.

PROGRAM REQUIREMENTS

The Program of Study (iPOS) is an official academic plan for students that maps the requirements for degree completion. It includes coursework, the student's Dissertation Supervisory Committee and any additional milestones.

Pre-admission/Transfer Credits

Graduate-level credits taken at ASU or other accredited institutions prior to admission to a SHESC graduate degree program are considered pre-admission credits (which is the same as transfer credits). Graduate students are allowed to include a maximum of 12 semester hours of pre-admission credit toward a Program of Study (iPOS) per approval by the student's advisor. Such courses must be acceptable for inclusion in graduate degree programs at that institution. Pre-admission courses must have been taken within three years of admission to the ASU degree program. Only graduate-level courses with "B" grade or higher that were not used toward a previous degree may be eligible to apply toward the current degree program. See the Graduate College guidelines for more details regarding pre-admission credits (refer to ASU pre- admission section under graduate degree requirements section).

Filing the Program of Study

The student is expected to meet with their Supervisory Committee shortly after its appointment to formulate and approve their iPOS. The iPOS must be filed before their Annual Self-Evaluation is due. Annual Evaluations should cover student progress over a calendar year. It is the student's responsibility to submit and update a POS (found in "My Programs" section of My ASU) as necessary and to include the iPOS requirements as noted in this guidebook depending on their degree. The student must turn in the iPOS "courses" and "approval" pages signed by their advisor to the Academic Success Specialist for approval by the Associate Director of Graduate Studies. The iPOS will then be forwarded to the Graduate College for approval. Final approval of the iPOS by the Graduate College confirms the appointment of the Dissertation Supervisory Committee and the approval of coursework toward degree requirements.

iPOS coursework requirements for the Cert., M.A. and Ph.D. degrees will be listed in upcoming sections. The iPOS coursework and/or Supervisory Committee may need to be updated as the student advances toward completion of their studies. Ph.D. students must have an approved iPOS on file before taking comprehensive oral exams. It is the student's responsibility to ensure that the information on the iPOS is accurate before the student schedules the defense. Students must notify the Academic Success Specialist when any changes are made to the iPOS.

ACADEMIC AND RESEARCH PERFORMANCE EVALUATIONS

A graduate student is considered to be performing satisfactorily when:

- Student maintains a "B" average (3.0 GPA) or better in graduate coursework approved by the Graduate Committee or the student's Supervisory Committee, excluding research, thesis or dissertation credits. The minimum must be maintained on all GPA's: Plan of Study (iPOS) GPA, Overall Graduate GPA and Cumulative GPA. The iPOS GPA is calculated on all courses that appear on the student's approved iPOS (with the exception of LAW and Transfer credits). Cumulative ASU GPA represents all courses completed at ASU during the graduate career. Students have a "career" for each admission (degree or non-degree). The cumulative GPA is the GPA within each "career". The Overall Graduate GPA is based on all courses numbered 500 or higher that appear on the transcript after admission (degree or non-degree). This includes shared coursework if in an approved accelerated bachelor's/master's program. Students can find all three GPAs in the 'Programs' tab under the 'My Programs' section of My ASU.
- Student research is progressing satisfactorily as determined through the annual report process.
- The performance of duties related to any appointment the student may hold (e.g., teaching or research assistantship) is satisfactory. Students in a TA position will be evaluated by the faculty instructor of the assigned course(s). Students in an RA position will be evaluated by the faculty member funding the assistantship.
- Requirements and responsibilities outlined in the following sections for examinations, technical reviews, and defense of dissertation are completed within the allowed time period.

Annual Review

The Graduate Committee of SHESC reviews the progress of all graduate students annually. All students with one or more semesters completed are required to submit the following materials to the Graduate Committee through the SHESC Graduate Student Blackboard by December 1 (details of the submission process will be sent in advance of the due date):

- The SHESC Progress Report form (found at the end of this document) signed by the Supervisory Committee. Signatures can be obtained by scanning a signed hard copy, coordinating an email indicating signature by the advisor, or by using electronic signatures.
- An updated CV
- An unofficial copy of your most recent ASU transcript
- The Courses and Approval pages of your approved PhD iPOS

The student must meet with their Supervisory Committee (as many members as possible; virtual presence is permitted) for an annual review of academic progress before the report is due on December 1. Students who defended their dissertation during the annual period are exempt from

submitting a report. After reviewing all student submitted Progress Report Forms, Faculty will return an Evaluation Letter to the student and Academic Success Specialist informing the student of their 'satisfactory' or 'unsatisfactory' status within their program.

Failure to submit an annual research report will result in a meeting with the Graduate Committee to discuss the student's progress in more detail, and may also result in loss of office space, low priority for funding, or termination from the graduate program.

End of Semester GPA Review

The Graduate College requires all students (M.A. and PhD) to maintain a 3.0 GPA in order to be in good academic standing. Graduate students who do not meet these GPA requirements will go on academic probation.

At the end of each semester, SHESC will conduct a review of graduate student GPAs. The purpose of this review is to identify students who do not meet the minimum GPA requirements set forth by the Graduate College. Students will receive an academic probation letter if any of their GPAs fall below the minimum requirements.

Students who are on academic probation will not be allowed to complete any major milestones until their GPAs meet these minimum requirements. These milestones include but are not limited to: comprehensive exams, technical reviews, defenses and graduation.

Continuing academic probation beyond two semesters, students may result in loss of office space, low priority for funding, or termination from the graduate program.

Students with an approved iPOS can verify their GPAs in the 'My Programs' section of My ASU.

Satisfactory Academic Progress

As a graduate student in the College of Human Evolution and Social Change, it is your responsibility to be aware not only of your program's requirements, but also policies set in place by the Graduate College. A few key policies to keep in mind are, but are not limited to, academic integrity, maintaining good academic standing, maintaining continuous enrollment, and time to degree. Please be aware of current ASU Graduate Policies and Procedures that influence your degree progress.

Graduate students must maintain a minimum 3.00 grade point average (GPA) to maintain satisfactory academic progress and to graduate. The minimum 3.00 GPA must be maintained on all GPA's (Plan of Study (iPOS) GPA, Overall Graduate GPA and Cumulative GPA). The iPOS GPA is calculated on all courses that appear on your approved iPOS. Cumulative ASU GPA represents all courses completed at ASU and the overall Graduate GPA is based on all courses numbered 500 or higher that appear on the transcript after admission to a graduate program or graduate non-degree. This includes shared coursework if in an approved accelerated bachelor's/master's program.

All graduate students are expected to make systematic progress toward completion of their degree. This progress includes satisfying the conditions listed below, and achieving the benchmarks and requirements set by the School of Human Evolution and Social Change as well as the Graduate College. If a student fails to satisfy the requirements of their degree program and/or the benchmarks outlined below, the student may be dismissed from their program based on the academic unit's recommendation to Graduate College at which time the Dean for Graduate College makes the final determination.

Graduate students must maintain:

1. A minimum 3.00 grade point average (GPA) to maintain satisfactory academic progress and to graduate. The minimum 3.00 GPA must be maintained on all GPA's (Plan of Study (iPOS) GPA, Overall Graduate GPA and Cumulative GPA). If any GPA falls below 3.00, the student must develop, with their advisor, an academic performance improvement plan that includes the conditions and timeframes for making satisfactory academic progress in their degree program.
2. The iPOS GPA is calculated from all courses that appear on the student's approved iPOS.
3. Cumulative ASU GPA represents all courses completed at ASU during the graduate career.
4. The Overall Graduate GPA is calculated from all courses numbered 500 or higher that appear on the transcript, with the exception of courses counted toward an undergraduate degree at ASU (unless shared with a master's degree in an approved bachelor's/master's degree program); and courses identified as deficiencies in the original letter of admission. The student is considered to be on academic probation until the conditions specified in the academic performance improvement plan are met and both GPAs are above 3.00.
5. Satisfy all requirements of the graduate degree program.
6. Satisfy the maximum time limit for graduation from the student's graduate degree program (six years for master's, ten years for doctoral).

Doctoral students must also:

1. Doctoral students must comply with the five-year time limit for graduation after passing the comprehensive examinations.
2. Successfully pass comprehensive exams, qualifying exams, foreign language exams and the oral defense of the proposal/prospectus for the thesis or dissertation.
3. Successfully complete the culminating experience and, if required, the oral defense of the culminating experience.

CULMINATING EVENTS

The majority of SHESC graduate programs are PhD programs. Students without an MA/MS degree accepted into PhD programs begin in Phase I. Phase I culminates with a Master's degree (known as a "Master's-in-passing" or simply MIP) that is posted to the transcript. Pending approval of the culminating experience and receipt of the MIP, such students continue into Phase II of the

PhD program. Students with MA/MS degrees accepted into PhD programs begin in Phase II. All graduate students at ASU are subject to the Graduate College policies.

PhD Phase I Procedures & Paperwork (pre-MA)

Identify your faculty advisor during fall of year 1. File PhD Plan of Study (iPOS) during spring of year 1 (see below for information on how to file your iPOS). Notify the Academic Success Specialist via email of your intention to earn the MIP at the beginning of the semester in which you intend to earn the degree (include your ID number in the email) and then identify remainder of master's committee and submit the SHESC Committee formation document to the Academic Success Specialist along with a memo from your chair explaining committee membership and a one-page statement from you regarding your research interests. Notice that your MIP committee should have 3 members total. To facilitate the process, co-chairs, external members, and 4-person committees are not recommended for the MIP. Thus, your MIP committee may be somewhat different from your eventual PhD committee.

