

# Huxley College

Master of Education  
Environmental Education

## GRADUATE STUDENT HANDBOOK

2010/2011

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## PROGRAM REQUIREMENTS CHECK LIST

- |       |   |   |
|-------|---|---|
| 1)___ | <b>Completion of the Plan of Study</b><br>[ <u>required</u> (PDF) form] | Due your first quarter -- signed by Graduate Program Adviser, approved by Graduate Dean   |
| ___   | Forming the Thesis Committee  | As soon as your topic has been chosen--see text for committee membership; 2 of 3 tracks are non-thesis  |
| ___   | Submit Research Proposal  | Give to your entire committee after you have formed and developed the initial ideas for your project  |
| 4)___ | <b>Thesis Topic Approval [e-sign]</b>                                   | Prior to thesis registration--signed by all committee members, Graduate Program Adviser and Department Chair, approved by the Graduate Dean   |
| ___   | Register for Thesis Credits   | After satisfactory completion of 12 credits on your Plan of Study <u>and</u> filing of Thesis Topic Approval in the Graduate School   |
| ___   | Thesis Report Drafts  | First draft to faculty adviser at least <u>one quarter</u> prior to the quarter of graduation--entire committee should have at least <u>two weeks</u> to read before presentation and/or oral defense is scheduled                          |
| ___   | Public Presentation   | Scheduled at the same time as the Oral Defense--presented on WWU main campus  |
| 5)___ | <b>Oral Defense Schedule [e-sign]</b>                                   | Due in the Graduate School two weeks prior to the Oral Defense [thesis must be defended no later than four weeks prior to the end of the quarter]   |
| 2)___ | <b>Application for Masters Degree</b><br>[ <u>required</u> - e-sign]    | Due before last day of classes the quarter prior to graduation  |
| ___   | Submission of signed, camera-ready thesis for Graduate Dean's signature | Signature pages signed by all committee members four weeks prior to the end of the quarter you intend to graduate   |
| 3)___ | <b>Recommendation for Masters Degree</b><br>[ <u>required</u> - e-sign] | This is the final deadline to meet for completion of the degree [Note: all graduate students <u>must</u> be registered for at least 2 credits in the quarter you graduate or in the quarter immediately prior to the quarter you graduate]. |

**Note:** All graduate students must be registered for at least two cr. in the quarter you graduate or in the quarter immediately prior to graduation. If all coursework is completed you may enroll in 699 Continuous Enrollment credits.

**Off-Campus, (Residency option) requires items 1-3 only [required by Graduate School]**

**Campus-Based (Non-Residency option) requires items 1-5 [required by Graduate School]**

- The North Cascade Institute's Graduate Coordinator can answer your questions about the residency option, including residency fees and the certificate in Leadership and Non-profit Administration. Contact her to schedule a visit to the Environmental Learning Center:

**Tanya Anderson**

[Tanya.Anderson@ncascades.org](mailto:Tanya.Anderson@ncascades.org)

206-526-2567

- The environmental education graduate program adviser will be approving and signing most everything you do toward completion of the degree. Definitely ask him about all environmental education program specifics:

**John Miles**

[John.Miles@wwu.edu](mailto:John.Miles@wwu.edu)

360-650-2896, AH 202

- Ask the department manager for assistance when making travel arrangements, with all types of grant spending and/or van rental or motor pool questions, office space, room requests for public presentations and oral defenses, payroll for Graduate Work Study:

**Diane Knutson**

[Diane.Knutson@wwu.edu](mailto:Diane.Knutson@wwu.edu)

360-650-3277, AH 217

- Ask the graduate program coordinator about required forms, academic timelines and deadlines, payroll for graduate assistantships, stipends, tuition waivers, registration and course overrides, thesis copying and binding, etc:

**Dorene Gould**

[Dorene.Gould@wwu.edu](mailto:Dorene.Gould@wwu.edu)

360-650-3646, ES 522

## Graduate School Forms - [LINKS](#)

Forms are available in either PDF or E-sign format. PDFs may be filled in, printed out and submitted to the Graduate School office. E-sign forms should be submitted electronically.

PDF forms require the free Acrobat Reader which can be downloaded using the link below.



To check on the current status of an E-sign form you have submitted, use the [Form Finder](#).

### Current Students:

#### DEGREE COMPLETION:

[Application for Degree \("Blue card"\)](#) (E-Sign)  
[Degree Recommendation \(Option I, Thesis\)](#) (E-Sign)

#### PLAN OF STUDY AND REGISTRATION:

[Plan of Study](#) (PDF)  
[Plan of Study Amendment](#) (PDF)  
[Returning Student Application](#) (E-Sign)  
[Continuous Enrollment \(699\) Registration Authorization](#) (E-Sign)  
[Transfer Credit Request](#) (PDF)  
[Independent Study Contract and Registration Approval](#) (E-sign)

#### THESIS:

[Oral Defense Schedule](#) (E-Sign)  
[Thesis Topic Approval](#) (E-sign)

#### FUNDING:

[Ross Travel Grant Application](#) (E-Sign)

### Research and Sponsored Programs (RSP)

#### Internal

- [Fund for the Enhancement of Graduate Research](#)

#### External

- [National Science Foundation Graduate Fellowship Program](#)
- [Additional links to external funding sources for Students](#)

## M.Ed. - ENVIRONMENTAL EDUCATION

Graduate Program Adviser: Dr. John C. Miles

Welcome to the environmental education Master's program at Huxley College. A single philosophy underlies this and all other options available to a teacher or other education specialist seeking a M.Ed. in environmental education at Huxley College. These programs encourage candidates to develop their own background and ideas in a manner that makes them better educators. Students are expected to develop projects that will aid their own teaching and then implement the projects with the guidance and advice of the program adviser and other teachers. The on-campus option appeals to those working in the K-12 system, as well as those in any educational setting with a strong interest in doing an individualized major project. The Residency option is aimed at students who want a broad skill-set to help lead, operate, and instruct in environmental education non-profit organizations. Information on the program for prospective and current students, including extensive information on financial aid is available at <http://www.wvu.edu/depts/huxley/medenvd/index.htm> A copy of this handbook is at <http://www.wvu.edu/huxley/students/current-graduates.shtml>

## HUXLEY COLLEGE GRADUATE FACULTY

The following Huxley College faculty members are here to help you gain experience and meet your educational objectives. Faculty marked with a [\*] generally serve as faculty advisers of environmental education graduate students. For more complete faculty information: <http://www.wvu.edu/huxley/>.

**Troy Abel** -- environmental policy, conservation politics, civic environmentalism, policy analysis, globalization and environmentalism

**Andy Bach** -- physical geography, geomorphology, soils and weathering, water resources, geoarcheology, Elwha Dam removal and restoration, landforms of the Missoula Floods

**Gigi Berardi** -- all-hazards planning, resource management, agroecology, food security, international development

**Brian Bingham** -- invertebrate biology, marine ecology, experimental design

**Leo Bodensteiner** -- fisheries biology, aquatic ecology

**Pat Buckley** -- Quality of Life and Delphi modeling, optimization modeling, international focus: Japan and US-Canadian Borderlands, economic and development geography, quantitative/qualitative methods

**Andy Bunn** -- climate change, paleoecology, energy, ecological modeling

**Devon Cancilla** -- environmental chemistry, environmental toxicology, chemical ecology

**Jim Helfield** -- ecology of rivers and riparian forests; linkages between terrestrial and aquatic ecosystems, watershed management and restoration

**Peter Homann** -- biogeochemistry, soil sciences, forest ecology

**Wayne Landis** -- environmental toxicology, population biology, risk assessment

**Robin Matthews** -- freshwater ecology, aquatic toxicology, statistical ecology

**John McLaughlin** -- terrestrial ecology, population biology, conservation biology

**Michael Medler** -- biogeography, GIS, remote sensing, forest fire and wilderness management

**Jean Melious** -- environmental and land use law and policy, international environmental policy

**\*John Miles** -- environmental education and history, public lands management

**Scott Miles** -- sustainable development for risk reduction, local self-reliance, community disaster recovery, participatory modeling and GIS, env conflict resolution, group dynamics, collaborative efforts

