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College of Earth, Ocean, and Atmospheric Sciences

Welcome to CEOAS!

We are excited that you are here. This handbook is a resource guide. Please familiarize yourself with this information. Most of the policies and procedures that govern graduate students are posted online, and this document provides a summary of the most important ones. Updates will be distributed via memos placed in mailboxes, announcements in the CEOAS weekly newsletter “Making Waves”, or by email. If you or your major professor has questions, please contact our office. We look forward to assisting you throughout your time here; however, you are responsible for being informed and utilizing these resources. Often the answer you are looking for is on a webpage, and this guide helps reduce the time it takes to locate this information.

The handbook will also be available on the CEOAS Current Students web page: http://ceoas.oregonstate.edu/current/.

Student Services

104 Wilkinson Hall • 541-737-1201 (Tel) Office Hours: Monday-Friday 8:00 am to 5:00 pm

Anita Grunder, Associate Dean, Student Programs
205 CEOAS Admin Building
grundera@geo.oregonstate.edu 541-737-5189

Robert Allan, Director of Graduate Student Development
102 Wilkinson Hall
rallan@coas.oregonstate.edu 541-737-1340

Directs aspects of student development including recruitment, admissions, student and faculty advising, career planning and alumni relations.

Lori Hartline, Graduate Program Administrator
102 Wilkinson Hall
hartline@coas.oregonstate.edu 541-737-5188

Supports graduate student and the college in matters including recruitment, admissions, student progress, degree completion, alumni relations, office space and general graduate level reporting.

Melinda Jensen, Office Manager
104 Wilkinson Hall
melinda.jensen@oregonstate.edu 541-737-1238

Coordinates curriculum for the College, including class overrides, classroom management, course fees, textbooks, desk copies, student keys, and Motor Pool reservations.
Coordinates CEOAS graduate assistantship appointments requests and graduate fellowship appointments. Provides support to the CEOAS undergraduate program. Available for all questions and inquiries.

Renee Freeman, Receptionist & Environment Science Graduate Program Admin.
104 Wilkinson Hall
renee.freeman@oregonstate.edu 541-737-1201

CEOAS Student Services' receptionist, assisting the undergraduate and graduate programs. Coordinator for the Environmental Sciences Graduate Program and Professional Science Master’s Program. Happy to help with any questions.

**Graduate Student Committee**

The Graduate Student Committee (GSC), formerly known as the Student Advisory Committee (SAC), is made up of 10-12 students just like you from each graduate program within the college. GSC members meet 2-3 times per term to discuss and plan the many activities/functions that we serve, see below for a list.

GSC acts as a liaison between the students and the Deans in order to voice student concerns. It meets quarterly with the Deans as well as having a representative on the Dean's Advisory Council.

GSC coordinates social events to build cohesiveness within CEOAS. In the past, GSC has organized such activities as Snow Weekend, TGIF, Spring BBQ, annual awards, and t-shirt sales (which are awesome because they fund travel grants for grad students, aka us!).

GSC has a small pool of funds for reimbursing travel expenses to conferences and off-campus courses and workshops.
Welcome note from the GSC

Congratulations and welcome to CEOAS! Graduate school is a time for both intense academic focus and personal growth. The GSC seeks to build a student community to balance these two aspects of graduate school. Get to know the GSC representative in your department. They can voice your concerns and help you get more involved with the GSC, participate in GSC social events, and provide tips for getting to know your new town! We wish you all success and hope that your time in CEOAS is rewarding.

All students are welcome to e-mail GSC with concerns or questions about student life and academics in CEOAS at gsc@coas.oregonstate.edu. We also have a blog and facebook page, where we post upcoming events. We’ve also put together a survival guide for incoming students with tips and tricks for maneuvering CEOAS and Corvallis. If you’re interested in being part of GSC let us know, we are always looking for new students.

See you around!
College of Earth, Ocean, and Atmospheric Sciences

Important Web Pages

Academic Calendar: bit.ly/1LykQ1B

Academic Regulations: bit.ly/1MfWoSA

Campus Shuttle Bus (no cost): bit.ly/1I7kQ33

Career Development Planning Tool: bit.ly/1HEKgle

Corvallis Transit System: bit.ly/1kMrUsS

Counseling and Psychological Services: bit.ly/1KgH4Dv

Graduate Catalog: bit.ly/1HEKnn1

Graduate Learning Outcomes: bit.ly/1Ies9uk

Graduate School: bit.ly/1fYHhSb

Graduate Women’s Network: bit.ly/1If9EYo

Graduate Writing Center: bit.ly/1MkvfQA

Intercultural Student Services: bit.ly/1LnrPM4

Library Services for Graduate Students: bit.ly/1npUKmu

Parking Services: bit.ly/1Mkvlai

Public Safety and Oregon State Police Bicycle Security (register your bike & learn about bicycle theft on campus): bit.ly/1fYI05D

Saferide: bit.ly/1fYlatM

Scientific Poster Guide: bit.ly/1kGc4mm

Statistics Consulting: bit.ly/1fhFuGQ

Student Health Insurance: bit.ly/1ebUoNX
Arrival Checklist & College Resources

Office Assignment
Graduate students work with Lori Hartline in Student Services, Wilkinson 102 to receive a space assignment or to change their space assignment. Lori works with the faculty advisor and Nick Pisias to track space assignments.