The Academic Success Specialist submits an MIP request form to the Graduate College, at which point the MIP iPOS is generated and appears in MyASU. The Graduate College will not generate an MIP iPOS unless the PhD iPOS has been approved. Complete the MIP iPOS as soon as possible after it has been generated. You cannot apply to graduate with the MIP until your MIP iPOS has been approved. You can apply to graduate (via MyASU). Be sure you apply to graduate with the Master's degree, not the PhD. The deadline to apply to graduate is posted online with other graduation deadlines, but occurs in early October in fall and early February in spring. There is a $50 application fee, but if you do not graduate in the semester you pay the fee it will roll forward; you only have to pay the fee once per degree.

Complete research paper/portfolio and present at MA Symposium
Turn in the signed MA/MS culminating experience paperwork to the Academic Success Specialist upon successful completion of requirements.

PhD Phase II Procedures & Paperwork (Post-MA)

Identify faculty advisor during fall of year 1. File PhD iPOS during spring of year 1 (see below for information on how to file your iPOS). Identify remainder of doctoral committee and submit the SHESC Committee formation document to the Academic Success Specialist along with a memo from your chair explaining committee membership and a one-page statement from you regarding your research interests. The committee must have at least three members, at least half of whom are regular or research faculty within the School. Except in unusual circumstances, committees with more than four members are not recommended. The chair or co-chair must be a regular or research faculty within the School. Emeritus faculty normally may serve as sole chair for no more than one year after the date of their retirement. At least one other member must be a regular or research faculty within the School.

The third (and possible fourth) members may be from within or outside the School. For external members, fill out Graduate College's Committee Approval Request form and turn it in to the

Academic Success Specialist along with the member's most recent CV. Your committee members' names should be typed or printed and they sign in the "signature" column. You do not have to fill out section II of the form, but once section I is completed turn it in to the Academic Success Specialist, along with the memo and statement, for circulation among the appropriate graduate committee members. Note that for anthropology, all approach conveners sign the form before it goes to the head of the grad committee and the director of SHESC. For non-anthropology degrees, the degree director signs the form before it goes to the head of the grad committee and the director of SHESC. Update the iPOS to reflect the entire committee membership.

If changes in committee membership later become necessary (after the iPOS has been filed and approved) the iPOS must be updated to reflect the new committee. If the chair or 2 or more members of the committee change, the SHESC paperwork must be redone as well.

Per degree requirements for your program, complete comprehensive examinations
Have your committee sign the Comprehensive Exam form and turn it in to the Academic Success Specialist. Put the date your committee notified you of your exam results in the field labeled "DATE WRITTEN COMPREHENSIVE EXAMINATION TAKEN." The Academic Success Specialist will get the head of academic unit signature for you. Once the results are entered, you will see your results in the "my programs and degree progress" box in MyASU under the iPOS tab.

Per the requirements of your degree program, defend dissertation proposal (sometimes also called prospectus). Proposal defenses have a public component and may also have a private component. Generally you want to reserve a room for 2 hours (maybe 3 so there is half an hour on either end for set up/break down). The front office staff can help you reserve a room and any equipment you might need. Once you know the time/date/location of your defense, email that information to the communications assistant and the Academic Success Specialist with a list of your committee members, a title, and a one-paragraph abstract. Send this information two weeks before the defense so that an announcement can run in the weekly Graduate Digest. Have your committee sign the Dissertation Proposal form and turn it in to the Academic Success Specialist.

The Academic Success Specialist will get the head of academic unit signature for you. Once the results are entered, you will see your results in the "my programs and degree progress" box in MyASU under the iPOS tab. You will also be able to download your candidacy letter. If you do not download the letter and the option to do so disappears, contact the Academic Success Specialist, who can get you another copy.

Conduct research for dissertation and write up dissertation. "Readers". There is no official process to have a "reader" for your dissertation. A reader will be ancillary and will not have any authority over whether you pass or not and therefore will be an informal member. Your Chair, however, should approve of the reader and you should keep an electronic paper trail.

Apply to graduate (via MyASU) by the deadline in the semester in which you anticipate defending. The deadline to apply to graduate is posted online with other graduation deadlines, but occurs in early October in fall and early February in spring. There is a $50 application fee, but if you do not

graduate in the semester you pay the fee it will roll forward; you only have to pay the fee once per degree.

Schedule defense (at least 10 working days in advance)
Please refer to the [Graduate College's defense page](), which contains information on:

- Overall defense procedures
- Deadlines
- Formatting
- Submitting to ProQuest

Dissertation defenses are public and must be held during business hours on days that the university is open for business. There are some blackout days when no defenses can be held, so use the defense scheduling link in the "my programs and degree progress" box in MyASU under the defense tab to make sure the day you want is available. Generally you want to reserve a room for 2 hours (maybe 3 so there is half an hour on either end for set up/break down). The front office staff can help you reserve a room and any equipment you might need. Once you know the time/date/location of your defense, use the defense scheduling link in MyASU to schedule your defense with the Graduate College. Email your defense information to the communications specialist and the Academic Success Specialist along with a list of your committee members, a title, and a one-page abstract. Send this information two weeks before the defense so that an announcement can run in the weekly Graduate Digest. Your committee will bring the pass/fail form to the defense. If they forget, the Academic Success Specialist can print a copy. Have your committee fill out the form turn it in to the Academic Success Specialist. PAY ATTENTION, as the form can be confusing and signatures in incorrect places can delay processing.

Once the results are entered, you will see your results in the "my programs and degree progress" box in MyASU under the defense tab. Following your defense, a "next steps" link will appear with instructions for the Survey of Earned Doctorates and ETD/ProQuest.

Please review the [Absent Committee Member Procedures]() if a member of your committee cannot be present for your dissertation. Note that a minimum of 50 percent of your committee must be physically present. The Chair (or one co-chair) must be present. If a Proxy is used they must be approved to serve on a committee for the program and the School Director and Associate Director of Graduate Studies must approve the appointment. Forward (or CC) approvals to the Academic Success Specialist who will inform the Graduate College of the proxy. Send an email to the Academic Success Specialist asking that any outstanding "Z" grades on your transcript be changed to "Y."

Terminal Master's Procedures & Paperwork

Students in Museum Studies and Global Health are accepted into their respective terminal MA programs. Upon completion of the Master's, such students have completed their graduate work at SHESC (i.e., they do not automatically continue on into a PhD). These students may apply to

a PhD program in SHESC according to the normal process and deadlines; if accepted, they would enter in Phase II.

- Complete the iPOS by the time you have earned 50% of the credits required for the degree.
- Apply to graduate (via MyASU) by the posted deadline for the semester in which you intend to graduate.
- The deadline to apply to graduate is posted online with other graduation deadlines, but occurs in early October in fall and early February in spring.
- There is a $50 application fee, but if you do not graduate in the semester you pay the fee it will roll forward; you only have to pay the fee once per degree.
- Complete the relevant culminating experience.
- For museum studies, a research portfolio and presentation. Turn in the MA/MS Culminating Experience form to the Academic Success Specialist once complete.
- Global health students take applied project credit so a culminating experience form is not required; however, make sure that your chair contacts the Academic Success Specialist for any grade changes to applied project credit from prior semesters.

Paperwork for Special Circumstances

Student Committee Approval: If one or more of your committee members is outside SHESC or ASU and you are unable to add them to your iPOS, please fill out the Student Committee Approval form and turn it in to the Academic Success Specialist along with that individual's most recent CV. Per SHESC policy, at least 50% of your committee must be regular SHESC faculty. So if you have 2 external members you need a 4-person committee. Your PhD Supervisory Committee formation documents must be correct and on file with the Academic Success Specialist to add an external member.

Request to maintain continuous enrollment (a.k.a. "leave of absence"). There are separate versions of the form for doctoral students and master's/certificate students. Graduate students planning to discontinue registration for a semester or more must request approval to maintain continuous enrollment. This request must be submitted and approved before the anticipated semester of non-registration. Students may request to maintain continuous enrollment without course registration for a maximum of two semesters during their entire program. By requesting to maintain continuous enrollment without course registration, you affirm that you will not be making use of any University resources for the time period indicated. These resources include University Libraries, laboratories, recreation facilities or faculty time. A leave of absence does not stop your time to degree "clock." For a doctoral degree, you have 10 years total or 5 years after your written comprehensive exam, whichever is less. For a master's degree, you have 6 years total. For a certificate, you have 3 years total. Generally approved reasons for a leave of absence include illness of yourself or a close family member.

Request for an extension: Fill out a petition to the Graduate College, have it signed by your committee, and turn it in to the Academic Success Specialist. The specialist will get the head of

academic unit signature and submit it to Grad Education. The petition should include:

- The reason you have been unable to complete the degree by your deadline.
- A timeline of the work remaining until degree completion, including specific dates.
- A statement acknowledging that you understand only one extension of time to degree may be granted. If you do not complete the remaining work and graduate according your timeline, no further extensions will be granted and you will be terminated from the degree program.
- Generally speaking, you must be advanced to candidacy in order for a petition for an extension to be considered.
- The maximum extension granted is typically one year.

Enrollment and Degree Verification for Outside Agencies and Third Parties: Arizona State University has contracted with the National Student Clearinghouse to process all enrollment and degree verification requests for employers, employment agencies, background search firms, and various other businesses that offer products or services based on the individual's status as an enrolled student.

If you need assistance, contact National Student Clearinghouse directly at 703-742-4200. If the National Student Clearinghouse can confirm the degree or enrollment, the response is immediate and requestors will be able to print or obtain a PDF version of the verification. Enrollment verifications for each term will be available starting the first week of classes for that term. A fee will be charged for this service. To request an Enrollment Verification:

- Go to your MyASU and navigate to your My Classes box
- Select Grades & Transcripts
- Select Transcripts & Test Scores
- Select Enrollment Verification

If you need special information on your enrollment verification, or if you need a specialty verification form completed such as the Canadian or Alaskan form, submit an Enrollment Verification Request Form (see instructions on form) to any registration location (photo ID required for in person visits.)