**Debnath Mookherjee** -- comparative urbanization, regional development and planning, developing countries

**\*Gene Myers** -- environmental education, conservation psychology, evaluation, environmental ethics, human ecology

**David Rossiter** -- cultural-historical geography, political-ecology, Canada  
**John Rybczyk** -- wetland ecology and management, ecosystems modeling, global climate change  
**David Shull** - structure and function of marine benthic communities, pollution and marine ecosystems  
**Brad Smith** -- global environmental policy, sustainable development  
**Ruth Sofield** -- genetically-based toxicology, biochemical toxicology, environmental chemistry  
**Paul Stangl** -- pedestrian planning, New Urbanism, urban landscapes, memory and meaning, Europe and Berlin  
**Tom Terich** -- shoreline processes, natural hazards and geomorphology  
**David Wallin** -- terrestrial ecology, forest ecosystems  
**Grace Wang** -- natural resource policy, cultural resources management, community-based forestry  
**Nick Zaferatos** -- community development, environmental planning, sustainable development, EU policy, Native American political development

## HUXLEY COLLEGE STAFF

**Dorene Gould** -- Graduate Program Coordinator, Huxley College, [dorene.gould@wwu.edu](mailto:dorene.gould@wwu.edu)  
**Diane Knutson** -- Office Manager, Department of Environmental Studies, [diane.knutson@wwu.edu](mailto:diane.knutson@wwu.edu)  
**Nancy McLaughlin** -- Dean's Assistant, Huxley College, [nancy.mclaughlin@wwu.edu](mailto:nancy.mclaughlin@wwu.edu)  
**Scott Wilkinson** -- Scientific Lab Technician, Huxley College, [fraser.wilkinson@wwu.edu](mailto:fraser.wilkinson@wwu.edu)

## NORTH CASCADES INSTITUTE STAFF

<b>Tanya Anderson</b>	Graduate Program Coordinator	<a href="mailto:tanya_anderson@ncascades.org">tanya_anderson@ncascades.org</a>
<b>Tom Borst</b>	Learning Center Caretaker	<a href="mailto:tom.borst@ncascades.org">tom.borst@ncascades.org</a>
<b>Debra Brodie</b>	Director of Administration	<a href="mailto:debra_brodie@ncascades.org">debra_brodie@ncascades.org</a>
<b>Amy Brown</b>	North Cascades Wild Coordinator	<a href="mailto:abrown@ncascades.org">abrown@ncascades.org</a>
<b>Laura Busby</b>	Learning Center Program Director	<a href="mailto:laura.busby@ncascades.org">laura.busby@ncascades.org</a>
<b>Jeff Giesen</b>	Education Director	<a href="mailto:jeff_giesen@ncascades.org">jeff_giesen@ncascades.org</a>
<b>Kristofer Gilje</b>	ELC Operations Director	<a href="mailto:kristofer_gilje@ncascades.org">kristofer_gilje@ncascades.org</a>
<b>Angela Goodall</b>	Head Housekeeper	<a href="mailto:angela_goodall-haines@ncascades.org">angela_goodall-haines@ncascades.org</a>
<b>Anne Hubka</b>	Administrative Assistant	<a href="mailto:anne_hubka@ncascades.org">anne_hubka@ncascades.org</a>
<b>Brooke Larrabee</b>	Development Coordinator	<a href="mailto:brooke_larrabee@ncascades.org">brooke_larrabee@ncascades.org</a>
<b>Orawan Layne</b>	Bookkeeper	<a href="mailto:orawan_layne@ncascades.org">orawan_layne@ncascades.org</a>
<b>Christian Martin</b>	Communications Coordinator	<a href="mailto:christian_martin@ncascades.org">christian_martin@ncascades.org</a>
<b>Debi Martin</b>	Registrar	<a href="mailto:deb_martin@ncascades.org">deb_martin@ncascades.org</a>
<b>Mark McGee</b>	Sous Chef	<a href="mailto:mark_mcgee@ncascades.org">mark_mcgee@ncascades.org</a>
<b>Megan McGinty</b>	Naturalist-Community Programs	<a href="mailto:megan_mcginty@ncascades.org">megan_mcginty@ncascades.org</a>
<b>Kris Molesworth</b>	Donor Relations Manager	<a href="mailto:kris_molesworth@ncascades.org">kris_molesworth@ncascades.org</a>
<b>Kacey Rimmer</b>	Registration Assistant	<a href="mailto:kacey_rimmer@ncascades.org">kacey_rimmer@ncascades.org</a>
<b>Katie Roloson</b>	Curriculum Coordinator	<a href="mailto:katie_roloson@ncascades.org">katie_roloson@ncascades.org</a>
<b>Jason Ruvelson</b>	Controller	<a href="mailto:jason_ruvelson@ncascades.org">jason_ruvelson@ncascades.org</a>
<b>Shelby Slater</b>	Chef/Food Service Manager	<a href="mailto:shelby_slater@ncascades.org">shelby_slater@ncascades.org</a>
<b>Julie Toomey</b>	Executive Assistant	<a href="mailto:julie_toomey@ncascades.org">julie_toomey@ncascades.org</a>
<b>Saul Weisberg</b>	Executive Director	<a href="mailto:saul_weisberg@ncascades.org">saul_weisberg@ncascades.org</a>
<b>Amy Wilcox</b>	Development Director	<a href="mailto:amy_wilcox@ncascades.org">amy_wilcox@ncascades.org</a>

Following are brief biographies from the NCI website for the NCI staff who work most closely with students in the Environmental Education Residency graduate program option:

**Saul Weisberg, M.S.**

Saul is executive director and co-founder of North Cascades Institute. He is an ecologist, naturalist and writer who has explored the mountains and rivers of the North Cascades for more than 20 years. He is author of *North Cascades: The Story Behind the Scenery* and *From the Mountains to the Sea: A Guide to the Skagit River Watershed*, as well as many articles and essays. He is an avid hiker, paddler and bug-watcher.

**Tanya Anderson, M.S.**

Tanya is the Institute's graduate coordinator for the M.Ed. residency option. She answers questions about the residency program, works with WWU professors and NCI staff to create the schedule and plans retreats and other class events. She enjoys exploring wild places, soaking in natural hot springs and biking up the North Cascades Scenic Highway.

**Laura Busby, M.En.**

Laura is the Program Director at the Environmental Learning Center. She has diverse experiences in environmental education that span over thirty years. She has dissected rhino manure with sixth graders, partnered Roots & Shoots groups in the U.S. with ones in Tanzania, mist netted bats in Belize and developed a plan for a new urban nature center. She loves animals and the natural world and can sometimes be found day dreaming about her next adventure.

## 1. COURSEWORK

<i>FORMS:</i>	<u>REQUIRED</u>	Optional
	Graduate Plan of Study (PDF) Application for Masters Degree (E-sign) Recommendation for Masters Degree (E-sign)	Amendment to the Grad Plan of Study (PDF) Directed Independent Study Contract and Registration Authorization (E-sign) Returning Student Application (E-sign)

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Forms are available earlier in this handbook or at [www.wvu.edu/gradschool](http://www.wvu.edu/gradschool) in either PDF or E-sign format -- select "Admitted Students" or "Forms"

- PDFs may be filled in, printed out and submitted to the Graduate School
  - E-sign forms should be submitted electronically using WWU email addresses
- 

### A. GRADUATE PLAN OF STUDY (PDF) [required]

The "Plan of Study" is a form required of all WWU graduate students by the Graduate School outlining the courses you plan to complete for your degree. It is important in that it identifies the minimum curricular requirements and serves as a means to determine when these requirements have been satisfied.