Office
You are responsible for locking all doors and windows when leaving rooms you have been using. Special care must be taken in this regard when leaving the building at the end of the day or after regular hours. University buildings are open to the public. Office and laboratories with open or unlocked doors are not secure from theft. Do not let unauthorized persons in the building. If an individual has business in the building, they should already have a key or can get one from Student Services. The signage for your office can be updated by sending update information to Lori Hartline.

Do not change offices or remove furniture from any office. If you need additional furniture, have concerns about your office space, or are not using the space, see Melinda Jensen in Student Services, Wilkinson 104. We ask that you clean and vacate your office within 90 days of finishing your degree and leaving CEOAS. Cleaning supplies are available in Student Services if you need them.

Mail
Drop boxes for outgoing campus and U.S. mail are available in the lobby of the CEOAS Administration Building. You will also find various express mail supplies in the lobby. You may have personal mail delivered to CEOAS. Outgoing U.S. mail with postage already applied can be left in the outgoing mail drop boxes or in drop boxes around campus.

All graduate students will have a mailbox in Student Services, Wilkinson 104. Both campus mail and U.S. mail are delivered to your mailbox along with CEOAS notices and paperwork. Generally, you can access your mailbox Monday through Friday between 8:00 am to 5:00 pm.

After-hours permit
You should find an after-hours permit in your mailbox. If not, see Melinda Jensen in Student Services, Wilkinson 104. Keep your after-hours permit with you. Campus Security can and will ask for after-hours permits and will ask you to leave the building if you cannot furnish your permit on request.

Keys
Keys for offices and facilities are issued by Melinda Jensen in Student Services, Wilkinson 104. Take the key request to the Access Lock & Key Shop located south of Kerr Administration to get your keys. Their hours are 11:00 am to 3:00 pm (http://facilitites.oregonstate.edu/key-shop/).

Use of Campus Telephones
If your student office is not equipped with a telephone, messages can be left at the Student Services number (541-737-1201). Any messages taken for you will be placed in your mailbox. University phone numbers have a prefix of 737 or 713. When calling from one campus telephone to another, dial only the last five digits of the phone.
number. When calling a local number, you must first dial 9 to get an outside line, then the area code and the number.

You will need an authorization code or personal calling card number to make long distance calls. Check with your major professor for an authorization number.

**Teaching and Research Supplies**

CEOAS provides basic supplies (paper, pencils, pens, tape, chalk, erasers, whiteboard markers, etc.) to be used only for teaching or research assistant duties. *The College does not provide personal supplies for coursework.* You will need to purchase those yourself. Graduate Teaching Assistants can pick up classroom supplies from Renee Freeman in Student Services, Wilkinson 104. Graduate Research Assistants can pick up research supplies in the CEOAS Research Publishing and Outreach office in Burt 166. If you need additional supplies for research that would need to be ordered, obtain those through your major professor.

College letterhead is to be used for official business only. Use for personal purposes such as expression of opinion about university issues is specifically prohibited. If in doubt, seek advice from your major professor or Student Services.

**Poster Printing**

First and foremost, design your poster so that it will fit your printer. For example, AGU allows posters to be 4x6 feet (48x72 inches), but the printers at The Valley Library and CEOAS have a 42-inch maximum width to the roll of paper, so 42 inches by X feet should be the maximum size of your poster. There is a variety of poster printing possibilities.

You can have one poster printed per term for no charge at Student Multimedia Services in the Valley Library. Use this as your first choice. This requires planning as this service is heavily utilized across campus. Make sure to get your poster to Student Multimedia Services at least two days in advance.

If you have an index number, you can have your poster printed in the Digital Media Lab in Burt Hall 170. These printers print to a width of 42 inches. There is also a printer in the Research Publishing and Outreach office. Use this as a last choice because Research Publishing and Outreach staff is busy with projects for the College.

**3-D Printing**

The School of Electrical Engineering and Computer Science offers 3-D printing services for a fee. If you are printing items for a student organization or a class and have an OSU index number, you can use this service. Please go to EECS 3-D Printing Submission at [http://eecs.oregonstate.edu/education/3dprinter/](http://eecs.oregonstate.edu/education/3dprinter/) for more information and to submit your order.

**CEOAS Student Facilities**

The Dawes House, located on Monroe across from Bomb’s Away, has a 1st floor dedicated to the use of graduate students. This space can be used to host guests, hold readings or group discussions, or just as a space for students to hang out. The 1st floor has a living room area, dining table, and kitchen. For the code to the door please see Robert Allan or ask a fellow student.
The Patullo Library, on the first floor of the CEOAS Administration Building, houses a collection of journals, books, atlases, class notes, reference materials, and reports from around the country and the world, including a fairly complete set of CEOAS publications (theses, collected reprints, data reports and reference numbers).

The Patullo Library catalog lists some materials that have been moved to Guin Library at Hatfield Marine Science Center or to the Valley Library, or that have been discarded. Rather than reduce the card catalog, it has been left intact as a useful resource for getting correct titles, etc., for materials available elsewhere. For materials that have been transferred to the Valley Library, the cards normally include the Valley call number.

The Marilyn Potts Guin Library, a specialized branch of the OSU Library, houses the collection that supports the research and teaching of Oregon State University’s Hatfield Marine Science Center (HMSC) in Newport. The 29,000 volumes and 310 current periodicals cover the broad range of marine-related topics including fisheries, oceanography, geology, botany, zoology, environmental studies, and biology.

CEOS Research Publishing and Outreach
Research Publishing and Outreach is located in 166 Burt Hall. Stop by, call 541-737-2750 or email pubs@coas.oregonstate.edu with questions. Research Publishing and Outreach provides the following services for students.