Verification of Full-Time/Half-Time Status. If you have advanced to candidacy, will be registered for fewer than 6 credit hours in a given semester, and have student loans you would like to keep "in school," please fill out this form and put it in Academic Success Specialist's mailbox so that they may get the signatures and submit to the Registrar. This form does not permit new borrowing.

Resources for Plan of Study (iPOS)

The iPOS is a list of all coursework and credits taken that will be counted toward the degree. It must be filed by the time 50% of the credits for the degree have been earned. If it is not filed by that point, your registration will be cut off until your iPOS is complete. Your iPOS must be

complete, updated, and approved at the time of all milestones including the MIP, comprehensive exams, dissertation proposal, and dissertation defense. For a walk-through of the iPOS process that includes screen shots, see the iPOS Training Manual.

Access your iPOS. You can access it via *myASU → My Programs and Degree Progress* box →*iPOS* tab → Graduate Interactive Plan of Study

- Select the appropriate degree. For the PhD, the next screen should state that your requirements are 84 hours, a Written Comprehensive Exam, and a Dissertation.
- Reminder: You need to allow pop-ups on your internet browser when filing your iPOS. **Apply previous Master's degree from another institution.** If you were awarded a Master's degree from a previous university, you can elect to apply a blanket 30 credit hours from the degree to your doctoral iPOS.
- Select "yes" when asked whether you want to apply a previously awarded Master's.
- Select the appropriate Master's degree to apply. It should list the university and the year awarded.
- If you do not see a link at the top of the page saying Previous Degree, please contact the Academic Success Specialist.
- Please remember that if you apply the blanket 30 hours from the Master's degree, you do not want to explicitly list any courses that were counted toward the Master's program of study/degree (i.e., you cannot count credits twice).

Master's in Passing (MiP) from ASU. If you were awarded a Master's in Passing from ASU as part of your movement through the PhD program, **do not** apply the blanket 30 credit hours from the degree to your doctoral iPOS.

- Select "no" when asked whether you want to apply a previously awarded Master's.
- Import all the courses that you want to count toward your PhD off of your transcript (see "select your courses" below).

Select your courses. The easiest way to do this is to pull directly from your transcript, then delete any excess courses.

- Reminder: You need to list a minimum of 54 hours of credit if you have applied a previously awarded Master's. If you are not applying a previous Master's, you must list 84 credits. If you list an extra hour or two because of a 4 credit hour class, that is fine. However, you cannot submit with less and should not submit with more.
- Acceptable courses to list on the iPOS include anything 500 –level or above (except 595 Continuing Registration). You can, with the permission of your chair, have up to 6 relevant 400- level credits on your iPOS.
- You should not list more than 12 hours of 792 Research; however, you can list less. You can list 592 Research hours in addition to 792 Research.
- You are required to list 12 hours *exactly* of 799 Dissertation work (no more, no less). Please be aware of this when registering, and always register in increments that will add

up to exactly 12.

- You can list courses that are in progress and do not have a grade yet. If you are adding courses from the current semester after the semester has begun, they will appear on your transcript (not as future courses).
- To add courses that will occur in the future (not including the current semester), select "Future Courses" button then fill in the anticipated course and semester/year you will take it.

Select any transfer courses.

- Many may not need this option as your coursework will have been completed here at ASU or will have been applied via the previously awarded Master's.
- You cannot list more than 9 hours of transfer work from another institution.

Select an advisor.

- You have the option to list your entire committee or just your advisor/chair. SHESC prefers that you list your committee in its entirety. If you have co-chairs, the system will not allow you to submit unless you list your committee in its entirety.
- Your committee must match the committee that is listed on your PhD Committee Approval form, which should be on file with the Academic Success Specialist.
- If you do not have a *PhD Committee Approval* signature form yet on file, you will need to complete one and submit it to the Academic Success Specialist before your iPOS can be approved.
- If one of your committee members is from outside SHESC or the ASU and comes up as "not found" during the search, please fill out the [Committee Approval Request](#) form and turn it in to the Academic Success Specialist along with the individual's most recent CV. External members cannot be the sole chair, but can co-chair.

Submit your iPOS. Once submitted, it should say "pending in the academic unit."
Print off the summary pages. You will want to print off both the "Courses" page and the "Approval" page links found on the right side of the page.

- After you have printed off both pages you will need to have them signed by your advisor/chair.
- If you have co-chairs you only need the signature of one person, though you will want to let your other co-chair/members look at your iPOS pages to confirm that they also approve. **Hand in the papers to the Academic Success Specialist**.
- Once you have obtained your advisor's signature on both pages, you will want to submit them to the Academic Success Specialist, who will obtain the head of the academic unit's signature for you and electronically approve your iPOS.

Update your iPOS as necessary.

- Projections do not always match reality. If you do not register for courses you projected during the semester you said you would, or if the prefix/number/title or number of credits do not match, a "course not found" error will be generated.
- Periodically (before degree milestones) you should check your iPOS to be sure that your committee and all coursework are correct.
- If there are errors or out of date information, you can submit a committee or course change to correct them.
- Once you have corrected the information, submit the changes so they are "pending in the academic

STUDENT CODE OF CONDUCT AND ACADEMIC INTEGRITY

Academic Integrity

Academic dishonesty will not be tolerated, and if uncovered, appropriate actions will be taken. Students are expected to familiarize themselves with what constitutes violations to the academic integrity policy. Briefly, violations include but are not limited to: cheating on exams and assignments, plagiarizing, fabricating data or information, etc. Students are encouraged to pay special attention to the definition of plagiarism to avoid unintentional mistakes, and discuss the topic further with their advisors and instructors if they are unclear on whether a particular action constitutes plagiarism.

Allegations of academic dishonesty will be reviewed by the Graduate Committee who will decide on the appropriate actions. This may include reporting the student to the Graduate College with a recommendation of dismissal from the program.

Student Code of Conduct

Integrity is a character-driven commitment to honesty, doing what is right, and guiding others to do what is right. Arizona State University students and faculty are expected to act with integrity in their educational pursuits. The following links can assist in understanding academic integrity, student code of conduct, the policies surrounding these topics, and the impact and resources available to you.

Understanding Academic Integrity
https://provost.asu.edu/academic-integrity

Policy surrounding Academic Integrity
https://provost.asu.edu/academic-integrity/policy

Protecting the ASU Community
https://provost.asu.edu/academic-integrity/impact

Resources for students, faculty, staff and teaching assistants to help avoid academic integrity violations

FINANCIAL ASSISTANCE POLICIES AND PROCEDURES

Financial Aid Policy and Procedures

ASU has many forms of financial aid available, including scholarships, grants, federal work-study and loans. Check out these options to get started and get an idea of some of the financial awards you could be eligible for.

In addition to financial aid packages with federal grants and loans, students can apply for scholarships specific to the university and the College of Liberal Arts and Sciences to help pay for college costs. The School of Human Evolution and Social Change also offers a collection of awards and fellowships for graduate students.

The Financial Aid office is available 24 hours/day, 7 days/week. Call toll free at: 855-278-5080.

If you have additional questions regarding financial aid, check out these frequently asked questions. https://students.asu.edu/financialaid/faq

Graduate Fellowships and Assistantships

The School of Human Evolution and Social Change provides a variety of financial resources and awards to our graduate students. The awards are announced each semester through the Graduate Student Digest, sent to all SHESC graduate students via email. The following awards, grants and fellowships are available to graduate students:

Travel Awards: Doctoral students can apply for Travel Awards up to $1,000 to use towards travel to a conference. Within a year of receiving this award, students must submit a one-paragraph report of their use of the funds and the experience they gained.

Research Grants: Doctoral students can apply for research grants up to $3,000 (in exceptional circumstances a small number of grants above $3,000, but not exceeding $6,000, may be funded.) Students must be enrolled in at least six credits during the semester the award is offered. Awards may cover any research needs, including in-state, out-of-state and international travel.

Tuition/Insurance Coverage: Doctoral students who have advanced to candidacy may apply for Tuition/Insurance Coverage, to cover one credit of tuition and insurance (if needed) in order to maintain continuous enrollment while they are in the field, collecting data or writing their dissertation.

Summer Writing Fellowships: Doctoral students who have advanced to candidacy may apply for a $7,000 stipend and one credit of tuition coverage as a summer award. This award is meant to allow students to focus their summer solely on writing and completing their dissertation.

Completion Fellowships: Students in the final academic year of a PhD program can apply for this fellowship which covers one credit of tuition and insurance (if needed) and a stipend of $9,000 for both fall and spring semesters. This award can only be received once. After receiving a Completion Fellowship a student is no longer eligible for school funding, even if they do not graduate during the term of the fellowship.

Graduate Teaching Award: This $500 annual award honors the school's top teaching assistant or associate. You must be in satisfactory academic standing for the three consecutive semesters prior to the award, and the selection is determined by the members of the school's Graduate Studies Committee. Winners are announced at the spring graduation awards reception at the school.

Assistantships and Apprenticeships

The teaching and research assistant/associate role is an important one to the ASU community. A TA/RA appointment provides graduate students with professional development opportunities that are unique to academia while also supporting the university's teaching, research and service missions. See the [Graduate College TA/RA Handbook](#) for more information.

There are two kinds of assistantships or associateships at ASU; teaching assistantships or associateships (TAs) and research assistantships or associateships (RAs).

The first is the teaching assistantships/associateships (TAs). The teaching assistant is an enrolled student appointed part-time by the university whose primary responsibility is in an instructional capacity. Teaching assistants may lecture, lead discussion groups, serve as an assistant to laboratory classes, tutor students, proctor examinations, grade tests and papers, and provide general assistance in the instructional process under the direct supervision of a faculty member.

The teaching associate is an enrolled graduate student appointed part-time by the university under the direct supervision of a faculty member whose primary responsibility is in an instructional capacity and who holds a master's degree or its equivalent. The roles of the teaching associate are similar to those of the teaching assistant, but may differ in terms of responsibilities (e.g., course level). Departments may consider students who have completed a master's degree or its equivalent (30 hours of graduate work) for a teaching associateship.