- complete the form during your first quarter
- maximum of 10 credits of 400-level courses allowed
- maximum of 10 credits of Directed Independent Study (Estu 500) allowed
- maximum of 6 semester or 9 quarter credits of approved coursework may be transferred into the program

- after completing the form, have it signed by John Miles, Graduate Program Adviser, and then send [mailto:9037] or take to the Graduate School [OM 530]
- changes require amendment initiated by you and signed by Graduate Program Adviser and Graduate Dean

**Environmental Education RESIDENCY (Non-Thesis / Off-Campus) (52-55 credits):**

Core requirements (21 credits)

- must include Estu 571 - Environmental Education Foundations (4)
- must include Estu 575 - Assessment, Evaluation and Research in Environmental Education (4)
- must include Estu 587 - Conservation Psychology (4)
- must include Estu 588 - Language, Discourse and Environment (4)
- must include Estu 589 - Curriculum in Environmental Education (5)

Requirements in specialization (28 credits)

- must include Estu 572 - Introduction to Place-Based Environmental Education (4)
- must include Estu 573 - Resource Issues in the North Cascades (4)
- must include Estu 574 - Cultural Studies of the North Cascades (4)
- must include Estu 576 - Natural History and Science of the North Cascades (4)
- must include Estu 577 - Nonprofit Administration for Environmental Educators (4)
- must include Estu 578 - Practicum in Teaching Natural and Cultural History (3)
- must include Estu 581 - Professional Writing and Presentation (5)
- must include one elective course selected under advisement (3-5)

A written and oral comprehensive exam

**Environmental Education NON-RESIDENCY (Thesis or Non-Thesis / On-Campus) (47-53 credits):**

Core requirements (21 credits)

- must include Estu 571 - Environmental Education Foundations (4)
- must include Estu 575 - Assessment, Evaluation and Research in Environmental Education (4)
- must include Estu 587 - Conservation Psychology (4)
- must include Estu 588 - Language, Discourse and Environment (4)
- must include Estu 589 - Curriculum in Environmental Education (5)

Requirements in specialization:

- Estu 690 - Thesis Research (1-12) or
- Estu 691 - Field Project (1-12)
- must include elective courses (20 credits) selected under advisement and including at least 10 credits in environmental studies, geography or environmental science

## **B. ADVANCEMENT TO CANDIDACY**

You will be Advanced to Candidacy when:

- your Plan of Study has been approved by the Graduate Dean
- you have completed a minimum of 12 credits of 500-level coursework listed on your Plan of Study, while maintaining a "B" (3.0) gpa
- all prerequisite or admission stipulation courses must be completed
- no form is required (it is monitored by the department)
- you can now register for thesis and/or field project credits

## **C. OPTIONAL FORMS**

### **AMENDMENT TO THE GRADUATE PLAN OF STUDY (PDF)**

If it becomes necessary to make changes in the courses listed on your Plan of Study, the Graduate School asks that you fill out the amendment form listing all courses to be added and/or deleted. The form is signed

by the Graduate Program Adviser and approved by the Graduate Dean.

## INDEPENDENT STUDY CONTRACT AND REGISTRATION APPROVAL (E-sign)

Graduate independent study courses (500) are available to enable students to pursue educational experiences not available through the regular graduate courses listed in the catalog. The content of a Directed Independent Study course, and the reason for requesting it, must be detailed in a Directed Independent Study Contract developed by the student and instructor (graduate faculty member). Before the contract is submitted to the Graduate School, it must be approved by both the instructor who will direct the study, the graduate program adviser and the department chair. The scope and rigor of a Directed Independent Study proposal and the intellectual demands of the proposed study must equal or exceed regular graduate courses offered in the department. No more than ten credits of Directed Independent Study (Estu 500) may be applied toward the degree requirements.

The Independent Study Contract and Registration Approval is available as an E-sign form using **your WWU email address** as follows:

- student completes Section I and forwards the form to the **instructor's WWU email address**
- instructor completes Section II and forwards it to the Graduate Program Adviser [john.miles@wwu.edu](mailto:john.miles@wwu.edu) for routing to Department Chair [thomas.terich@wwu.edu](mailto:thomas.terich@wwu.edu) or Graduate Program Coordinator [dorene.gould@wwu.edu](mailto:dorene.gould@wwu.edu) then to the Graduate School at [gradschool@wwu.edu](mailto:gradschool@wwu.edu)
- Graduate School determines eligibility and authorizes registration by forwarding to the Registrar
- the Registrar will create the course CRN, complete registration and lock the form, triggering an automated email to the **student's WWU email address** that registration is complete
- e-sign forms are not automatically routed. Recipients must authorize and submit it to the next recipient at their WWU email address. The student may verify routing to ensure the recipients have authorized registration and forwarded the form by checking the status of the form through the Web Form Finder
- by initiating this form, the student takes full responsibility for completion of routing by the registration deadline and tuition charges incurred by registration for the course
- up to ten (10) credits of Directed Independent Study (Estu 500) may count toward your degree
- typically, you should expect to work three hours per week for each credit you have registered for

## RETURNING STUDENT APPLICATION (E-sign)

Once admitted to the Graduate School, you must submit a Returning Student Application (RSA) (E-sign) if you do not register continuously (not counting summers). The RSA activates your student record which allows you to register. Submit the RSA to [gradschool@wwu.edu](mailto:gradschool@wwu.edu) as soon as you know you plan to register. There is no fee for this application. After the form has been processed, you will be eligible to register for classes for the quarter specified.

**NOTE: If you attended spring quarter and plan to register for fall quarter, you do not need to submit the Returning Student Application.**

## 2. ENVIRONMENTAL EDUCATION RESIDENCY - Non-Thesis

**FORMS:** Required

Plan of Study (PDF)

Application for Masters Degree (E-sign)

Recommendation for Masters Degree (E-sign)

Optional

Amendment to the Plan of Study (PDF)

Directed Independent Study Contract and

Registration Authorization (E-sign)

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The program prepares environmental educators for settings outside the formal classroom, especially in not-for-profit organizations.

Environmental education may occur in formal classrooms, nature centers, outdoor and environmental education programs, government agency programs or in many other settings. The content of the program may include science, history, the arts or many other disciplines. The Graduate students are expected to identify the path they wish to take in studying the field, and build their emphasis around a set of program requirements. The option involves a partnership with the North Cascades Institute, which awards a certificate in Leadership and Nonprofit Administration upon completion of the professional residency. The thesis/field project option serves teachers and others who wish to develop background and skill to incorporate environmental education into their educational work. All graduate students are expected to develop and implement creative projects that will aid their own teaching with the guidance and advice of the program advisor and other teachers.

The Professional Residency is a seven quarter-long integrated-learning experience. The overarching goals of the program are to cultivate professionalism, leadership, commitment, and excellence in students targeting to the non-profit sector in environmental education. During the residency period your learning will be structured by for-credit coursework supervised by University faculty, coursework instructed by the North Cascades Institute staff, participation in regular, supervised instructional and administrative responsibility at the North Cascades Environmental Learning Center (ELC), in other NCI programming and other individualized projects. The final two quarters are spent on Western's campus, in academic course work that integrates and intellectually extends the preceding Residency components.

Opened in 2005 along Diablo Lake in North Cascades National Park, the Institute's field campus features graduate student housing, lodging for program participants, classrooms, library, administrative building and dining hall. Nearby trailheads, lakes and streams connect the campus with millions of acres public lands along the U.S.-Canada border.

### A. CONTINUED FOR-CREDIT COURSEWORK

The first quarter of the program, summer quarter, is spent partly on the WWU campus, and partly in the field. Following that, the year-long residency begins in the late summer at the North Cascades Environmental Learning Center. During this time you register for some WWU course credits, and your time is also structured by a residency plan of study developed with the Institute. In the final fall and winter quarters, you move to Bellingham and enroll full time in courses at WWU. The following schedule, totaling 53 credits, will be required.

**Summer 2010** (on campus)

Estu 572 - Introduction to Place-Based Environmental Education (4)

Estu 573 - Resource Issues of the North Cascades (4)

Estu 574 - Cultural Studies of the North Cascades (4)

**Fall 2010** (at NCI)

Estu 589 - Curriculum in Environmental Education (5)

**Winter 2011** (at NCI)

Estu 578 - Practicum in Teaching Natural and Cultural History (3)

**Spring 2011** (at NCI)

Estu 576 - Natural History and Science of the North Cascades (4)

**Summer 2011** (at NCI)

Estu 577 - Nonprofit Administration for Environmental Educators (4)

**Fall 2011** (on campus)

Estu 571 - Foundations in Environmental Education (4)

Estu 587 - Conservation Psychology (4)

Estu 588 - Language, Discourses and Environment (4)

**Winter 2012** (on campus)

Estu 575 - Assessment, Evaluation and Research in Environmental Education (4)

Estu 581 - Professional Writing and Presentation (5)

Elective (3-5)

NCI, Program Planning and Administration

## **B. RESIDENCY**

Four Residency quarters are spent at the Environmental Learning Center. Courses during the residency will be carried out in the field--classroom sessions will not be held on campus, but at the ELC and other field locations.