Printing posters for conferences or workshops. You must provide an index number from your major professor or supervisor.

Helping to promote your research in print or web outlets.

Proofreading journal articles ahead of publication (no charge).

Student Profile
Below are two steps you can take to raise your visibility and promote your research:

Visit your directory page at http://ceoas.oregonstate.edu/people/browse/students. Send corrections and headshot photo to Ernie Colanionto at colantoe@coas.oregonstate.edu. You are encouraged to also provide information on your research interests, current research project, education, and links to your vita and/or webpage.

Complete the Graduate Student profile form at http://ceoas.oregonstate.edu/studentprofiles/graduate.php and send a high-resolution photo to pubs@coas.oregonstate.edu. The photo would preferably be of you engaged in research or else taken in a setting evocative of your research, such as a mountaintop, forest, beach, lab bench, or ship. Publications can then highlight your research within College publications and promote your story to other OSU publications that feature student profiles.

CEOAS Computer Policies
CEOAS recognizes and supports Oregon State University’s Network Engineering Acceptable Use Policy. Please consult this link if you have questions (http://oregonstate.edu/fa/manuals/gen/computing-resources).
College of Earth, Ocean, and Atmospheric Sciences

CEOAS graduate students have offices in Burt Hall, Strand Agriculture Hall, Weniger Hall, Wilkinson Hall, and Dawes House. Because all the buildings are not yet networked together, students with offices in Wilkinson have separate computer policies, dating from 2011-12 when Geosciences was a Department in the College of Science. Until Wilkinson and Dawes House are integrated into the CEOAS network, the following policies apply in Wilkinson Hall and Dawes House.

Resources for Your Use in Wilkinson Hall
Please report printer problems to Student Services. Computers in the Graduate Student Research Facility, Undergraduate Student Lounge, and Digital Earth Lab are managed by Mark Meyers (meyerss@geo.oregonstate.edu).

Graduate Student Research Facility (Wilkinson 016)
This is primarily for the use of CEOAS graduate students. However, any student with an ONID account may use the computers while Wilkinson Hall is open (usually 6 am to 6 pm Monday through Friday). Graduate students may obtain a key to this room for after-hours use. There are five HP Z220 Workstations with a 3.4 GHz Xeon Quad processor, 16 GB RAM, and 256 GB solid-state hard drive. Software is maintained to keep current with most teaching and research needs. Wilkinson 016 has two printers, HP LaserJet black and white, and HP 3525 Color LaserJet printer. The printers are only available to CEOAS graduate students, staff, and faculty with an active College of Science account.

Undergraduate Student Lounge (Wilkinson 208)
Computers in this student lounge are available to all CEOAS students with a Science email account. There are five HP Z220 workstations with a 3.4 GHz Xeon Quad processor, 16 GM RAM, and 256 GB solid state hard drives. Software is maintained to keep current with most teaching and research needs. Wilkinson 208 has two black and white printers. One printer is for CEOAS students, staff, and faculty and one is for ONID users (the ONID printer). To use the ONID printer, users must log on with their ONID user account. The user’s university account will be charged $0.10 per page.

Digital Earth Enhanced Classroom (Wilkinson 210)
This classroom is for teaching. Only students registered for classes that are scheduled for laboratories in Digital Earth (laboratory fees apply) will have access to resources in this room. Digital Earth is available for rent ($300 per day for OSU use, $400 per day for all other users, $45 per hour set up fee).

Other Computer Laboratories
Several faculty members have computing facilities used for their research programs. These include the Tectonics Visualization Laboratory (Wilkinson 206), Cartography and Geovisualization Laboratory (Wilkinson 204), Hydro Modeling Laboratory (Wilkinson 103), and the Vipers Laboratory (Wilkinson 127).

Student Services Copy Machine
The Student Services copy machine may be used by anyone for university business during office hours. If assistance is needed to operate the machine or if there is a malfunction, ask office staff for help. It is also available for personal copies for a small fee (10 cents per page, 35 cents for overheads). You do not have to pay for
materials you are preparing for a class that you are teaching, but you do pay for copying your personal class materials.

The photocopier has a scanning feature that is available to all. When a document is scanned, it will be sent to the email of your choice. Your email address can be stored in the copier or you can type it in manually.

**Student Services Fax Machine**

The Student Services fax machine may be used by anyone for university business during office hours. Using the fax machine to send a personal fax costs $1.00 for the first page and 50 cents for each additional page. There is no charge for incoming faxes. The fax number is 541-737-1200.

The CEOAS fax number is 541-737-2064. The fax machine is supervised by the CEOAS receptionist, who should be consulted about receiving fax messages and sending fax messages outside the United States. Fax machines are also located in the workrooms in Burt, Weniger and Strand Halls.

**Printers**

Printers are located in Wilkinson 016, 102F, 205, and 208. Computers have appropriate printers already installed. Printing is managed from a print server. Printers should not be used as copy machines. Please use the copy machine in Student Services, Wilkinson 104. Large print jobs should be sent to OSU Printing and Mailing Services (see Student Services staff for instructions).

Printers are also available at student computing facilities at various locations on campus. Also check out Student Multimedia Services at [http://oregonstate.edu/is/mediaservices/sms/](http://oregonstate.edu/is/mediaservices/sms/). They have, among other services, large format (poster) printing and thesis printing free to students.