The second is the research assistantships/associateships (RAs). The research assistant is an enrolled student appointed part-time by the university whose primary responsibilities are research related. Graduate research assistants may assist faculty members in research and creative activities, perform administrative or editorial duties directly connected to research and creative activities, develop and evaluate instructional materials and/or curricula, or assume responsibilities for a designated research area under the direct supervision of a faculty member.

The research associate is an enrolled student appointed part-time by the university under the direct supervision of a faculty member whose primary responsibilities are research related. Research associates are similar to research assistants but generally have a higher degree of

research responsibility. Departments may consider students who have completed a master's degree or its equivalent (30 hours of graduate work) for a research associateship.

Absence and Leave Policies for TAs/RAs

A TA/RA should notify their supervisor in advance of an absence and, when possible, assist in obtaining a replacement or rearrangement of the duties. Excessive absences, regardless of the reason, are cause for termination before the end of the appointment period. TAs/RAs should consult with the supervising faculty member about specific policies regarding absence from service.

A supervising faculty member or academic unit can terminate a TA/RA who has abandoned their position. A TA/RA who has not reported for their assignment for three or more, consecutive business days (or 3/5 of a regular week's workload) has abandoned their position. The supervising faculty member should send a letter via mail (return receipt requested) or e-mail (read receipt requested) outlining the details in the original appointment letter, including the start date of the appointment and the length of time the TA/RA has failed reporting for duty. The letter should – at a minimum – outline the TA/RA responsibilities and the length of time in which they were not in communication with the faculty advisor, as well as any other difficulties or conflicts the faculty member experienced. The TA/RA then has two days (or 2/5 of a normal workweek) to reply and address the concern. After the two days, the appointing unit should send a confirming letter or email terminating the TA/RA appointment due to the abandonment.

Appointing units have the right to rescind or modify TA/RA offers prior to the beginning of the appointment term, given reasonable cause. Reasons for the rescinding or modification of offers may include, but are not limited to the following: change in academic unit's financial situation; student misconduct; change in student's academic discipline or enrollment status; failure of student to accept offer by deadline indicated in offer letter; and failure of student to complete required orientations or trainings as indicated in offer letter. Appointing units must issue a formal letter outlining causes for resending or modifying an offer.

DEPARTMENT AND UNIVERSITY RESOURCES

School of Human Evolution and Social Change Resources

Within the School of Human Evolution and Social Change, we have a variety of resources to help students succeed in their program. We know that a fulfilling academic career includes a sense of community and opportunities to help shape your school's future, as well as your own. That is why we sponsor an award-winning graduate student club and offer facilities and prospects promoting student collegiality and advancement.

Association of All Graduate Students (AAGS): This student-led association provides a number of activities on the student's behalf and serve as a forum where they can voice their concerns as a graduate student, as well as acting as a direct link with the school's faculty, administration and other ASU graduate students with regard to student life.

Graduates in Integrative Society + Environment Research (GISER): GISER is an ASU-wide graduate student organization that provides opportunities for graduate students to engage in short-term, student-driven interdisciplinary research related to society and environment. This is accomplished through monthly plenary meetings for students and faculty, which often includes panel discussions on interdisciplinary topics such as objectivity in science. Often these are product-oriented projects; typically receiving funding and academic credit for participation.

Graduate Lounge: Located in the School of Human Evolution and Social Change Building, Room 111, this room provides a space where you can socialize or study while on campus. The lounge has tables and chairs for studying, couches for relaxing and refrigerators for food. In addition, informal collaborative meetings are conducted here.

Graduate Town Halls: Each semester, SHESC holds Graduate Town Halls, which serve a dual purpose. They provide an open forum for graduate students to ask questions or raise concerns directly to the school's directorate, while also providing the opportunity for the directorate to update graduate students on important trends, policies and issues affecting your academic career, research and teaching. Your AAGS approach representative is another individual who can address your concerns and help bring them directly to the appropriate individuals.

Academic and Professional Resources

There are many academic services available to you as a graduate student in the School of Human Evolution and Social Change. Below is a list of resources that can help guide you through your academic journey.

Advising
Your faculty advisor: As a doctoral student, you need to proactively seek a faculty supervisor in your first semester to help you develop an appropriate Plan of Study (see below). Your advisor must be a member of the graduate faculty for your program, which you can verify at http://graduate.asu.edu/graduate_faculty. Master's and certificate students are typically advised by the head of their programs.

Interactive Plan of Study (iPOS): You are required to file an interactive Plan of Study prior to completion of half of the credits toward your certificate or degree, or sooner. We recommend filing by the end of your first semester with approvals by the school and the Graduate College. Your iPOS will include specific degree requirements such as courses and a culminating experience, which must be described in this document. The school's graduate program academic success specialist should be your initial contact regarding these requirements.

Once your iPOS has been approved at all levels, you can log into MyASU to complete committee or course changes, file a petition and track degree milestones (such as comprehensive examinations, dissertation proposals and graduation deadlines). Links to information appropriate to your stage in the program will also be available via MyASU. More information is available at https://graduate.asu.edu/plan-of-study.

Staff advisor: Our school's academic advisors can guide you through the application process, orientation, funding, course registration, degree progress, various ASU administrative situations and graduation.

Graduate committee: Faculty members who serve as the head of each approach and degree program serve on the school's graduate committee. If you have questions about any aspect of the program, you are welcome to bring those concerns to the appropriate member of the graduate committee.

Collections
Our school and its Center for Archaeology and Society manage extensive archaeological, ethnographic and evolutionary anthropology collections, primarily from Arizona but also representing Mesoamerica, Africa and Asia. Of the more than 250,000 individual and bulk specimens available for research, teaching and exhibitions, about 200,000 are digitized. Type and comparative collections are also available in a variety of materials: ceramics, fauna, pollen, seeds, non-human primates, fossil hominid, and dental casts. Individual faculty members also maintain artifacts, human remains and/or related digital materials relevant to their teaching and research. See individual faculty members and the curator of collections for more info.

Field Schools
Leading faculty members conduct field schools around the world to provide you with hands-on experience and unique learning opportunities. Our students have excavated Bronze Age villages in the Mediterranean, explored the Ethiopian discovery site of the famed hominid fossil "Lucy," studied the ancient cultures of the American Southwest, examined the paleoecology of the South African coast and trained at the Kampsville site of bioarchaeology and paleopathology pioneer Jane Buikstra. Specific program dates and registration deadlines are on our Field Schools pages.

Graduate Computing Lab
Your ASU identification card will allow you 24/7 access to Room 146 of the School of Human Evolution and Social Change Building, a state-of-the-art computing lab equipped specifically for our graduate student needs. You can bring your laptop or use the school's computers, peripherals and wireless access. Additional software is also available from MyASU's "my apps." Use the My Help/Help Desk area on MyASU to submit a request for technical assistance.

Proposal Writing
We offer ASM 579, a proposal-writing course, each fall and spring semester for advanced graduate students. Proposal writing and reviewing are covered, with a focus on the National Science Foundation Dissertation Improvement Grant format, along with a number of professional development topics. In recent years, nearly all of our students who applied for the NSF dissertation improvement grant were successful, and in the past 11 years, we were awarded five Society for American Archaeology Dissertation Awards.

Subject Librarian
The School of Human Evolution and Social Change Subject Librarian serves as the main library contact for the school, handling anthropology and archaeology, global health and museum

studies. The Subject Librarian is available to help students with their research needs by assisting in locating specialized resources, using RefWorks to manage citations and create custom bibliographies, and providing consultations for theses and dissertations, as well as research/teaching assistant duties.

Library Guides
The School of Human Evolution and Social Change has the following library guides for your use:

- Anthropology + Archaeology
- Global Health
- Museum Studies

Student Support Services

International Students
The School of Human Evolution and Social Change offers international students a prestigious academic home in the heart of a culturally rich and diverse university. With well over 100 countries represented in ASU's student body and a host of programs centered on not only learning about – but also finding solutions to – today's biggest global challenges, it's easy to see why the Institute of International Education named ASU the #1 public university chosen by international students. Study global health, learn to use your mathematical aptitude to tackle real-life issues, or dig into the past, present and future of the human condition through anthropology.

International students who have been admitted to ASU must go to the International Students Office (http://students.asu.edu/international/issc) located inside the 1st floor of the Student Services Building in Room #170, with their passport and immigration documents as soon as they arrive on campus. During the first week or so, carry a few photocopies of your passport's photo page; various offices will need a copy of this. International students must be enrolled full-time throughout the academic year (9 credit hours). Your passport and I-20 or DS-2019 must be kept valid at all times. You will also need to ask the International Students Office about how to obtain a social security card. Their website is a great source for information (https://global.asu.edu). International students must also attend the mandatory international student orientation on the Tuesday before classes start.

Disability Services
The ASU Disability Resource Center (DRC) is a great resource for students with disabilities. The Disability Resource Center provides services to qualified students on all ASU campuses: Downtown, Polytechnic, Tempe, and West.

If you are new to ASU, please take a moment to log into DRC Connect to get started with registering with the DRC office. If you are already registered, please sign in to DRC Connect to start requesting your accommodations. If you have any questions or experience any difficulties with this process, please contact our office for assistance. We seek to establish equal access for all students and look forward to working with you.