The Residency should be viewed as a full-time professional experience complemented by academic study--both parts are integral to the degree. The professional and academic tasks accomplished during residency require living and working full-time on-site. Students should expect to devote their lives fully to this integrated experience in order to make the most of the unique opportunities provided by resources and staff supervision and mentorship.

The scope of each student's experience is a blend of individual interests and meeting the Institute's need to serve the public. Central to each student's success is the Professional Residency Plan of Study (see summary below). The second summer and final two quarters also provide you with an opportunity to mentor the new group of graduate students following behind you.

Upon successful completion of the Professional Residency, the Institute awards the Certificate in Leadership and Nonprofit Administration, a required component of this M.Ed. degree. The Certificate reflects our belief that academic study is most valuable when combined with professional work experience. Together, they define the structure of this program and lead to greater leadership capacity and employability of our graduates.

## **C. RESIDENCY PLAN OF STUDY**

Individualized for each student and used throughout the Residency for planning and documenting accomplishments, the Residency Plan of Study outlines the breadth and depth of minimum requirements students must complete in the four content areas: natural- and cultural-history, educational curriculum, instruction and evaluation, leadership and nonprofit administration, and learning center operations. Most students develop a much larger body of work than the minimum requirements. Specifics will be provided by NCI, but the following serves as a summary:

### **Natural and Cultural History**

An independent body of work and professional experience that demonstrates your competency in natural and cultural history, including skills and knowledge in a particular area of natural history, and a variety of required teaching experiences. Portions of these requirements are supported by WWU coursework and / or by other assignments during the residency.

### **Educational Curriculum, Instruction and Evaluation**

An independent body of work and professional experience involving creating curriculum, demonstrating proficiency in environmental education programs and operations, a leadership position in one or more program areas, extensive instructional experience, assisting in a variety of programs run by the Institute, and serving in coordinator and stewardship roles at the ELC. Portions of these requirements are supported by WWU coursework and / or by other assignments during the residency.

### **Leadership and Nonprofit Administration**

An independent body of work and professional experience in leadership and nonprofit administration that includes creation of a non-profit project, attending Institute team and board meetings, event coordination, and professional products such as conference presentations, publications and evaluation work. Portions of these requirements are supported by WWU coursework and / or by other assignments during the residency.

### **Learning Center Operations**

An independent body of work and professional experience in learning center operations that includes participation in staff meetings, attendance at professional trainings, shadowing staff roles and completing special projects. Portions of these requirements are supported by WWU coursework and / or by other assignments during the residency.

## **D. CAPSTONE**

The final quarter includes a course on program evaluation methods, an elective, and a capstone course, Estu 581, Capstone: Professional Writing and Presentation. This course is devoted to putting the finishing touches on projects undertaken during the program, documentation of skills developed and learning achieved, and final evaluation of the student and the program. This course will require that you write up a final report on your learning and other achievements in the program, which will become part of your program portfolio. It will require also that you make formal presentation of one or more projects undertaken during the program. This course will provide a final opportunity to hone your professional writing and presentation skills. In the capstone you will also explore the professional opportunities that lie ahead.

## **E. WRITTEN AND ORAL COMPREHENSIVE EXAM**

A comprehensive exam will be administered late in this capstone quarter. The program has attempted to facilitate your learning of content about natural and cultural history, and about how you can incorporate this content into place-based environmental education. You have been challenged to integrate subject areas and the theory and practice of nonprofit administration. The comprehensive exam, as well as other products that comprise your portfolio, will assess how successful you have been in developing the knowledge base and integrating that knowledge.

## **F. APPLICATION FOR MASTERS DEGREE [E-sign] -- required**

This application must be filed by the last day of classes in the quarter PRIOR to the quarter you intend to graduate. The non-refundable graduation fee is billed to your student account. If you apply to graduate and don't meet the deadlines for the quarter you applied, you will have to apply again. The fee is generally only charged once if students keep the Graduate School informed of any changes in completion dates.

## **G. RECOMMENDATION FOR MASTERS DEGREE [E-sign] -- required**

This is the final requirement toward receiving the Master's degree and is due in the Graduate School two weeks before the last day of the quarter you are graduating.

### 3. ENVIRONMENTAL EDUCATION, NON-RESIDENCY -- Non-Thesis

<b>FORMS:</b>	<u>Required</u>	Optional
	Plan of Study (PDF)	Amendment to the Plan of Study (PDF)
	Application for Masters Degree (E-sign)	Directed Independent Study Contract and
	Recommendation for Masters Degree (E-sign)	Registration Authorization (E-sign)

The non-thesis option is mentioned first in this handbook because the majority of students matriculating in the Non-Residency option choose to do a field project. The field project (Option II) differs from a thesis (Option I) in that it need not attempt to test a specific empirical hypothesis, and in the range of methodologies that can be applied. A field project should involve fieldwork as well as research, and include synthesis and application of knowledge. Examples of a field project are development, implementation, and assessment of a curriculum unit in a field school, or design of an environmental education and interpretation program (or part thereof) for a state or national park. The field project involves applied work in the field of environmental education. It may require a period of work off the campus in a field setting. A Field Project report must be prepared.

**Note:** Approval of topic does not imply approval of data collection on human subjects or live vertebrate animals. Please refer to the Research and Sponsored Programs (RSP) website on the WWU homepage and click on Human Subjects and/or Animal Research, or refer to the page of links earlier in this handbook. Approval must be granted by the Human Subjects Review Committee or the Animal Care and Use Committee prior to data collection.

#### A. FIELD PROJECT PROPOSAL

You may begin your studies with a well-developed idea for a field project, or you may have little idea of what the options are and what project would best serve your needs as a learner. Through your coursework and interaction with your faculty adviser, fellow students, and practitioners in the field, you will develop a project idea. In doing so you should consider the resources available for the project and the time it will take to do it. You should very thoroughly determine that any cooperators outside the university with whom you might work are willing and able to give you the assistance you will need.

A field project proposal should include:

- a clear statement of the nature of the project to be undertaken. What will it involve? With whom will you work? What will be the concrete outcome of the project?
- a review of relevant resources, including literature, that will be important to completing the project
- the methods you will use to carry out the project
- a statement of the applications and importance of the project, and
- references

#### B. FIELD PROJECT COMMITTEE

The field project committee advises the student and approves the proposed project. It acts as a body of consultants during the course of the project development and writing of the project report. The selection of your field project committee members should be based on the expertise they can contribute to your project development, research, and writing. You are responsible for recruiting your committee and it must be approved by the Graduate Program Adviser. The field project committee:

- consists of at least two members: the chair (faculty adviser) must be a graduate faculty member in Huxley College (see earlier list of graduate faculty)
- the second committee member may be drawn from faculty at Western or from the professional community

### C. ESTU 691 - FIELD PROJECT (1-12) -- [registration]

In order to begin registering for field project credits the following steps are required:

- you must have an APPROVED Plan of Study on file in the Graduate School
- you must be Advanced to Candidacy
- you must have an approved field project committee
- you must have an approved written field project proposal to your committee

### D. THE FIELD PROJECT REPORT

The field project report is the culmination of your graduate program. It demonstrates that you can develop and carry out a major project and write up a professional report on it. The report constitutes a record of your research and creative ability and skills. It testifies to your ability to write for a professional education audience. Often the body of the field project report will be a curriculum, programmatic unit, or a learning resource which may be useful to practitioners in the field. Your write-up of your work will testify to your ability and skill to communicate with professionals in your field.

As a rule of thumb, the first draft should be completed and presented to your faculty adviser during the quarter *prior to the quarter you wish to graduate*. When the field project report has undergone sufficient revision and when your adviser agrees, a draft is circulated to all members of the committee. The entire committee should have at least two weeks to read your report before you make your public presentation. Some rewriting should be anticipated at each stage of this review process, including after you have made your final presentation. Be sure to consult the Graduate School's yearly timetable of deadlines well in advance when planning your final two quarters.