**General Guidelines**

Do not store your files on College computers. These computers are not backed up. If a computer has a problem (virus or hacked) it will be removed without notice. The system will be wiped and re-imaged. All user profiles, pictures, documents and data will be lost. Please do not try installing software on department computers. Contact Mark Meyers for software installation and updates.

**Wireless Access**

Secure wireless access is available in most CEOAS buildings. Please see Lori Hartline for CEOAS wireless connection instructions.

**CEOAS Email Lists**

- All CEOAS Graduate Students: students@coas.oregonstate.edu
- Geography (graduate students only): geog-grads@geo.oregonstate.edu
- Geology (graduate students only): geol-grads@geo.oregonstate.edu
- Marine Resource Management: mrmstu-mg@coas.oregonstate.edu
- OEAS – Physics of Oceans and Atmospheres (POA): postudents@coas.oregonstate.edu
- OEAS – Ocean Ecology and Biogeochemistry (OEB): bostudents@coas.oregonstate.edu
Steps to Getting Your Degree

Major Professor (Advisor) and Graduate Committee
http://gradschool.oregonstate.edu/progress/graduate-committee

Committee Members’ Roles and Responsibilities
Graduate Student: You assume the responsibility for your graduate program, following department and university requirements, meeting all deadlines, and initiating all steps involved in obtaining a degree. It is the responsibility of you and your major professor to discuss and select committee members.

You should meet regularly with your major professor to discuss progress or difficulties in research, coursework or other matters. If you experience serious difficulties with your major professor, you should discuss the matter with staff in Student Services.

Major Professor
The major professor will advise and guide students in their graduate programs; be informed of student progress and difficulties; edit research proposals and theses before they are given to other committee members; encourage active participation in departmental seminars, regional and national scientific meetings, ensure that research, teaching and extended education efforts include advised students when possible; and chair the program meeting and the examination portion of the preliminary oral examination and final defense. The major professor assumes principal responsibility for directing research activities. When the major professor is courtesy faculty, a member of the CEOAS regular faculty must serve as chairperson of the thesis committee and both must sign the approved thesis.

Graduate Council Representative
https://secure.onid.oregonstate.edu/login?service=grad_school&p=StuGetGCR

The Graduate Council Representative (GCR) is chosen from a list provided by the Graduate School and is a full voting member of the committee. In order to assure an outside point-of-view that represents your interest rather than the research interest, and to give a wider visibility of CEOAS research to the university as a whole, the GCR cannot be a CEOAS faculty member. No GCR is required for a student pursuing a non-thesis MS.

For Master’s students, the GCR will chair the portion of the meetings that involve the evaluation of the student’s performance at the oral exam (defense).

For PhD students, the GCR is required to attend the program meeting, the preliminary exam meeting, and the final defense, and to chair the portion of the meetings that involve the evaluation of the student’s performance at the oral exam.

The composition of graduate committees is governed by the policies of the Graduate School; the College of Earth, Ocean, and Atmospheric Sciences (CEOAS); and the degree program into which you have been admitted. You are
assigned a major professor when first accepted by CEOAS. Your major professor is, in most cases, a member of the CEOAS graduate faculty and serves as your academic advisor and thesis/research supervisor. Your major professor will help you select your other committee members. By mutual agreement, changes in major professor can be arranged. The staff in Student Services can assist you in changing your advisor.

No committee is official until approved by CEOAS and the Graduate School. Graduate School staff will review committees by the following guidelines. All committee members must be graduate faculty. Adjunct members from other universities or appropriate organizations may also serve if approved by the thesis committee and the Graduate School. Adjunct or courtesy faculty members can serve only as co-chair with a regular CEOAS faculty member. They cannot serve as chair alone.

The committee must be appropriate to represent the proposed course of study and the relevant degree authority. At least two members must be regular faculty in CEOAS, as distinguished from courtesy faculty.

*Note:* The Graduate School does not allow a major professor from the same degree program to serve as both the minor professor and the graduate committee representative on your committee.

Please notify Lori Hartline regarding potential committee members who are not regular graduate faculty in advance of an event such as your written exam or defense. If the faculty member is not a member of the graduate faculty or is not approved for the role proposed, a process must be completed to nominate the proposed member to act in those roles.

Committee structure is evaluated when your program of study is received by the Graduate School and when you schedule your formal examination(s).

**Changing Your Committee Membership**

If it becomes necessary to replace one of your committee members after your committee has been established or substitute a committee member for a particular meeting, refer to your committee composition requirements ([http://gradschool.oregonstate.edu/success/graduate-committee](http://gradschool.oregonstate.edu/success/graduate-committee)) and ensure that your replacement is a member of the graduate faculty and approved for his or her proposed role.

**Program Meetings**

It is your responsibility to reserve rooms for meetings and exam times through Student Services.

**CEOAS Student Requirements**

**Program of Study**

[http://gradschool.oregonstate.edu/forms#program](http://gradschool.oregonstate.edu/forms#program)

You will file a program of study with the Graduate School before the end of summer of your first academic year. The program of study is worked out under the guidance of the major professor and Student Services. It may include credits reserved as an undergraduate student and hours earned as a post-baccalaureate, graduate non-degree seeking, graduate special student, or classified graduate student. You may need to file an updated program of study the term before you defend.
Guide to Responsible Conduct in Research
The Responsible Conduct of Research Program at Oregon State University has been designed to meet the requirements outlined in Section 7009 of the American COMPETES Act, which mandates training in the responsible conduct of research. You and your major professor have wide discretion in choosing the form of this training including 1) training provided with coursework, 2) enrolling in an OSU course (i.e., IST 520, Responsible Conduct of Research), 3) online Responsible Conduct Research course, 4) mentoring, 5) research group training, 6) organizing a lab meeting or seminar, and/or 7) reading and discussing On Being a Scientist found at http://www.nap.edu/openbook.php?record_id=4917.