Veteran's Services

Career and Professional Development Services is proud to offer assistance for veterans on resume writing, interviewing prep, job search strategies and employment services. In partnership with the Pat Tillman Veterans Center, CPDS supports veterans in their professional development and career exploration and offers the following services:

- Career Advising
- Career Events
- Major and Career Exploration
- Resume and Cover Letter Reviews
- Interviewing Techniques and Practice
- Career Assessments
- Career Workshops and Webinars
- Hands-on Learning Opportunities
- Job and Internship Search Strategies
- Employer Information Sessions
- On-campus Interviews
- Job and Internship Postings
- Test Preparation for Grad School Applications
- Personal Statement Assistance
- Connection to Service Opportunities
- Networking Tips
- Virtual Services and Resources
- Professional Mentoring

Many veteran friendly employers actively recruit in Handshake, ASU's online career and internship portal. In addition to the resources below, this office is available to assist you virtually and in-person with a variety of career-related topics including job and internship search strategies, resume writing, interviewing and career exploration. To meet with a Career Advisor, you can log into Handshake to schedule an in-person or virtual appointment.

Business Services

Student Accounts

With your ASU admission letter, you will receive an ASURITE UserID, an activation code and instructions to go to http://www.asu.edu/asurite to activate your account. This site will allow you to activate your ASURITE UserID from an off-campus computer and create your own password. After asking you to review our policies and security information, the system will verify your identity by requesting your date of birth. You will then be required to select your password. Please use letters in upper and lower case, numbers and symbols in your password for security reasons.

The system will then ask you if you have an e-mail account. If you want to continue using your current email system, be sure to select "Yes, I have an e-mail account" and then enter the address of your personal e-mail mailbox. This will ensure that you get all correspondence ASU sends you.

If you want to use ASU email as your primary email, you have two options. First, ASU has partnered with Google to provide ASU email via a gmail interface. More information can be found at http://www.asu.edu/emailsignup/. Some students love this interface, whereas others prefer to use another client program. In this case, ASU Gmail can be configured for IMAP. You can also set up ASU email on your smartphone, and use email forwarding. More info at http://help.asu.edu.

ID Card/Sun Card
The ASU student ID card, often referred to as the Sun Card – will be issued after you register for classes. This card is your student identification card, library card, copy card, and sometimes your building and elevator key. You will also be able to use it like a credit card for things like vending machines, charging items to your student account, and paying for phone calls, if you sign up for this service. Your Sun Card gets you into the Student Recreation Complex (i.e., the gym) and, when validated, gets you into some ASU athletic and cultural events for free or at a reduced rate. Validation for the current semester can be obtained at the Gammage Center or University Athletic Center ticket offices.

Your ASU Sun Card can be obtained at the beginning of the semester after you register for classes. The Sun Card office is in the Lower Level of the Memorial Union (south end) inside Union Station, MU 59 (the first couple weeks of classes, Sun Card office offers their services on the 2nd floor of the MU). You will be asked to fill out a card with your name, ASU ID number, and classification (Student, Faculty/Staff, or Other). Students pay $25 for their card and they accept cash, check, Visa, MasterCard, or you can have the charge posted to your University Student Account. You must show a valid photo ID such as a U.S. Driver's License, Passport, or high school ID, so they can verify who you are before your Sun Card is created. Afterward, they take your picture and produce your card right on the spot. The process takes about three to five minutes (without lines) and you will walk away with your new Sun Card. More information is available at http://cfo.asu.edu/cardservices.

Bus and Light Rail Passes
ASU offers the U-Pass, an annual transit pass that grants unlimited access on all Valley Metro bus routes and the METRO light rail. With the U-Pass, you can travel between the Tempe at Downtown Phoenix campuses, hitch a ride to the airport or arrive at nearly any destination in the greater-Phoenix area. Many students park at light rail stations, and ride the light rail into campus. These passes can be obtained from the Parking and Transit Services office in the University Towers by the Sun Devil stadium at any time, or a few other locations at the beginning of each semester (look for emails about locations). You can find a bus schedule at http://www.valleymetro.org/bus/. For more information about transit services at ASU, visit https://cfo.asu.edu/transit.

Parking and Biking
As on many large campuses, parking is a hassle and is expensive. The best alternative is to live near campus and ride your bike. Tempe is, however, a very busy city so it is essential to keep highly alert for bad drivers, wear a helmet, and obey all bike laws – you can get an expensive ticket for violations (e.g., for riding on the sidewalk against vehicle traffic or not having a front light on at night. We strongly urge bike riding, bussing or walking if you live near campus.

If you must drive, you can purchase parking decals for the year (August 16th through August 15th of next year) from the Parking and Transit Services Office (http://www.asu.edu/parking/) in the University Towers by the Sun Devil stadium. The price of parking decals ranges from $210 (lot 59E, open air parking 15-20 minute walk from main campus) to $780 (for several covered parking structures). If you'll be using one of the lots daily, obtain the sticker as soon as possible after your arrival on campus to get as close to the Life Sciences buildings as possible (Structure 2 or 3). You'll need to sign (or provide proof) that your car has a current emissions certificate, as well as provide your registration (out-of-state is fine) and picture ID. Check http://uabf.asu.edu/parking information for more details.

For quick loading and unloading trips, you can park for 20 minutes in one of the two loading zone spaces behind the SHESC building (turn South on Forest from University).

Other Transit Options

ASU provides free on-campus shuttles at the Tempe Campus that transport students from outlying parking areas and campus buildings to other on-campus destinations, as well as free intercampus shuttles that connect all four ASU campuses. Bike racks are conveniently located around campus and accommodate thousands of bikes each day at ASU for those who choose biking as a transportation option. And, the City of Tempe's Orbit Shuttle system is a free neighborhood circulator that makes stops at the Tempe campus as well as nearby restaurants, shopping centers and other local points of interest. The City of Phoenix operates a similar free shuttle called the DASH. If you have any questions, you can call (480) 727-7053 or visit http://cfo.asu.edu/pts

ENVIRONMENTAL SOCIAL SCIENCE CURRICULUM

The Graduate Program in Environmental Social Science (ESS) offers graduate students rigorous interdisciplinary training in social science approaches to investigating human- environment processes and issues. It spans a number of disciplinary and trandisciplinary approaches including but not limited to political ecology, environmental justice studies, environmental anthropology, archaeology, environmental sociology, diverse approaches in human geography, political science, sustainability studies, and others. To facilitate this interdisciplinarity, ESS currently lists more than 30 graduate faculty in 10 different units at ASU. While ESS is housed in SHESC, and core faculty from SHESC, the inclusion of select faculty from other units gives it the unique ability to advance robust and critical social science training in environmental studies. ESS is one of the few programs nation-wide to focus on the *social* dynamics of environmental issues from interdisciplinary and trandisciplinary social science approaches.

This document sets forth the requirements for all students pursuing a PhD in ESS. This includes students entering without an MA (who are accepted into the MA/PhD program and begin in Phase I) and students entering with an MA (who are accepted into the PhD program and begin in Phase II). The ESS Graduate Committee, in consultation with other ESS graduate faculty, govern the curriculum for ESS, consistent with other degrees in SHESC, and in compliance with the requirements of the Graduate College at Arizona State University.

The baseline curriculum is outlined below. Within this context (i.e., meeting the baseline requirements) and working in close consultation with faculty advisors, each student designs a Plan of Study (iPOS) to meet her or his educational needs. This is typically accomplished by taking advantage of the flexibility intrinsic to the ESS curriculum in consultation with the ESS Director and the student's committee chair. In this way students can tailor the plan of study to promote the interdisciplinary research focus of their dissertation projects. (See the *ESS Roadmap* document for additional information as to documentation and timing of your activities)

General Requirements for Graduate Students

Organization of the ESS Curriculum
The following curriculum structure applies to all students entering the ESS graduate program. (Note: ESS does not require students to take the professionalism course required for the anthropology degree). The ESS curriculum is organized around cross-cutting *conceptual domains* and *topical foci*. The general curriculum is outlined below. Students who enter without an MA (Phase 1) may begin taking conceptual domain and topical foci courses after first consulting with the ESS graduate director and their committee chair. A normal course load is 9 hours a semester. Fewer than 9 hours per semester prior to advancement to candidacy will result in a lower score for progress to degree in the annual evaluations (see the ESS Evaluation Criteria document posted on Blackboard.

Figure 1. ESS Graduate Curriculum

Curricular Structure		
Category	*Content / Specific courses*	*Credits*
1) Previously awarded master's degree or 30 hrs. of approved course work.	Topics relevant to environmental social science (these may include Core I and Core II classes in consultation with your advisor.	Up to 30
2) Conceptual Domains (Core I): Two course survey of the conceptual domains of ESS, required for all students.	ESS 501*:* Social Theory and the Environment (3) ESS 502*:* Political Ecology: Theory and Research (3) (Phase I students should take 501 prior to 502)	6
3) Topical Foci (Core II): Three courses covering the methods and theories of the topical foci of ESS. Students choose among those listed in Column 2.	ESS 510: Urban Environments (3) *or an approved alternative* ESS 504: Introduction to Analyzing Sociotechnical Systems (3) ESS 512: Landscapes (3) *or an approved alternative in the School of Geographical Sciences and Urban Planning* ESS 513: Institutions, Society, and the Environment (4) ESS 514: Health and the Environment (3) or an approved alternative	9
4) Research Design and Proposal Writing: One course; with the specific focus determined based on the student's interests and research plans.	GCU 585 or ASM 579 Research Design and Proposal Writing *Or another approved alternative from other units.*	3
5) Technical Expertise: Two courses that provide intensive background in some area of science relevant to the student's research interests.	A wide range of courses can satisfy this requirement, depending on the student's interests and committee approval. Examples include course in mathematical modeling, physical geography, ecology, social science research methods, Geographic Information Systems.	6
6) Electives: At least two courses relevant to the student's research interests and educational needs and approved by their Chair.	Electives include courses in many fields. Students should discuss possible courses with the ESS director and their committee chairs.	6
7) Research/Dissertation	ESS 792, 799	24
TOTAL		84

Self-Reporting and Evaluation

Every Spring semester, graduate students at all levels submit a progress report and vita to the Graduate Coordinator. These reports represent student activity for the previous calendar year (i.e., January through December). These reports are solicited, and deadlines specified, by the Graduate Coordinator. The student's progress report is then evaluated by the ESS Graduate Committee in consultation with the student's Committee Chair.