### E. APPLICATION FOR MASTERS DEGREE [E-sign] -- required

The application for degree must be submitted by the last day of classes in the quarter prior to the quarter you intend to graduate. Applications submitted after this date will not be accepted. You should contact the Graduate Program Adviser to be sure all graduation requirements have been met before you submit the application for degree. The non-refundable graduation fee will be charged to your student account at the time of filing. If you don't meet the deadlines for the quarter you applied, you will have to apply again (generally, one or two applications are done without a fee).

### F. PUBLIC PRESENTATION / ORAL DEFENSE

You will give a public presentation of your field project to your committee and other interested members of the community. This will constitute your "defense" and you should expect to field questions from the audience. Consider this a professional presentation, the opportunity to demonstrate your skills as a presenter and educator.

- you should discuss with your adviser the nature of the oral defense and prepare accordingly
- you may not schedule your oral defense between quarters

- all committee members are expected to attend your oral defense
- one week before your defense give your thesis chair the latest draft for Huxley College review
- additional copies for other committee members and yourself are in addition to the required four
- tell your adviser that you will be sending them the E-sign degree recommendation

## **G. RECOMMENDATION FOR MASTERS DEGREE [E-sign] -- required**

This card can be initiated by the student or thesis chair following the presentation and oral defense and is signed by all committee members upon satisfactory completion of the thesis/field project and all other degree requirements. This is the final requirement toward receiving the Master's degree and is due in the Graduate School one week before the last day of classes the quarter you are graduating.

## **H. MEETING DEADLINES TO COMPLETE YOUR DEGREE**

The Masters degree is earned at the end of the quarter in which the student has filed the application and completed all degree requirements. See published deadlines for each quarter provided by the Graduate School.

- application for the degree (E-sign) must be made by the last day of classes of the quarter prior to the quarter you intend to graduate
- you must be enrolled for at least two credits during the quarter in which the degree is awarded or during the preceding quarter
- in order to receive your degree, it is imperative that you complete all program requirements within 5 years. After five (5) years, your student computer account, library privileges and all other technology services will be discontinued and all associated files will be purged, and you are withdrawn from the Graduate School
- you may participate in the commencement ceremony only in the quarter your degree requirements are met

## 4. ENVIRONMENTAL EDUCATION, NON-RESIDENCY -- THESIS

### **FORMS:**            REQUIRED

- Thesis Topic Approval Card (E-sign)
  - Application for Masters Degree (E-sign)
  - Oral Defense Schedule (E-sign)
  - Recommendation for Masters Degree (E-sign)
- 

### **A. THESIS TOPIC APPROVAL [E-sign] -- required**

Before registering for thesis credits, the Graduate School requires an approved, signed Thesis Topic Approval that indicates you have a thesis committee and the topic of your research. This process helps solidify discussions you have had so far with your thesis adviser and serves to protect the progress you've made toward the completion of your project. This form must be circulated to your entire committee, Graduate Program Adviser, Department Chair and Graduate Dean. This will generally happen after they have reviewed your research proposal.

### **B. ESTU 690 - THESIS RESEARCH (1-12 credits) -- [registration]**

In order to begin registering for thesis credits the following steps are required:

- you must have an approved Plan of Study on file in the Graduate School
- you must be Advanced to Candidacy (completed 12 credits of course work on your Plan of Study)
- the Thesis Topic Approval form (E-sign) must be on file in the Graduate School
- at least 12 thesis credits are required
- you must register for the final two credits the quarter you defend your thesis [Note: if you are registered in the spring and defend by fall quarter deadlines you do not have to register again]
- you can register for 699--Continuous Enrollment credits if you have completed all coursework on your plan of study, including 12 thesis credits, and if you have submitted the Application for Degree
- thesis credits are graded incomplete (K) until the faculty recommendation form, with the appropriate letter grade assigned, is received by the Graduate School
- in environmental education 12 credits will convert to a letter grade following the thesis oral defense (all credits beyond 12 will remain an incomplete (K) on your final transcript)

Graduate School guidelines to register for thesis credits:

- ask your faculty adviser or Sally Elmore to enter an instructor override (OV) for the specific quarter you wish to register [this has to be done each quarter]
- contact the Graduate School (x3170 or [gradschool@wwu.edu](mailto:gradschool@wwu.edu)) for an OV to be entered for the specific quarter you wish to register [this also has to be done each quarter]
- know that each faculty member has their own and a different CRN for thesis each quarter [which is the reason this has to be done each quarter]

## C. THESIS / RESEARCH PROPOSAL

Although we speak of independent and original research, you must necessarily rely on your adviser and committee for guidance. You will be given every opportunity to pursue a research hypothesis that is particularly intriguing to you within your capability and the expertise of your adviser. Students should plan to meet with their adviser upon arrival to begin discussion of a thesis topic. Remember to consider the time required and the availability of needed equipment.

**Note:** approval of topic does not imply approval of data collection on human subjects or live vertebrate animals. Please refer to the links provided earlier in this handbook or the Research and Sponsored Programs (RSP) website on the WWU homepage and click on Human Subjects and/or Animal Research. Approval must be granted by the Human Subjects Review Committee or the Animal Care and Use Committee prior to data collection.

Faculty will typically ask to see a written research proposal before agreeing to serve on your committee and before approving your Thesis Topic Approval form. Consult your faculty adviser (and other committee members) about what format they think suits your topic. There is no set format for a proposal, but it will probably be easier in the long run to use the margins, heading style, etc., required for the thesis so you can move parts of the proposal directly into your thesis.

A thesis/research proposal should include:

- a short, clear statement of the research hypothesis and its scientific context
- a review of the relevant literature to help the reader understand the topic of the questions
- methods that will be used to test the hypothesis, with explanations of how the tests will be concluded
- questions posed by the research hypothesis
- possible outcomes to the hypothesis
- a statement of the applications and importance of the research
- references

This type of proposal, with modifications and the addition of a budget, can be submitted to the Research and Sponsored Programs (RSP) for university research funds (see Funding Opportunities in section 3).

## D. THESIS COMMITTEE

The thesis committee advises the student and approves the proposed thesis topic. It also acts as a body of consultants during the course of the research and the writing, and to conduct the final examination of the candidate. The selection of your thesis committee members should be based on the expertise they can contribute to the research and writing of the thesis.

- consists of at least three members: the chair and second member must be graduate faculty members in Huxley College (see the complete list of graduate faculty provided earlier in this handbook)
- your third committee member can be from faculty at Huxley, at Western or from the professional community, upon approval by the thesis chair and the Graduate School
- off-campus committee members send an e-mail to the Graduate School [gradschool@wwu.edu](mailto:gradschool@wwu.edu) indicating your name and the environmental science program, his/her title, affiliation and e-mail address
- all members must attend your oral defense (something to keep in mind when considering out-of-town members)

When selecting your faculty adviser and/or your thesis committee members, you might want to consider:

- What are their research interests, expertise, and theoretical orientation? Can they provide you with the guidance you'll need in writing your thesis? Will you be comfortable with the scientific approaches that they are likely to recommend?
- What will they be like to work with? Are they supportive, reliable, constructively critical, and able to communicate well with you? How busy are they?
- How good are they at getting their students through the program? What is their track record in getting proposals written and approved? How long do their students take to finish their degrees? How well do they work with other faculty members whom you might want on your committee?
- Do they and their students typically publish the results of their research in the peer-reviewed literature?
- How helpful are they likely to be in getting you a job or into a Ph.D. program? What is their reputation in their field, and how extensive is their network of contacts? How strongly will they support you when they write letters of recommendation?

## E. THE THESIS

The thesis is the culmination of the student's graduate work at Western, indeed the purpose of the Masters degree--to educate, guide, and train the student to be an independent scientific investigator. The thesis demonstrates you are capable of original and independent research, can design and carry out a research problem, and report on the investigation in a proper scientific manner--all in a timely fashion. Writing a thesis teaches not just how to plan and carry out a research project, but also how to negotiate work through revisions and manage your time. If difficulties arise, or if project modification is necessary, it is important to discuss the matter with all committee members, preferably as a group rather than individually.