Please go to the following website to review your options: http://oregonstate.edu/research/ori/responsible-conduct-research. Students are responsible for communicating the completion of this training on their program of study.

The CEOAS-wide student seminar OC 507/607
The OC 507/607 college-wide student seminar is offered every term save summer, at 4 pm on Monday. The purpose is that graduate students have opportunity to present their work to a common, literate audience. It is not intended as a forum for practicing technical talks. It is important for scientists and scholars to be able to express their work and the importance of their work to others outside their field. The seminar has the added benefit of exposing students to a wide range of research being pursued in CEOAS.

While each faculty member who runs the course may change the details of evaluation, participation is key and an element of peer-review of the student speakers furthers the aim of honing the skill of giving a clear and compelling general talk.

The requirement
Each MS graduate student is required to enroll in the course at least once per year for the first 2 years and to present at least one talk during the degree program; the presentation can be done either year 1 or 2.

Each PhD student is required to enroll in the course at least once per year for the first three years and to present at least two talks, in different years, during the degree program; the first presentation should be in year 1 or 2, and the second in year 2 or 3.

Procedure to Change Degree/Level
If you are interested in making a degree and level change or are trying to waive a degree requirement, you should discuss your situation with the Director of Student Development. Each student’s situation is different and unique and having an understanding of the implications of this decision is important before making such a decision.

Progress Reports
Once a year, CEOAS conducts a review of student progress for Geography, MRM and OEAS students. The progress report provides an opportunity to ensure that the student-major professor relationship is healthy, that you are progressing toward completion, and that any unusual or sensitive issues can be identified and resolved. Contents of the progress reports are made available to both you and your major professor. If you have issues that you are uncomfortable writing about in this context, please bring them to the attention of Student Services staff.
The goals of the progress report are 1) to ensure that students and faculty meet once a year to review expectations and accomplishments; 2) to provide an opportunity to identify students who may be struggling; and, 3) to provide Student Services with pertinent information to market the program, catalog student accomplishments, and maintain accurate student records.

You and your major professor will each write a progress report that includes 1) your activities and accomplishments during the past year; 2) your anticipated results of current research and/or conferences; 3) your future plans/career interests; 4) your summer plans and contact information; 5) an update on current status in program; 6) an update on your project/thesis and funding; and, 7) notice of any impediments to progress and success.

The faculty- and student-written assessments are given to the discipline representative on the Graduate Admission Committee (GAC), who will collect and create a discipline report. The discipline report provides a summary of the student's status. The GAC representative will send copies of the faculty-written student assessment and the student progress report to Student Services.

**Defense Preparations**

Please contact Lori Hartline the term before you anticipate defending.

- **Defense Day/date/time**: Set up day and time with committee.
- **Committee members**: Send Lori Hartline a list of all of your committee members. Anyone on your committee who is not on graduate faculty for your major needs paperwork done. This is simple and quick but crucial.
- **Graduate Committee Representative**: You can generate the list once a day. Faculty in CEOAS cannot serve as your GCR. [http://oregonstate.edu/dept/grad_school/forms.php#gcr](http://oregonstate.edu/dept/grad_school/forms.php#gcr)
- **Event Scheduling Form**: Students must complete this form at least two weeks prior to the defense date. [http://oregonstate.edu/dept/grad_school/current/finalexams.html](http://oregonstate.edu/dept/grad_school/current/finalexams.html)
- **Diploma Application** is completed by the Graduate School thesis coordinator when you turn in your event form. Diplomas are issued four times a year at the end of each term. [http://oregonstate.edu/dept/grad_school/forms.php#diploma](http://oregonstate.edu/dept/grad_school/forms.php#diploma)
- **Registration**: you must be registered for at least 3 credits the term you defend. For summer term, register for the session of summer that coincides with your defense date.
- **Defense Room**: You must reserve a defense room. Burt 193 has a notebook in the CEOAS Admin lobby, for Wilkinson 203 see Melinda Jensen. Putting the room on your event form for the Graduate School DOES NOT reserve the room, it only tells your GCR where to show up! If you can’t find an open room, please contact Lori Hartline as there are nice university rooms in other locations.
- **Remote participation**: Committee members may participate remotely. Technology for remote participation in your defense is your responsibility. There is no assumed IT support from either Student Services or Research Computing Services. Biana Weatherford can help with a conference phone. Students have used Skype and Adobe Connect with success on their own laptops.
• **REVIEW copies for committee:** Preliminary review copies of your thesis are due to your committee TWO WEEKS before your defense session—please see your advisor for specifics on content and timeline for this particular item!

• **Program of Study (POS):** Be sure you have a Program of Study on file with the Graduate School. Upon filing your Event Form, updates to the POS may be required and the Grad School will notify you.

• **Timing:** Be aware that you can defend up to the last day before the start of the [next] term and that still counts as the current term (no [next term] tuition) but be careful as this shortens up the time you have to get your final revisions in to the grad school. Revisions are due in 6 weeks or the start of the next term, whichever comes first! Extensions are sometimes granted.

• **Defending an MS then moving directly into a PhD?** Contact Lori Hartline for info BEFORE your defense as you need to do a concurrent degree form so that your degree completion and continuation can be seamless.