Before the end of the Spring semester, the student will receive a letter from either the ESS Director or their Committee Chair informing her or him of the results of the evaluation and expectations for the future.

The evaluation is determined to be satisfactory, concerned, or unsatisfactory. In cases where the evaluation deems the student's progress to be "unsatisfactory," the letter specifies what the student must do (including a timeline) to improve their status. Failure to follow what is specified in that letter (i.e., continual unsatisfactory status) results in dismissal from the program.

Normally, a student who receives an unsatisfactory evaluation two years in a row is dismissed from the program.

Phase I (30 hours)

Students who enter the program without an MA begin in Phase I. Receipt of an MA in Passing (MIP) is the culmination of Phase I and marks the transition to Phase II.

Program objectives

Students in Phase I begin to develop skills and background necessary to identify significant research problems regarding topics relevant to ESS. Students are expected to develop or expand their areas of expertise, build broad knowledge of disciplinary and interdisciplinary approaches to socioenvironmental issues and problems. Students should also develop methodological expertise to promote their dissertation research.

Phase I supervisor and committee

Students select a Phase I faculty advisor (chair) in their first semester, who helps the student develop an appropriate Plan of Study (iPOS) and prepare a Research Skills Portfolio. The faculty advisor must be a member in good standing of the ESS Graduate Faculty. The chair does not have to be SHESC graduate faculty as long as he or she is ESS Graduate Faculty approved to chair committees. By the end of the first year, the student selects another two faculty members to serve on their MA committee. The chair writes a memo to the SHESC Graduate Committee explaining how she or he is appropriate to guide the student and supervise the student's research for an MIP in ESS. The memo should also provide justification for other committee members. The Graduate Committee then approves the faculty advisor and committee. Any subsequent change to the student's Phase I committee must be approved by the SHESC Graduate Committee.

Plan of Study

By the end of the second semester, the student, in close consultation with their Phase I chair,

develops an individual Plan of Study (iPOS) for Phase I that addresses the course requirements listed in Figure I, and the research skills portfolio requirements described below. In accordance with Graduate College policies, the iPOS must include at least 30 hours (which may consist of formal courses as well as readings and conference courses (ESS 790). The iPOS is formally filed with Graduate Education and must be approved by the student's Phase I chair. Subsequent changes to the plan of study may be made by filing appropriate paperwork with the Graduate Coordinator, and must be approved by the student's Phase I chair.

Research skills portfolio
The student writes two research papers that demonstrate the ability to systematically gather, analyze, and interpret relevant information; and to use that information to address a question of interdisciplinary environmental research interest. Such papers are normally written in the context of courses taken to meet the Phase I requirements, but papers written in other contexts are also encouraged. The papers must meet the following requirements:

The papers are normally written in a form that *could be* published in a professional book or journal.

The student must be a major contributor on both papers, and must be the sole author of at least one.

At least one of the papers must receive comments and be revised based on those comments. In the case of papers written for a course, the comments are normally from the professor who taught the course. With Phase I chair approval, comments from other professionals (e.g., book or journal editors) are also acceptable.

One of the papers is presented in a School-wide research symposium in the student's fourth semester. This paper must be completed by the end of the student's third semester.

The second paper must be completed no later than four weeks prior to the last day of classes in the fourth semester.

The research portfolio is documented with the *Documentation of the Research Skills Portfolio for an MA in ESS* form. The portfolio and accompanying form must be submitted by the student to her/his Phase I chair upon completion of the second paper, and no later than four weeks prior to the last day of classes in the student's fourth semester.

The student's Phase I chair must complete (i.e., approve or disapprove) the *Documentation of the Research Skills Portfolio for an MA in ESS* form no later than one week prior to the last day of classes in the student's fourth semester.

In order to meet the above deadlines and have the research skills portfolio approved on time, students who are completing their second research portfolio paper in their fourth semester should be in close contact with their chairs regarding that paper.

Students are, of course, encouraged to write many papers, but they should select only two for the

research portfolio.

Presentation of Research
Students present one of the research papers in a School-wide research symposium, held in the latter part of each Spring semester.

Timeline
The MA should be completed within four semesters. Detailed deadlines regarding the research portfolio are outlined above. Taking 9 hours per semester, you will have 36 graduate hours at the time your MIP is awarded.

Award of MA
Upon completion of the Phase I Program of Study with a grade point average of at least 3.2, the research skills portfolio (documented with the *Documentation of the Research Skills Portfolio for an MA in ESS*), and presentation of research at the School-wide research symposium, the student is granted a Master's degree.

Transition from Phase I to Phase II
Continuation into Phase II of the PhD program follows the completion of all documentation relevant to Phase I outlined above. The transition is contingent on:

- The student's coursework and grades.
- The research portfolio and accompanying Documentation of the Research Skills Portfolio for an MA in ESS form.

A memo, one page or less in length, to the Director of ESS, from a faculty member (normally the student's Phase I chair), approving the transition to Phase II. This must be submitted no fewer than two weeks before the last day of classes in the student's fourth semester.

The evaluation is done by the ESS Graduate Committee and the ESS Graduate Director upon receipt of relevant documentation noted above.

Phase II (30 hours coursework, 24 hours research or dissertation)

Students who enter the ESS program with an MA in relevant field begin in Phase II. Students who earn their MIP in ESS move from Phase I into Phase II. Receipt of the PhD in Environmental Social Sciences is the culmination of Phase II.

Program objectives
Phase II of the program trains students to become expert scholars able to contribute to their ESS research focus; to advance knowledge and understanding of critical socioenvironmental issues across a range of scales and sites. Students develop in-depth expertise that will allow them to: carry out research on a problem of significance in interdisciplinary socioenvironmental studies; learn research methods most relevant to their research focus; receive interdisciplinary training compatible with the research focus; and develop the skills to train students at a college/university

level or to work in applied fields.

Supervisory Committee

Within the first year in Phase II, the student selects a dissertation committee. The PhD supervisory committee consists of three or more faculty members who agree to serve on the student's committee. The majority of the committee must be members of the ESS graduate faculty, whether in SHESC or in other units. The chair or co-chairs of the student's PhD dissertation committee must be an ESS graduate faculty member who has been approved to chair doctoral committees by the ESS Graduate Committee and ASU Graduate Education. If the student completed the MIP in SHESC the chair of their Phase I committee may or may not be their Phase II chair. The proposed committee chair writes a memo to the SHESC Graduate Committee explaining how the committee membership is appropriate to guide the student and supervise the student's research for a PhD in ESS. The SHESC Graduate Committee and ASU Graduate Education then approve the supervisory committee. Subsequent changes to the student's committee must be approved by the student's committee chair/co-chair and the SHESC Graduate Committee, and reported to ASU Graduate Education. The supervisory committee helps the student develop an appropriate Phase II (doctoral) Plan of Study.

Plan of Study

By the end of the first year in Phase II, the student develops, with the consultation and approval of their committee chair a Plan of Study (iPOS) for Phase II that addresses the course requirements listed in Figure I that have not been fulfilled during Phase I (MA) course work at ASU, as well as ASU Graduate College requirements as follows. In accordance with ASU Graduate Education policies, the iPOS must include at least 54 post-MA hours, including (a) 30 hours of coursework or R&Cs prior to candidacy, (b) 12 research hours (ESS 792), and (c) 12 dissertation hours (ESS 799). The iPOS is formally filed with the ASU Graduate Education unit. Subsequent changes to the iPOS must be approved by the student's chair and formally reported to Graduate Education in an approved manner. See the ESS Roadmap for additional information on research and dissertation hours.

Doctoral Examination

During Phase II, the student prepares for and submits a written document to count as their comprehensive examination. With the approval of a student's chair the Dissertation Proposal should (in most cases) serve as the written part of the comprehensive exam. In other cases, also in consultation with the student's chair, a student may instead prepare one or two papers (typically a theory paper and a methods paper which directly contribute to the proposal) for the written component of the comprehensive exam. The oral component of the examination is the defense of the dissertation proposal. These two steps are formally considered to constitute the written and oral doctoral examination, as required by Graduate Education.

Whether the proposal is used as the written component of the examination or not, the student should take an approved proposal writing class to prepare the proposal (see Figure I). The dissertation proposal will be presented publically. The actual defense of the proposal will take place with only the student's committee present. A proposal should not go forward to a defense unless the student's chair has previously secured agreement with all committee members that

the proposal is suitable and defensible.

Advancement to Candidacy
Upon completion of 30 hours of coursework, successful completion of the written and oral components of the comprehensive exam, the student is advanced to candidacy.

Timeline
The doctoral examination (written and oral components) should be completed by the end of the student's fifth semester in Phase II of the program, although some students complete at the end of their 4th semester. Once the student has advanced to candidacy, a timeline for the dissertation work is set by the student and her or his dissertation committee consistent with Graduate Education policy. Annual evaluations regarding satisfactory progress are based on this timeline.

Dissertation
Students write a dissertation, which must be approved by their supervisory committee. The format of the dissertation must be in accordance with ASU Graduate education guidelines. While the ASU Graduate College will accept either three published papers or a dissertation format, for ESS students a research dissertation is almost always recommended to speed completion of the degree.

The culmination of Phase II is the public presentation and discussion of dissertation, including answering questions from both the student's committee and the public in attendance. Generally the public presentation will comprise a 20-25 minute summary of the dissertation and key findings, followed by questions from the committee and the audience, with no more than 2 hours allotted to the proceedings.

Teaching Experience
Phase II students are encouraged to develop skills and experience teaching at the college/university level if it is relevant to their particular career goals. Because some students will be moving into applied, governmental, or NGO careers, teaching experience is not always necessary for their professional goals. Those students seeking a career in colleges and universities should participate in training opportunities offered by the school and university, and/or by other post-secondary teaching opportunities in the course of their studies.