A thesis can get out of hand! Every effort should be made to shorten the thesis, including efficient design of figures and tables, and serious thought should be given to presenting the thesis in "journal publication" format (ask your faculty adviser about this). Your ultimate goal should be to publish at least a portion of your thesis in a peer-reviewed journal. Writing your thesis in "journal publication" format will make this task much easier. The writing of the thesis can be time-consuming and often difficult. You are encouraged to begin writing from the beginning of the thesis definition stage, and continue writing through all phases of the work. The outline of the thesis should be developed early and revised often—with frequent faculty adviser review.

The Graduate School provides **Thesis Guidelines** on their website. As a rule of thumb, **your first draft should be completed and presented to your faculty adviser during the quarter prior to the quarter you wish to graduate.** When the thesis has undergone sufficient revision and when your adviser agrees, a draft of the thesis is circulated to your entire committee. The **entire committee should have at least two weeks to read the thesis before you schedule your oral defense.** Some rewriting should be anticipated at each stage of this review process.

## F. ORAL DEFENSE -- required

An oral defense in the presence of your thesis committee and a Graduate Council representative is required and must be scheduled within an academic quarter (not during quarter breaks), including summer. The oral defense may cover any aspect of your education, but usually the questions are concerned with the thesis itself. You should be aware, however, that aspects of your course work at WWU may be covered.

- you should discuss with your adviser the nature of the oral defense and prepare accordingly

- you may not schedule your oral defense between quarters
- all committee members are expected to attend your oral defense
- two weeks before your defense submit the Oral Defense Schedule (E-sign) to [gradschool@wwu.edu](mailto:gradschool@wwu.edu)
- one week before your defense deliver the latest draft of your thesis to the Graduate School for review by the Graduate Council representative (the role of the Graduate Council representative at your defense is that of student advocate--to insure impartiality)
- if a Graduate Council representative is not available to attend, this copy is not necessary
- one week before your defense give your thesis chair the latest draft for Huxley College review
- take at least three signature pages to your defense for signatures (you may want more) -- one of the three thesis copies are delivered to the Graduate school, one is given to your thesis chair, one remains in Huxley
- additional copies for other committee members and yourself are in addition to the required three
- tell your committee that you will be sending them the E-sign degree recommendation
- know that some committees prefer not to sign-off on your thesis until recommended corrections are completed and reviewed

## **G. APPLICATION FOR MASTERS DEGREE [E-sign] -- required**

The application for degree (E-sign) must be submitted by the last day of classes in the quarter prior to the quarter you intend to graduate. Applications submitted after this date will not be accepted. You should contact the Graduate Program Adviser or your thesis chair to be sure all graduation requirements have been met before you submit the application for degree. The non-refundable graduation fee will be charged to your student account at the time of filing. If you don't meet the deadlines for the quarter you applied, you will have to apply again (generally, one or two applications are done without a fee).

## **H. ORAL DEFENSE SCHEDULE [E-sign] -- required**

This form informs the Graduate School when and where your oral defense will take place. It should be completed and sent (E-sign) to [gradschool@wwu.edu](mailto:gradschool@wwu.edu) at least two weeks before the defense is to be held.

## **I. RECOMMENDATION FOR MASTERS DEGREE -- [E-sign] -- required**

The student or the thesis chair can initiate the Recommendation for Masters Degree e-sign form which is signed by all committee members upon satisfactory completion. When signed and submitted to the Graduate School, this is the final requirement toward receiving the Masters degree.

## **J. MEETING DEADLINES TO COMPLETE YOUR DEGREE**

The Masters degree is earned at the end of the quarter in which you have filed the application and completed all degree requirements. See published deadlines for each quarter provided by the Graduate School.

- application for the degree (E-sign) must be made by the last day of classes of the quarter prior to the quarter you intend to graduate
- you must be enrolled for at least two credits during the quarter in which the degree is awarded or during the preceding quarter

- in order to receive your degree, it is imperative that you complete all program requirements within 5 years. After five (5) years, your student computer account, library privileges and all other technology services will be discontinued and all associated files will be purged, and you are withdrawn from the Graduate School
- you may participate in the commencement ceremony only in the quarter in which your degree requirements are met

## K. EXTENSION OF GRADUATE PROGRAM

You can request an exception of completing the degree within 5 years. The request can be for 1-3 quarters:

- you need to discuss, then request, an extension with your thesis chair
- your thesis chair and the program adviser determine if they will support the request
- if approved, you and your adviser work to develop a mutually agreed upon timeline
- the request, faculty statement of support, and detailed timeline are submitted to the Graduate School

## L. TIMELINE FOR COMPLETION OF DEGREE

All requirements must be completed within 5 years. Students who have not completed their program after 3 years are required to file a plan for completion within the 5-year limit. Otherwise it is understood that the student has decided to withdraw from the program. Below is a sample TIMELINE to submit to the Graduate School due to (a) not graduating after 3 years or (b) excess registration of thesis credits. Specific dates or quarters are required for everything you have not completed.

### TIMELINE FOR COMPLETION OF DEGREE

(PRINT OR TYPE YOUR NAME)	Date/Quarter
• Completion of all program prerequisites and/or admission stipulations	_____
• Completion of remaining courses on Plan of Study	_____
• Submission of thesis topic approval	_____
• Completion of research	_____
• Completion of literature review	_____
• Completion of analyses	_____
• Submission of first draft	_____
• Submission of subsequent drafts	_____
• Anticipated quarter of graduation	_____
• Submission of Application for Masters Degree	_____
• Submission of Oral Defense Schedule	_____
• Registration for 2 cr. during quarter the degree is awarded	_____
• Tentative date of public presentation	_____
• Tentative date of Oral Defense	_____
• Submission of <u>defended</u> thesis to Graduate School	_____
• Submission of Recommendation for Master's Degree	_____

Student Signature	Date
Thesis Chair Signature	Date

## M. DELIVERING THESIS FOR COPYING, BINDING AND ARCHIVING

### Student:

- Makes all corrections recommended by thesis committee and takes the unbound corrected thesis in its **final form** (with **THREE (3) original signature pages** signed by all committee members) to the Graduate School for the Graduate Dean's signature (additional editorial changes may be required)
- Sends Digital Thesis Submission Esign form to the Graduate School.

### Graduate School:

- Reviews printed thesis for adherence to thesis formatting guidelines
- Submits thesis for Graduate Dean's signature.

Note: Please do not, under any circumstances, take any part of your thesis to Campus Copy Services before the Dean has approved and signed it. The Copy Services staff will not accept any thesis without the Graduate Dean's signature.

### Graduate School:

- Contacts student when printed thesis is signed and ready for pick-up
- Routes Digital Thesis Submission Esign form back to student

### Student:

- Converts thesis to PDF format (substituting **unsigned** signature and library authorization pages) per Thesis Guidelines (pages 15-18). the **Student Technology Center** (Haggard Hall 121, [www.wvu.edu/techcenter](http://www.wvu.edu/techcenter), x4300) will provide support and expertise to students who need assistance in converting text files into **PDF format**; they say the process works best if you take your thesis to HH121 and sit down with their staff.

### Student:

- Determines # of thesis copies needed (hard and soft bound)

**Required: 1 hard bound with original signatures for Grad School\* + 1 hard bound for Thesis Chair +1 hard bound for Huxley College** (submit to graduate program coordinator) +any committee requirement + additional/personal copies made at your discretion

\*Original is sent to Wilson Library Special Collections. Digital copy used for circulation.

### Student:

- Forwards Digital Thesis Submission Esign Form to Copy Services
- Delivers **both printed and PDF thesis** (on portable media) to Copy Services **Haggard Hall Campus Copy Services/Quick copy (HH 246, 360-650-3762)**. **Payment in full for printing and binding is due in advance, at the time thesis is submitted to Copy Services.** Call Campus Copy Services for current charges (x3762). **Allow six (6) weeks for the completion of your thesis copying/binding order.** When printing and binding of your thesis is completed have Campus Copy Services deliver one copy to the Graduate School and the others to any on-campus office (you can have all others delivered to Dorene Gould at MS 9181 in ES 522).