• **Defense Session Comestibles:** CEOAS doesn’t provide coffee service. The ECafe in Kelly Engineering offers coffee services as well as the Beanery and Interzone. Food is up to you, not required, a good thing to hit other people up for help with...

Commencement
Graduate students completing their degrees during summer term may participate in the spring commencement ceremony. A special form must be completed by summer graduates and their major professors to arrange participation in the ceremony. Students who expect to complete a degree spring or summer term, and are interested in walking, please see this information from the Graduate School’s commencement web site: [http://gradschool.oregonstate.edu/success/commencement](http://gradschool.oregonstate.edu/success/commencement). Please direct all questions to Julie.kurtz@oregonstate.edu.

Grad School Forms list
[http://oregonstate.edu/dept/grad_school/forms.php#gcr](http://oregonstate.edu/dept/grad_school/forms.php#gcr)

Grad School “Guide to Success”
[http://gradschool.oregonstate.edu/success](http://gradschool.oregonstate.edu/success)

Grad School defense preparations/deadlines
[http://gradschool.oregonstate.edu/success/deadlines](http://gradschool.oregonstate.edu/success/deadlines)

**Thesis and Dissertation Printing**

You can have up to two copies of your thesis printed at no charge from Student Multimedia Services in the Valley Library.

[http://is.oregonstate.edu/academic-technology/sms](http://is.oregonstate.edu/academic-technology/sms)

If you need extra copies, Student Multimedia Services will print additional copies for a fee or you may print them yourself. CEOAS will prepare one bound copy for the College. Once your thesis is submitted to ScholarsArchive,
Lori Hartline will print out a copy on good quality paper and have it bound. This copy will be placed in the Patullo Library with the other theses and dissertations. If you have plates, maps, etc. that need special handling, please make sure you get them to Lori to be included.

**Travel**

Arranging Travel and Applying for Travel Funds: Travel to professional meetings is highly encouraged as one of the best professional development activities you can undertake. This is an excellent way to present your research results to a broader audience while gaining valuable feedback, to network with scholars in your discipline, and to polish your public speaking skills and confidence.

**Request for Travel Authorization**

Domestic Travel: Domestic travel is defined as any travel within the boundaries of the United States. No institutional approval is needed prior to departure. Upon completion of your travel, you will need to submit a Travel Reimbursement Worksheet if you wish to get reimbursed for your expenses. Travel Reimbursement Worksheets are available at [http://ceoas.oregonstate.edu/facultystaff/files/TravelReimbursement.pdf](http://ceoas.oregonstate.edu/facultystaff/files/TravelReimbursement.pdf) or in the lobby of the CEOAS Administration Building. The most common method of reimbursement is per diem for meals and incidental expenses.

Several trips can be combined on one Travel Reimbursement Worksheet. Indicate departure and arrival times and dates for each trip. Reimbursement rates are subject to change. Please check at [http://oregonstate.edu/fa/businessaffairs/travel/tres/per_diem_us](http://oregonstate.edu/fa/businessaffairs/travel/tres/per_diem_us) for current rate information. Receipts for lodging are required and reimbursement will be at actual cost up to the allowable per diem rate. Lodging tax is reimbursed separately as a miscellaneous expense.

**International Travel**

International travel is defined as any travel outside the boundaries of the United States. Submit a Travel Authorization Worksheet before travel arrangements are made with one of OSU’s contracted travel agencies listed on the form.

Travel Authorization Worksheets are available in the lobby of the CEOAS Administration Building or at [http://ceoas.oregonstate.edu/facultystaff/files/travelauthorization.pdf](http://ceoas.oregonstate.edu/facultystaff/files/travelauthorization.pdf)

The Travel Authorization form should be submitted at least one week prior to departure even if no airfare arrangements are necessary. International travel requires additional time for authorization prior to airfare purchase. Indicate all departure dates and times, methods of travel, registration fees, anticipated miscellaneous expenses, etc. Provide an index number that the travel is to be charged to and state the purpose of the trip. For insurance purposes, the Request for Travel Authorization is required even if travel is being paid by an outside agency.

Note: Airfare may be purchased on your own and reimbursed after travel if preferred. No quote from the travel agency is necessary. The most economical itinerary that fits your travel needs should be selected.
Applying for Travel Funds
If working as a GRA on a professor’s research project, you should ask that professor what opportunities for presentation and travel funds might be available.

OSU and CEOAS Support for Travel
Graduate School Travel Funds: Lori Hartline in Student Services will circulate a nomination to degree programs. Each program can have one nomination per quarter for $500 for domestic travel and $1,000 for international travel.

CEOAS Travel Funds: The Graduate Student Committee (GSC) Travel Fund: Open nominations for all degrees, once per quarter. GSC distributes roughly $1,000 per term.

OSU- and State-Owned Vehicles
Authorization is required to drive university and state owned vehicles. Forms are available from Student Services or on the Motor Pool web site (http://motorpool.oregonstate.edu/drivers). If you will be driving a passenger van, you must watch the video and take the test available at http://motorpool.oregonstate.edu/drivers/training before leaving on the trip.

Other
Coalition of Graduate Employees (CGE)
The Coalition of Graduate Employees (CGE) is a local, member-run labor union (http://cge6069.org/) recognized by the University and the State of Oregon as the exclusive representative for OSU graduate assistants on all matters involving wages, benefits, and working conditions. CGE is affiliated with the American Federation of Teachers. All OSU graduate students are eligible to join CGE.