Award of the PhD
Upon completion of the 24 research hours and satisfactory defense of the dissertation, students are awarded a PhD in Environmental Social Sciences.

Faculty Review of Critical Documents

In order for students to complete their degree requirements in a timely manner, it is very important that Phase I and Phase II Chairs and committees review critical documents and return them to students with comments promptly. During the regular Fall or Spring semesters, advisor and committee members should return short documents (including portfolio papers, documents for the doctoral written exams, and doctoral proposals) to students with comments within two weeks of

receiving them. Dissertations should be returned with comments by faculty within three weeks of receiving them from students. This should be irrespective of how many documents the faculty member receives. Prompt turnaround is necessary to help students move through program in a timely manner.

Faculty are not obligated to review these academic documents outside of the regular Academic Year (i.e. in the summer). If documents are not received during the semester or not sufficiently prior to the end of a regular semester to allow for two to three weeks of review, students and advisors/committee members should jointly agree on a review period. Faculty may give priority to student work submitted on time, and in accordance with any timeline agreed to by the student and her/his committee.

ENVIRONMENTAL SOCIAL SCIENCE ROAD MAP
Chronological Chart of Doctoral Degree Program Requirements
October 2014

All of the documents and forms referred to below are on Blackboard (click on "SHESC Graduate Student" and then on "Documents" on the left-hand navigation bar). For further information, see the "Current Graduate Curriculum" on Blackboard, the ESS graduate director, or the Graduate Coordinator. See the ESS Graduate Program Guide for additional details.

PHASE I (two years until receipt of Masters- in-passing degree)

Coursework Requirements	Other Academic Requirements
30 credit hours of coursework or Reading & Conferences (R & Cs) (equivalent to 10 three credit hour courses)	(See "Phase I Paper trail" on Blackboard)
First year: ESS 501 (offered alternate years) Should be taken *before* ESS 502 unless the ESS Graduate Director approves the reverse sequence. You should take **9 hours of courses** per semester- i.e. 6 graduate courses per academic year. Consult with your advisor as to which courses might be most appropriate as you move through your first year. There are numerous courses in Geography, Anthropology, Justice studies, Life Sciences, Sustainability, Global health, and related programs that may be useful to your plan of study. Developing knowledge in social theory and research methods will assist you greatly as you move through the program. Always have your advisor or the ESS director review your schedule to ensure that courses are appropriate for the ESS program. ***Second year:*** Take six more courses (or R&Cs) appropriate to developing your research interests in ESS. *Coursework suggestions:* ESS 502 (offered alternating years, **if** you were able to take 501 in your first year).	***First year:*** Choose an advisor (preferably during Fall Semester), who will serve as your mentor and supervisor during Phase I, and a MA supervisory committee (which consists of your advisor and two other ESS graduate faculty). (See the ESS graduate director for further information). • Advisor writes memo to SHESC Graduate Committee. • Student submits the memo and the *MA Supervisory Committee Approval* form to the Graduate Coordinator. Be sure to *submit an application for receiving a TA or an RA* (see "TA Information" folder or consult Georgie) when the call goes out in the Spring; if no application is submitted, you will not be considered for one**, even if you have a funding package!!!** ***Second year***: (See "Research Skills & Phase I Deadlines" on Blackboard) Assemble the MA Research Skills Portfolio consisting of one research paper (revised in response to faculty comments), recommended by March 1st of year 2.

Other courses as per year one. Be sure to consult the ESS Graduate Program Guide as you select courses, with an eye toward satisfying requirements

You must be registered for 9 hours per semester. This is a SHESC wide rule. R&Cs (ESS 790) can fulfill these hour requirements. Failure to take 9 hours could result in lower evaluation scores on progress to degree. If you are TAing, you still must register for 9 hours. One of these should be an ESS 790 Reading and Conference (3 credit hours), which generally requires less work than regular classes.

Your advisor may recommend/require that you take certain courses in addition other core or technical expertise courses, depending on your research specialization. (see the ESS Graduate Program Guide for additional information).

Your advisor must approve your Plan of Study (iPOS) for you to be awarded the MA and advance to Phase II.

- Submit the MA Portfolio, your transcript, and a brief 1 page statement of research interests for Phase II to your advisor no later than 4 weeks before the last day of classes for Spring Semester (the SOP should also be submitted to the Graduate Coordinator).

- Your advisor should submit a memo to the Graduate Coordinator supporting your advancement to Phase II at this time (see below).

- An MA supervisory committee evaluates the above MA materials.

- If approved, have your committee members sign the *Report of Final Master's Culminating Experience* form.

Present your MA Portfolio paper at the SHESC-wide <u>MA</u> <u>Research Symposium</u> scheduled during April.

- Have your advisor sign the *Documentation of the Research Skills Portfolio* form and submit it along with the *Report of Final Master's Culminating Experience* form and your MA Portfolio paper to the Graduate Coordinator within one week after the symposium.

After the symposium, you will receive an e-mail from the Office of Graduate Education asking you to fill out and submit your **Plan of Study** (iPOS) online for your MA in-passing (see "iPOS Resources" on Blackboard). Note that the iPOS for the MA in-passing cannot be filed until **ALL** of the requirements have been met.

- Obtain your advisor's signature on your iPOS and submit to the Graduate Coordinator.

Submit the Application for Graduation form at <u>http://students.asu.edu/forms/application-</u>

	graduation.
	You are awarded the ESS MA in-passing degree if you maintain a GPA of 3.2 and receive a positive evaluation of your research skills portfolio and presentation. You are now **able to apply for transition** to Phase II.
	Submit a formal application to transition to Phase II of the graduate program. (See "Research Skills & Phase I Deadlines" document):
	- Email the graduate coordinator indicating your intent to continue onto Phase II. - Obtain a memo (email) from your chair to grad coordinator supporting your transition to Phase II. - Include the 1-page statement of research interests from the MA portfolio.

PHASE II (ca. 2-3 years until advancement to Ph.D. candidacy and 1-2 additional years until receipt of Ph.D.)

Coursework Requirements At least 54 credit hours (30 hours of coursework or R&C hours, 12 Research and 12 Dissertation hours)	**Other Academic Requirements** (See "Phase II Paper trail" on Blackboard)
First year (Third year overall): Work towards obtaining the 30 credit hours of coursework or Reading & Conference hours that are required for advancement to candidacy. *Coursework suggestions:* 1. Your advisor/Ph.D. supervisory committee may recommend/require that you take certain courses in addition to Core I and Core II required courses. **Phase II students are not required to take ESS 501 before ESS 502**, although the sequence is recommended. Your	***First year (Third year overall):*** Choose an <u>advisor</u> (preferably during Fall Semester), who may or may not be your Phase I advisor, and a **Ph.D. supervisory committee** (See "SHESC Ph.D. committee formation instructions" on Blackboard). - Advisor (chair of your committee) writes a memo to the SHESC ESS Graduate Committee. - Student submits the memo, a brief statement describing his/her dissertation research, and the *Ph.D. Supervisory Committee Approval* form to the Graduate Coordinator. To make subsequent

advisor must approve your Plan of Study (iPOS) for you to be advanced to candidacy.

2. You should take one or more research methods courses appropriate to the kind of research you will undertake for your dissertation. GIS is also recommended for most ESS students. Consult with your chair. As with other courses that satisfy ESS requirements there are a number of units on campus which offer appropriate methods courses.

changes to committee membership, complete the *Graduate Supervisory Committee Change* form (available from the Graduate College). See Graduate Coordinator for details.

Develop a **Plan of Study (iPOS)** for Phase II in consultation with your advisor/supervisory committee (by *the end of Spring Semester*).

- Fill out and submit the iPOS online, obtain your advisor's signature, and submit to the Graduate Coordinator. This needs to be done prior to the doctoral examinations (see below).

- Subsequent changes to the iPOS should all be entered at the beginning of the semester you plan to graduate.

- **Warning**: The Graduate College *will not* process proposal defense paperwork if your iPOS is not on file by the time you have accrued 42 graduate credit hours here at ASU – i.e., by the Spring semester of year 1 in Phase II!

Second year (Fourth year overall):

Continue working towards obtaining the 30 credit hours of coursework or R&C hours that are required for advancement to candidacy. **ESS generally recommends that you take GCU 585, ASM 579, or similar proposal writing course. in your second year post MA. In most instances your proposal will be the written part of your doctoral examination. Starting on developing a proposal early will speed your advancement to candidacy by your third year.** Consult with your advisor.

Third Year (Fifth year overall):

Complete the coursework required for advancement to candidacy, including:

Proposal Writing GCU 585 or ASM 579 *if*

Second year (Fourth year overall):

By Spring semester of your second year Phase II you should be developing a **draft dissertation proposal** This proposal is normally presented and defended at the end of your second year or in the Fall semester of your third year depending on the level of development of your proposal. If you are taking 9 hours per semester you will have completed your course work hours in your 4th semester of Phase 2. Using ESS 792 and ESS 799 hours will fill in the rest of your 54 hour requirement for the PhD.

Third Year (Fifth year overall):

Once completed and approved by your chair, you should have the remainder of your committee review and comment on your proposal for further revisions. **When**

you have not taken it previously. By **fall semester** of your third year you should be **finalizing your dissertation proposal for submission to your committee for approval.**

Upon successful defense of your proposal, your dissertation research should commence. In optimal circumstances you will begin field work or other data gathering by Spring of your third year Phase II.

Fourth and Fifth Years (Sixth and Seventh year overall):
Register for 12 hours of ESS 792 Research and 12 hours of ESS 799 Dissertation as needed to fulfill your credit hour requirements.

Notes:

It is possible to register for Research/Dissertation hours before you are advanced to candidacy.