When you place your order, the type for the gold stamping of the front hard covers will be ordered. Once the type has been ordered, changes may not be made in the title, or additional fees will be charged for the re-order. **Title length on the cover can be no more than 50 spaces per line** (including punctuation and spacing), with a **maximum of 4 lines**, or 3 lines with 1 line of underlining; or 2 lines with 2 lines of underlining. (If your title is longer than this, it must be shortened for the cover, but may remain in its original length on the pages of your thesis.)

We do not require that the copying be done by campus copy services, although they provide this service very inexpensively. We do require that the binding be done with them. This insures that all bound theses are of standard size, color, title lettering, etc.

If you ask another person to submit your thesis for printing/binding see required:

- ✓ your email address and phone number
- ✓ special instructions regarding photos, maps, graphs, etc.
- ✓ delivery instructions
- ✓ payment in full must be submitted in advance for all services regardless of who delivers your manuscript to Campus Copy Services

Copy Services:

- Saves PDF file to shared drive for Library to access for processing and
- Forwards Digital Thesis Submission Esign form to Library.

Library:

- Posts thesis to digital archive and
- Forwards Digital Thesis Submission Esign form to Grad School

Grad School:

- Locks Digital Thesis Submission Esign form and
- Awards degree (if all other program requirements are already met and quarter has ended).

Your diploma will be mailed and  
your degree posted to your official transcript

**after** ALL the hard-bound copies have been delivered to:

- **Thesis Chair (one)**
- **Huxley College (one)**
- **Graduate School (one)**

# 5. MISCELLANEOUS INFORMATION

## A. ACADEMIC LOADS (Graduate School and Financial Aid requirements)

### Enrollment requirements for GRADUATE SCHOOL purposes

- full-time = 8 cr. minimum / 20 cr. maximum
- graduate students (including TAs) who have completed all courses on their Plan of Study except thesis credits will meet the Graduate School requirement for employment as a TA by enrolling for a minimum of two credits. [Note: For full financial aid register for 8 credits, for three-quarter financial aid register for 6-7 credits, for half financial aid register for 4-5 credits. In this case, Financial Aid requirements supersede the Graduate School requirement allowing you to register for two credits. The two-credit enrollment works only for graduate students who are not on financial aid or other credit load conditions]

### Teaching Assistants:

- TAs can register for 2-7 credits if they have completed all course work except thesis registration
- full- and part-time TAs are required to register for 8 cr. minimum each quarter [refer to above statement regarding the 2 cr. exception]
- full-time TAs work 20 hrs/wk, receive tuition waiver up to 18 cr. (may not work elsewhere on campus)
- part-time TAs work 10 hrs/wk, receive a half tuition waiver (may work 9 hrs/wk elsewhere on campus)
- student fees are never waived -- expect to pay \$400-500 out of pocket each quarter
- students can work on campus full-time during intercessions (the time period when school is not in session, including weekends and summers) -- may not exceed 40 hrs/wk
- assistantship canceled if a GPA of 3.0 is not maintained, or student fails to meet departmental expectations or performs duties in an unsatisfactory manner
- TAs receive health benefits through the Graduate School
- **you have to sign up for health benefits** -- they're not automatic -- contact the Graduate School at 360-650-3170.

### Research Assistants:

- RAs are required to register for a minimum of two credits each quarter (except summer)
- graduate student employees who have completed all course work on their approved Plan of Study, except for thesis or research work, will be considered full-fee paying if enrolled for a minimum of two credit hours of **thesis or research**
- if you decide not to register you must be employed in an exempt position (non-student) whether being paid hourly or salaried
- for summer only a graduate student hired as a student employee can work up to full-time and not be registered if the student is registered spring quarter and intends to register fall quarter
- RAs may receive a partial tuition waiver; check with your faculty sponsor
- enrolled RAs may be eligible for health benefits; check with your faculty sponsor
- **you have to sign up for health benefits** -- contact the Graduate School at 360-650-3170.

### Temporary Exempt Staff:

These positions exist primarily to accommodate a graduate student who has RA support but is not registered for the minimum 2 cr. required for an RA. These positions may or may not provide a tuition waiver or health benefits; check with your faculty sponsor.

### Graduate Work-Study Program:

**Graduate Work-Study is one component of financial aid and the application for financial aid (FAFSA) must be submitted as early as possible, see**

[http://www.finaid.wvu.edu/client\\_services/pages/general\\_info/fafsa\\_tips.php](http://www.finaid.wvu.edu/client_services/pages/general_info/fafsa_tips.php)

Deadlines may be more flexible for graduate students. Eligibility for graduate work-study (financial aid) is determined during the summer.

Graduate work-study students are responsible for finding on-campus employment opportunities through the Student Employment Center's web website and/or through contacts with faculty and other departmental personnel. A graduate work-study student serves as graduate research assistant to faculty involved in research projects. The typical award amount for work-study is equivalent to not more than 15 hrs/wk for the student during the academic year. The current hourly wage is \$18/hr. If the student has additional on-campus employment their total hours in all jobs cannot exceed 19.5/wk. These positions require the student be registered for 8 or more credits each quarter to receive full financial aid; 6-7 credits each quarter to receive three-quarter financial aid; and 4-5 credits each quarter to receive one-half the financial aid possible.

In order for the graduate student to make the best match possible between her/his interests and experiences and the faculty members' research projects, these are the necessary steps:

- Faculty and/or staff members should submit a job posting on the Student Employment Center's website beginning July 1. The jobs should be listed in the "Graduate" category for on-campus work study positions.
- Students who have accepted work study as part of their financial aid award will receive a "Confirmation of Work Study" email in their Western email accounts. Students are expected to save this email and forward it to prospective employers to verify their eligibility for work study and the amount of work study funding that is available to them.
- Graduate students with work study awards should check the website and talk with the faculty to find an appropriate employment match.
- The department may request a work study student by name through the Student Employment Center, but it should be noted that only graduate students who are eligible for financial aid may receive work study awards, and funding is limited.

### Enrollment requirements for **FINANCIAL AID** purposes --

- full financial aid award requires registration of 8 credits or more each quarter
- three-quarter financial aid award requires registration of 6-7 credits each quarter
- half financial aid award requires registration of 4-5 credits each quarter
- you are expected to complete your degree within a maximum allowable time frame; in other words, you cannot receive financial aid indefinitely
- you may attempt up to 125% of the credits required for completion of your program of study (however, these credits are expected to be on your approved Plan of Study)
- students enrolled in thesis option programs are eligible for federal financial aid for the number of credits allowed by the program for thesis (**Environmental Education = 12 credits**)
- you are encouraged to plan your academic course loads efficiently to reduce excessive student loans

**Note: This option requires seven quarters of continuous enrollment and involves substantial fees to the**

North Cascades Institute in addition to University tuition (possibly non-resident tuition) and fees. See the North Cascade Institute's website at [www.ncascades.org](http://www.ncascades.org) for complete details. Extremely valuable information on financial aid for students in the residency option is available at [www.finaid.wwu.edu](http://www.finaid.wwu.edu).

## B. HEALTH INSURANCE INFORMATION

**STUDENT HEALTH CENTER** -- website at [http://www.wwu.edu/shw/student\\_health/index.html](http://www.wwu.edu/shw/student_health/index.html)

- graduate students enrolled for at least six (6) credits have access to the Student Health Center
- if you are serving as a graduate TA or an RA, you may be enrolled for as few as two (2) credits and still be eligible for services from the Student Health Center (notify the Graduate School so your account can be manually charged)
- the fee, which is included in your tuition and fee statement, is \$70/qtr for the 2010-2011 academic year, subject to a yearly increase

