

Environmental Social Science Roadmap
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
<p>30 credit hours of coursework or Reading & Conferences (R & Cs) (equivalent to 10 three credit hour courses)</p>	<p>(See “Phase I Paper trail” on Blackboard)</p>
<p><u>First year:</u></p> <p>ESS 501 (offered alternate years) Should be taken <i>before</i> ESS 502 unless the ESS Graduate Director approves the reverse sequence.</p> <p>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.</p> <p><u>Second year:</u></p> <p>Take six more courses (or R&Cs) appropriate to developing your research interests in ESS.</p> <hr/> <p><i>Coursework suggestions:</i></p> <p>ESS 502 (offered alternating years, if you were able to take 501 in your first year). 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</p>	<p><u>First year:</u></p> <p>Choose an <u>advisor</u> (preferably during Fall Semester), who will serve as your mentor and supervisor during Phase I, and a <u>MA supervisory committee</u> (which consists of your advisor and two other ESS graduate faculty). (See the ESS graduate director for further information).</p> <ul style="list-style-type: none"> • Advisor writes memo to SHESC Graduate Committee. • Student submits the memo and the <i>MA Supervisory Committee Approval</i> form to the Graduate Coordinator. <p>Be sure to <i>submit an application for receiving a TA or an RA</i> (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!!!</p> <p><u>Second year:</u></p> <p>(See “Research Skills & Phase I Deadlines” on Blackboard)</p> <p>Assemble the <u>MA Research Skills Portfolio</u> consisting of one research paper (revised in response to faculty comments), recommended by March 1st of year 2.</p> <ul style="list-style-type: none"> • 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.

Your 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.

- 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 MA Research Symposium 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 <http://students.asu.edu/forms/application-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.)

<p>Coursework Requirements At least 54 credit hours (30 hours of coursework or R&C hours, 12 Research and 12 Dissertation hours)</p>	<p>Other Academic Requirements (See “Phase II Paper trail” on Blackboard)</p>
<p><u>First year (Third year overall):</u></p> <p>Work towards obtaining the 30 credit hours of coursework or Reading & Conference hours that are required for advancement to candidacy.</p> <hr/> <p><i>Coursework suggestions:</i></p> <ol style="list-style-type: none"> 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 advisor must approve your Plan of Study (POS) 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. 	<p><u>First year (Third year overall):</u></p> <p>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).</p> <ul style="list-style-type: none"> • 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 <i>Ph.D. Supervisory Committee Approval</i> form to the Graduate Coordinator. To make subsequent changes to committee membership, complete the <i>Graduate Supervisory Committee Change</i> form (available from the Graduate College). See Graduate Coordinator for details. <p>Develop a Plan of Study (iPOS) for Phase II in consultation with your advisor/supervisory committee (by the end of Spring Semester).</p> <ul style="list-style-type: none"> • 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 <i>will not</i> 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!
<p><u>Second year (Fourth year overall):</u></p> <p>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</p>	<p><u>Second year (Fourth year overall):</u></p> <p>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.</p>

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 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.

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 Ph.D.

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 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 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 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

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.**

- Submit the *Ph.D. Defense Announcement* form to the

you graduate.

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