Your doctoral iPOS must contain *exactly* 12 hours of Dissertation (799) even if you register for more. **Please register for Dissertation hours in 3 or 6 hour increments to ensure that they will add up to exactly 12.**

You may have more than 12 hours of ESS 792 Research on your doctoral iPOS, but

all of your committee agrees then you are ready for your oral defense.

Schedule an **oral defense of your dissertation proposal, which constitutes the *oral* portion of the doctoral examination necessary for advancement to Ph.D. candidacy**.

The oral defense will normally consist of a **20-25 minute public presentation followed by a closed meeting with your committee.**

- After you have passed both the written (proposal) and oral examinations, have your committee members sign the *Report of Doctoral Comprehensive Examinations and Approval of the Ph.D. Dissertation Prospectus* form and submit to the Graduate Coordinator.

Advance to Ph.D. candidacy and become ABD ("All-But-Dissertation").

Fourth Year (Sixth year overall):
Continue on dissertation research, analysis and write up. At this point you should be working closely with your chair and submitting chapters to her or him as they are completed.

Fifth Year (Seventh year overall):
Complete your dissertation

- Completed dissertations must be read and approved by all committee members prior to your defense.
- Final corrections to your iPOS must be submitted online at the beginning of the semester you plan to graduate. Submit the Application for Graduation form at http://students.asu.edu/forms/application-graduation (two months before graduation).

Schedule a public **dissertation defense.**

should not have fewer. The Graduate College recommends taking ESS 792 Research until you have accumulated 12 hours, then taking ESS 799 Dissertation until you have accumulated 12 hours, and then reverting back to taking ESS 792 Research until you graduate.	• Submit the *Ph.D. Defense Announcement* form to the Graduate Coordinator and the *Doctoral Defense Recommendation and Format Review* forms to the Graduate College **at least 2 weeks before your defense**. • Defenses must be held during normal business hours when classes are in session **(not during semester/summer breaks).** • After you pass your dissertation defense, your committee signs the *Announcement and Report for Doctoral Dissertation Defense* form. Congrats, you are awarded the Ph.D. in ESS

Procedures for the Annual Evaluation of ESS Graduate Students

Graduate students in the Environmental Social Science program will be evaluated each calendar year in order to determine which students will receive TA funding for the subsequent academic year and to provide them with feedback on their academic performance. They are required to submit annual progress reports during early Spring Semester on Blackboard. Faculty should carefully review progress reports for both the students they advise (as committee chair) and students on whose committees they serve. The advisor(s) of each student will take the lead in evaluating the student by computing the student's overall numerical score (as outlined below), which will then be discussed (and possibly adjusted) at an ESS meeting of the approach convener and at least 2 faculty. A general ranking of students in the ETS approach will then be produced.

The evaluation is based on three criteria: course performance, progress toward the degree, and professional/research accomplishments (each will be scored 1 to 5, with 5 being the highest score). Each category will be given different weight when determining students' overall scores depending on whether they are in:

- Phase I (pre-MA),
- Phase II (after receipt of the MA, but before advancement to PhD candidacy), or
- Phase III (advanced to PhD candidacy).

For students in Phase I, course performance will be the primary basis for the overall score. For students in Phase II, the three categories will be weighted more equally. For students in Phase III, more weight will be given to professional/research accomplishments and less to previous course performance (see table on last page).

Students are also strongly advised to schedule an annual meeting with their supervisory

committee to discuss their progress and plans.

Scores for the three evaluation categories will be determined as follows:

Course Performance
Score   GPA

5.0 = 4.0
4.5 = 3.8 – 3.99
4.0 = 3.6 – 3.79
3.5 = 3.4 – 3.59
3.0 = 3.2 – 3.39
2.5 = 3.0 – 3.19
2.0 = 2.8 – 2.99
1.5 = 2.6 – 2.79
1.0 = 2.4 – 2.59

Progress toward the degree
Score

5 = ahead of schedule
4 = on schedule
3.5 = one semester behind
3 = one year behind
2 = two years behind
1 = three years (or more) behind

Expected schedule

Note: 9 hours a semester is considered a normal load.

Phase I:

1st year (1st-2nd semesters): Begin MA coursework, choose advisor and MA supervisory committee

2nd year (3rd-4th semesters): Fall semester: continue MA coursework. Spring semester: finish MA coursework, finish MA research paper, present at symposium, advance to Phase II

Phase II:

1st year (5th-6th semesters): Begin PhD coursework, constitute PhD supervisory committee

2nd year (7th-8th semesters): Fall semester: continue PhD coursework

3rd year (9th-10th semesters): Spring semester: finish PhD coursework, write and defend dissertation proposal, and advance to candidacy

Phase III:

4th year (11th-12th semesters): finish dissertation fieldwork

5th year (13th-14th semesters): write and defend dissertation

Scores should also be adjusted if legitimate hardships or circumstances have slowed progress toward the degree such as financial or health difficulties, working full-time, teaching courses, difficulty finding a dissertation field site, doing additional dissertation fieldwork, etc.

Professional and research accomplishments
Students are assigned from 1-5 points, based on the number and kind of professional accomplishments and the quality of research conducted during the past calendar year that is appropriate to the level of academic advancement of the student (scoring can be done in 0.5 increments). The scoring system for professional and research accomplishments is as follows:

5.0: Have a paper accepted for publication or published in a peer-reviewed journal or edited volume (i.e., pubs count for two years); Be awarded a nationally/internationally- funded grant (e.g., NSF GRF or DDIG, Wenner-Gren); Organize a national/international conference, exhibition/collection, or workshop; Conduct very high-quality dissertation research in the field or lab; Make excellent progress on a writing a dissertation; Develop and teach independently a new course at ASU or a peer institution

4.0: Organize a panel at a national/international conference; Conduct good dissertation research in the field or lab; Make good progress on a writing a dissertation; Have a publication accepted for publication or published in a non-peer-reviewed journal or edited volume; Submit a publication for review in a peer-reviewed journal or edited volume; Organize a local conference, exhibition/collection, or workshop; Teach an existing course at ASU or a peer institution

3.0: Apply for a nationally/internationally-funded grant (e.g., NSF GRF or DDIG, Wenner-Gren); Receive dissertation funding as part of a senior national/international grant (e.g., RA on an NSF); Conduct good preliminary field or lab work for the future dissertation; Present at a national/international conference, exhibition/collection, or workshop; Conduct acceptable dissertation research in the field or lab; Make acceptable progress on a writing a dissertation; Participate in a national/international training or workshop; Lead (as head or board member) an ASU committee; Teach a course at ASU or a peer institution with professor supervision (e.g., instructional internship).

2.0: Be awarded a locally-funded grant/award; Conduct acceptable preliminary fieldwork for the future dissertation; Attend a national/international conference or workshop; Participate on a ASU committee; Present at a ASU talk series.

1.0: Apply for a locally-funded grant; Attend a local conference, workshop or talk

Students are scored based on their highest level of achievement (e.g., someone who published a paper and attended a local conference would receive a 5). If a student has a number of accomplishments at a certain scoring level, for instance, three activities at the 3 level, their score should be increased by 0.5.

During Phase I, students are not expected to engage in much professional activity and research. In Phase II, students should start engaging in some professional activities, acquire methodological/research training, and start laying the groundwork for their future dissertation research. In Phase III, fieldwork or lab work and the dissertation chapters will become the primary basis for this score, along with other professional activities.

To determine the overall score of the student, each of the above three scores will be weighted differently depending on the phase the student is in, as follows:

	Phase I (pre-MA)	Phase II (after MA and before PhD candidacy	Phase III (advanced to PhD candidacy)
Course performance	70%	45%	15%
Progress toward the degree	25%	30%	35%
Professional/Research accomplishments	add 0.1 to 0.5 to the sum of the above two scores (see below)	25%	50%

For instance, the overall score of a **Phase II** student who scores a 3.5 on course performance, a 3 on progress toward the degree, and a 4 on professional/research accomplishments would be computed as follows:

$$(3.5 \times 0.45) + (3 \times 0.30) + (4 \times 0.25)$$

$$(=1.57) + (=0.9) \quad + \quad (=1.0) = \text{an overall score of 3.47}$$

Because Phase I students cannot be expected to engage in much professional/research activity, we do not wish to penalize students who do not do much at this stage by making the professional/research category count for a significant proportion of the overall score. At the same time, we do not wish to penalize Phase I students who have already engaged in notable

professional/research activities by making this category count for only 5% of the overall score. Therefore, 0.1 to 0.5 will be added to the sum of the course performance and progress toward degree scores depending on the student's professional/research accomplishments at this stage. 0.1 should be added if the student has engaged in no professional/research activities and 0.5 should be added if the student's professional/research activities are exceptional for this Phase. Although it is very difficult for Phase I students to be "ahead of schedule" on progress toward the degree (i.e., the highest they can score is a 4 in this category), they will still be able to achieve a perfect (5) overall score if their professional/research activities are exceptional.

Therefore, the overall score of a **Phase I** student who scores a 3.5 on course performance, a 4 on progress toward the degree, and a 0.2 on professional/research accomplishments would be computed as follows:

$$(3.5 \times 0.70) + (4 \times 0.25) + 0.2$$

$$(=2.45) + (=1.0) \quad + 0.2 = \text{an overall score of } 3.65$$

In addition to the numeric score, all students will be given a "S" for Satisfactory performance, a "C" for Concern about performance, and an "U" for Unsatisfactory performance. *After the student evaluations are completed, each faculty member must send an e-mail to each advisee summarizing the results of the evaluation (including the overall score, whether the student received a S, C, or U, and comments on the student's performance).*

If a student receives a "C" or "U," the letter must specify what the student must do to improve his/her status during the next calendar year (including deadlines). Students who receive "U"s for two calendar years in a row will be dismissed from the degree program.