**WASHINGTON BASIC HEALTH** -- website at <http://www.basichealth.hca.wa.gov>

- the Graduate School encourages all eligible TA and RA students to apply for coverage through Basic Health. Applications are due to the Graduate School by July 31.
- all independent and low income graduate students who are a U.S. citizen or a resident alien and who are a resident of Washington State are eligible to apply for Basic Health (a federal and state subsidized health insurance program) where eligibility and amount of premium are determined by family income
- if you are a graduate TA or an RA whose grant provides funding for health insurance, and you are eligible in terms of residency status and income, you are eligible to apply for membership into the WWU Graduate TA/RA group (the Graduate School or your grant will pay your premium)
- if you are not a TA or an RA, you are eligible to apply for health insurance as an Individual. Basic Health is not available for individuals at this time, although a wait list is offered. The Wells Fargo plan is your best option.
- the monthly premium is \$30-50/month (in the very rare instance where the premiums are over \$100/month, the insured is requested to pay the difference between the actual amount and \$100)
- for TAs and RAs an advantage to the Basic Health program is that after you have graduated your coverage may be transferred to an Individual, self-pay account until you obtain employment which makes you ineligible in terms of income.
- international students are never eligible for Basic Health (however, if an international student is serving in a TA or a qualified RA position, the Wells Fargo premium is paid for the student health insurance)
- for students who are a U.S. citizen or a resident alien, and who are moving to Washington State to attend school, you will qualify as residents 30 days after you have established physical domicile (residency for health care is defined differently than it is for tuition fee paying purposes)
- for TAs and eligible RAs, the Graduate School sends you the Basic Health application [return the completed application with required documents to the Graduate School -- if you do not receive the application, contact the Graduate School (x3170 or [gradschool@wwu.edu](mailto:gradschool@wwu.edu) immediately)]

**WELLS FARGO STUDENT HEALTH INSURANCE PLAN** -- also see Student Health Center website above

- graduate students who are registered may enroll in the Wells Fargo Student Health Insurance Plan (with whom WWU contracts to provide health insurance to our students)
- if you are an international graduate TA or an RA whose grant provides funding for health insurance, and you are not eligible for Basic Health, the Graduate School or your grant fund will pay for this insurance premium -- the premium is approximately \$432/qtr (subject to change) and is paid directly to the insurance company

If none of these options meets your needs or fits your circumstances, please contact the Graduate

School for assistance at 360-650-3170.

## C. RESIDENCY

Washington law does not allow a non-resident who comes to the state primarily for education purposes to be reclassified as a resident, unless that person remains out of school for a full year while establishing the domicile in Washington and fulfilling all other requirements. The law (RCW 28.15) also stipulates that enrolling in six (6) credits or more upon arrival in the state will be regarded as constituting educational purposes. Registering as a non-matriculated student for a year (to avoid non-resident tuition) before gaining residency will not work. Do not register for more than five (5) credits per quarter or you will jeopardize ever becoming a resident of Washington State for fee paying purposes.

## D. GRADES AND GRADING

- students must maintain a 3.0 GPA in courses listed on your Plan of Study
- satisfactory/unsatisfactory (S/U) grading is allowed, but not computed in your GPA
- pass/no pass grades are not applicable toward a graduate degree (a grading mode chosen by student)
- incomplete (K) grades must be completed within one calendar year from quarter posted, an incomplete received in fall must be removed by the end of the following fall or convert to a failing grade of Z (ideally the student and instructor will have a written agreement as to when the work will be complete)
- incomplete (K) grades received for thesis credits are an exception to the one-year time limit
- a maximum of 10 credits of C+ grades is allowed toward completion of approved program; however, required courses graded "unsatisfactorily" (S/U) must be repeated. Beginning Fall 2010 all thesis credits will be graded K. Upon successful completion of the degree program the K thesis credit grades are converted to S.

## E. FUNDING OPPORTUNITIES

- The Fund for the Enhancement of Graduate Research, sponsored by the Office of Research and Sponsored Programs (RSP) and the Graduate School, awards students currently enrolled in graduate programs research support in amounts up to \$1,000. Students must apply in the spring for funding the following year, therefore first year students are encouraged to apply. Awards are designed to assist students in accomplishing their thesis work (equipment, computer software, consumable items, travel, etc.). Refer to [www.wvu.edu/depts/rsp](http://www.wvu.edu/depts/rsp).
- The Ross Travel Funds for Graduate Students provides support for students to travel to present papers at professional meetings and conferences. The awards cover the amount equivalent to the minimum airfare or other public transportation cost to the conference city, with a maximum of \$500 granted to any single applicant. Ground transportation, lodging, per diem and registration fees are not covered. Refer to [www.wvu.edu/depts/gradschool/funding/ross\\_travel\\_grant.shtml](http://www.wvu.edu/depts/gradschool/funding/ross_travel_grant.shtml).

## F. SAFETY TRAINING

The University has a responsibility to provide safety training to new employees and students (graduate and undergraduate) who will be working with chemicals and performing hazardous tasks. It is ultimately the responsibility of each faculty member to ensure that his or her employees and students are trained. Contact Environmental Health & Safety (x6582) for the safety orientation checklist and the specific job safety orientation for new employees including student workers.

Graduate students who perform research in the field and laboratory should be trained in issues such as

transportation of chemicals in vehicles (personal and university) and the potential risks if they transport chemicals in luggage via air. In addition, personal protective equipment, hazard communication, lab safety and hazardous waste are among the other topics that should be reviewed. It cannot be assumed that graduate students have already had this training at other institutions prior to attending Western.

## G. GRANT SUPPORT

### GRANTS FOR THESIS RESEARCH (from on-campus sources)

If you apply for a "small grant" through Huxley College or a Research and Sponsored Programs (RSP) grant for thesis work, the funding will be deposited into the department account. Purchases can be made with WWU purchase forms or through Purchasing, as reimbursements using services/reimbursement forms, or petty cash reimbursement (if the purchase is under \$50). However, for some purchases, such as computer software, there are rules to be followed. There are various ways to spend your grant--see Diane Peterson for assistance. Refer to the travel section below for grant money of any sort being used for travel to seminars, research sites, and any type of travel. In all cases, **keep your receipts.**

### GRANTS FOR THESIS RESEARCH (from off-campus sources)

Grants administered through RSP must follow guidelines. If you are overseeing a grant with your faculty adviser, all paperwork will require his/her signature. If you or anyone else (other students) are to be paid out of grant monies, you must have a Payroll Appointment form in the university payroll system before you begin working on the grant. Grants all have a designated five-digit number beginning with a "5." See Diane Knutson to be placed on the payroll, for travel, for purchases, and for reimbursements.

## H. TRAVEL and MOTOR POOL Regulations and Procedures

### 1. TRAVEL

A Travel Authorization form is required prior to traveling to seminars, research sites, etc. A Travel Expense Voucher is required upon your return. You will need a Travel Authorization number in order to book your travel. Airline travel must go through a state-qualified travel agent. **Do not charge airfare to your private credit card.** Refer to the WWU Travel Desk site on-line for the currently-approved local travel agencies. For day travel involving your personal vehicle, a new form is available on-line at the Travel Desk site. For the current reimbursement rate for private vehicle expenses, see [www.gsa.gov/travel.htm](http://www.gsa.gov/travel.htm). For overnight travel when lodging and meals are authorized, see departmental administrator for information. In all cases, keep your receipts.

### 2. VAN RENTAL AND MOTOR POOL

#### Vehicle Reservations

As a TA, or when conducting research, you may be asked to reserve vans from Enterprise Car Rental or Western Motor Pool vehicles for field trips. **Please talk with Diane Knutson for instructions on current procedures for renting vans from Enterprise.**

It is your responsibility to supply the following required information for Enterprise vans or Motor Pool (x3413) vehicles:

- Date of trip
- Type of vehicle needed
- Time of pick up and return of vehicle
- Destination
- Purpose of trip
- Driver's name
- Number of passengers

Motor Pool vehicles can be reserved for individual trips (call on-campus extension 3413). You will receive a trip number for each vehicle/trip reservation. Provide Diane Knutson with the trip numbers, dates, times, etc., and she will complete the required request and authorization forms (Motor Pool will not release vehicles without a completed authorization). Remember to cancel vehicle reservations if plans change as the department will be charged for vehicles reserved but not used and inform Diane Knutson of the cancellation.

#### Student Authorization

For authorization to drive a Motor Pool vehicle you must complete the safety check list and van training. See [www.wvu.edu/depts/ehs/riskmanagement.shtml](http://www.wvu.edu/depts/ehs/riskmanagement.shtml).

#### Van Training

Van safety training is required for everyone who drives a 12- or 15-passenger van. After receiving training, you will be issued a card as proof that you are trained. Secure training early in the year in order to be prepared for potential TA assignments. Van training is provided by Risk Management (x6582). Training is available on ***Blackboard***.