Taxes
Since the Tax Reform Act of 1986, all salaries paid to a graduate assistant are taxable income. Tuition remission accompanying a graduate assistantship is not part of your taxable gross income. Scholarships and fellowships are also taxable on that portion not spent for tuition and course-required educational supplies and fees. When you fill out your Withholding Allowance Certificate (W-4 form), be certain that you have allowed for sufficient amounts withheld from your monthly check to match your tax liability. A penalty will be applied if you do not have at least 90% of your tax liability for the current tax year withheld. International students should be particularly careful in keeping records; standard income tax deductions are not available to most non-resident aliens, who are allowed only one exemption and are permitted only actual itemized deductions.
Marine Resource Management Program Guidelines

As a candidate for the master’s degree, you are to complete the required graduate level coursework and a formal paper or thesis written about your research.

Requirements

You must complete all work for the degree within seven years including transferred credits, coursework, thesis/project and all examinations. Thirty (30) credits on the master’s program must be taken on campus (in residence) after admission as a regular graduate student.

The 52-credit master’s thesis track contains 40 coursework credits and 12 thesis credits.
The 66-credit master’s professional track contains 57 coursework credits and 9 project credits.

MS: Marine Resource Management, Thesis Track Courses

OEAS 500 (3) Cascadia Field Trip 3
OC 507 Seminar (1): CEOAS Student Series
MRM 507 (2) MRM Orientation (fall)
OEAS 520 (4) The Solid Earth (fall)
OEAS 530 (4) The Fluid Earth (fall)
OEAS 540 (4) The Biogeochemical Earth (winter)
PPOL 546 (4) Policy and Coastal Law (winter)
MRM 530 (3) Principles and Practice of Marine Resource Management (winter 2017)
MRM 503 (12) Thesis

Total 52 (or more)

No more than 12 blanket number course credits other than thesis/project (MRM 503/506) are permitted on your program.

MS: Marine Resource Management, Project Track Courses

OEAS 500 (3) Cascadia Field Trip
OC 507 Seminar (1): CEOAS Student Series
MRM 507 (2) MRM Orientation (fall)
OEAS 520 (4) The Solid Earth (fall)
OEAS 530 (4) The Fluid Earth (fall)
OEAS 540 (4) The Biogeochemical Earth (winter)
PPOL 546 (4) Policy and Coastal Law (winter)
MRM 530 (3) Principles and Practice of Marine Resource Management (winter 2017)
MRM 506 (9) Project
Other coursework determined by you and your committee 24-27
Total 66 (or more)

No more than 12 blanket number course credits other than thesis/project (MRM 503/506) are permitted on your program.

Obtaining Your Degree
Submit your Program of Study (POS). Submit form before you complete three academic terms. This should include credits reserved as an undergraduate student and hours earned as a post-baccalaureate, graduate non-degree, graduate special student or classified graduate student. Students will submit an updated POS the term before they defend. The program of study is worked out under the guidance of the major professor and is signed by the major professor and the Director of Student Development (or Associate Dean of Academic Programs) before filing with the Graduate School.

- A maximum of 15 credits of graduate coursework from another university may be transferred into a 52 credit (thesis) or 66 credit (project). The remaining hours of coursework taken at OSU after admission into a graduate program must appear on the program of study.
- The program of study must consist of a minimum of 50% graduate level stand-alone courses (not 400/500 “slash” courses).

Setting up Committee
Master’s Degree Committee, Non-Thesis Project
The minimum committee size for a Master’s student working on a non-thesis option is three members.

- CEOAS faculty member/major professor.
- CEOAS faculty member.
- CEOAS faculty member representing the minor field of program emphasis.

This third member may also be an courtesy/adjunct CEOAS faculty member, if his/her primary academic affiliation is in another college.
Master’s Degree Committee, Thesis
The committee size for a master’s student working on a thesis master’s option is four members.

- CEOAS faculty member/major professor
- CEOAS faculty member
- Faculty member from outside the major program or from the minor field
- Graduate Council Representative (GCR)

Committee meetings are designed to help the student address issues and navigate through the research process. Graduate committees should be established within the first year. Ideally, the student will have a committee meeting in spring term to review coursework, make plans for summer, and present a first draft of the research proposal. The Graduate Council Representative (GCR) does not need to attend this meeting. Note: Students pursuing the project track are not required to have a GCR.

Overall, remember that you are asking for someone to serve on your committee because they can provide advice, resources, a critical eye, and support for your work. When you meet with a potential committee member, consider discussing the following points:

- Your draft project idea and/or background as you see it
- Why are you doing this?
- Your draft timeline for your project and graduation
- Where you see them fitting into your research
- The current committee membership

Defense
All master's degrees require a final oral examination (see the “General Guidelines for the MRM Final Oral Exam” document). You must have a minimum GPA of 3.00 to schedule the final oral examination. All coursework with a grade of “I” (Incomplete) appearing on the program of study must be completed prior to scheduling the final oral examination.

You must schedule your exam with the Graduate School two weeks in advance to allow time for the audit of your program of study and to distribute a copy of your thesis to your committee at least two weeks before your defense.

Upon successful completion of the final examination, you have six weeks or until the beginning of the following term to make revisions and submit them to the Graduate School.

Pitfalls to Avoid
- Register for at least three credits prior to the beginning of each term to avoid late fees.
The term “blanket credit” refers to courses with a 0 in the middle of the course number (501/505/507). When registering for blanket credits, thesis and research credits, make sure that the course designator (MRM) matches your major and degree level (500 level = Master’s).

Please pay close attention to this as changing your registration during the term requires a petition.

A research (MRM 501) credit (or credits) is taken when you will produce a stand-alone product the term you register for the credit. Graded P/N (Pass/No Credit).

Thesis or project (MRM 503/506) credit (or credits) is used to keep your enrollment at 12 credits while you conduct your research and writing.

Internship (MRM 510) credit (or credits) is used to keep your enrollment at 12 credits while you participate in a planned and supervised resource management experience related to your research. Internship credit counts as coursework credit.

A reading and conference (MRM 505) credit (or credits) is an independent reading and library research on specialized topics in oceanography or atmospheric science guided by discussions with supervising faculty. A written report may be required. This can also be taken when you are in a reading group, small discussion group, or one-on-one paper reading with your major professor.

Courses taken on an S/U (Satisfactory/Unsatisfactory) basis cannot be used as part of your graduate program, but P/N (Pass/No Credit) courses can.

When registering for a slash class (4xx/5xx), register for the 5xx only.

**Milestones**

**End of 1st term**

- Develop draft program of study and draft proposal

**End of 3rd term**

- Present a research proposal and submit your program of study to your major professor and committee for signatures then to Flaxen Conway, program director.
- Complete progress report. Submit Program of Study.

**Term before you defend**

- First draft of thesis to committee.

**At least 15 weeks before defense**

- Meet with committee members individually to get comments on draft.
- Submit your approved program of study to the Graduate School for auditing.
- Submit a diploma application to the Graduate School. Application form is available at [http://gradschool.oregonstate.edu/forms](http://gradschool.oregonstate.edu/forms).
- Submit final draft to committee and GCR. Prepare seminar.
College of Earth, Ocean, and Atmospheric Sciences

- Email Lori Hartline the details of your defense including date, time, location, degree, major, major professor’s name, and the title of your paper or thesis. This takes care of things like finalizing room changes, email/print announcements, and more.


- After your defense, you will get an email from Lori Hartline providing instructions on the required distribution of your final paper and scheduling your exit interview.

- Submit final thesis in PDF form to ScholarsArchive per the instructions provided by Lori Hartline’s email.

Coursework


- AREC 532 Environmental Law (4)
- AREC 534 Environmental Resource Economics (3)
- AREC 550 Environmental and Natural Resource Economics (4)
- AREC 552 Marine Economics (3)
- AREC 599 Conservation on Private Land (2)
- ANTH 577 Ecological Anthropology (4)
- COMM 512 Topics in Speech Communication: Comm. & Practice of Science (3)
- COMM 550 Communication of Science (3)
- ENVE 535 Hazardous Waste Treatment (4)
- ENVE 531 Fate & Transport of Chemicals (4)
- ENVE 532 Aquatic Chemistry: Natural and Engineered Systems (4)
- FES 522 Social Science Research Methods (4)
- FEW 523 Quantitative Analysis in Social Science (4)
- FOR 562 Natural Resource Policy & Law (3)
- FOR 563 Environmental Policy & Law (3)
- FW 558 Mammal Conservation & Management (4)
- FW 571 (4) Environmental Physiology of Fishes
FW 573 (4) Fish Ecology
FW 526 (4) Coastal Ecology & Management
FW 531 (4) Marine Biological Resources
FW 554 (5) Fishery Biology
GEO 520 (3) Geography of Resource Use
GEO 523 (3) Land Use
GEO 565 (4) GIS & Sciences
GEO 533 (3) Coastal Geomorphology (2015)
GEO 544 (4) Remote Sensing
OC 534 (4) Estuarine Ecology
OC 574 (4) Early Life History of Fishes
PHL 540 (3) Environmental Ethics
PS 576 (4) Science and Politics (N/O)
PS 571 (4) Public Policy Theory
PS 577 (4) Int. Environ. Politics & Policy
SED 599 (3) Communicating Ocean Science
SOC 516 (4) Conducting Social Research
SOC 518 (4) Qualitative Research Methods
SOC 519 (4) Applied Research Methods
SOC 515 (4) Understanding Social Research
SOC 580 (4) Environmental Sociology
ST 511 (4) Methods of Data Analysis
ST 512 (4) Methods of Data Analysis
Z 599 (2) Make Science Matter
Fellowships

Oregon Sea Grant
http://seagrant.oregonstate.edu/education/sea-grant-scholars/fellowships-scholarships

NOAA Coastal Fellowship
http://coast.noaa.gov/fellowship/

The Coastal Management Fellowship was established in 1996 to provide on-the-job education and training opportunities in coastal resource management and policy for postgraduate students and to provide project assistance to state coastal zone management programs. The program matches postgraduate students with state coastal zone programs to work on projects proposed by the state and selected by the fellowship sponsor, the National Oceanic and Atmospheric Administration (NOAA) Office for Coastal Management. This two-year opportunity offers a competitive salary, medical benefits, and travel and relocation expense reimbursement.

John A Knauss Marine Policy Fellowship
http://seagrant.noaa.gov/fundingfellowships/knaussfellowship.aspx

The Sea Grant Knauss Fellowship provides a unique educational experience to graduate students who have an interest in ocean, coastal and Great Lakes resources and in the national policy decisions affecting those resources.

The Fellowship, named after one of Sea Grant’s founders, former NOAA Administrator, John A. Knauss, matches highly qualified graduate students with “hosts” in the legislative and executive branch of government located in the Washington, D.C. area, for a one year paid fellowship.