

POLICIES AND PROCEDURES FOR GRADUATE STUDENTS

Department of Geology
Southern Illinois University at Carbondale

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by

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Polices and Requirements for Graduate Students in Geology

General Statement

The following material is intended to inform students of requirements of the Graduate School and the requirements and policies of the Department of Geology. This information does not supersede the more complete discussion of requirements in the current Graduate Catalog, but does answer more common questions and addresses specific requirements within the Department of Geology. Each student is urged to familiarize him/herself with the material in the Graduate Catalog.

The Department offers the following graduate degrees:

- Masters of Science
- Masters of Arts
 - Specialization in Geospatial Analysis
 - Specialization in Environmental Geology
- Graduate Certificate in Earth Sciences
 - Specialization in Geospatial Analysis
 - Specialization in Environmental Geology
- Ph.D. in Geosciences
- Ph.D. in Environmental Resources and Policy

The Department is also a key participant in the University's Environmental Resources and Policy (ER&P) doctoral degree program. Students should contact the administration of the ER&P program for policies and procedures pertaining to that degree.

Requirements for Retention

A student who has been admitted without condition and who has eight or more semester hours of credit in 400 and 500 level courses, will be placed on academic probation when his/her cumulative GPA falls below 3.00.

A student who is currently on academic probation and has been on academic probation for at least one term and who has earned at least 15 semester hours of credit in graduate courses (400 and 500 level) will be suspended from the Graduate School if he or she has received six or more hours of C in graduate courses. A student will be suspended in any case in which it would take at least six hours of A work to bring his/her graduate GPA up to 3.00.

A student suspended under the conditions above will not again be eligible for admission to the Graduate School unless a special exception is granted by the Graduate Dean upon petition of the department the student wishes to enter.

Graduate Student Grading

Grades are generally recorded by the letters A, B, C, D, F, S, U, and DEF.

<u>Letter Grade</u>	<u>Description</u>	<u>Grade Point/Hour</u>
A	Outstanding	4.00
B	Good or Average	3.00
C	Conditional or Not Fully Satisfactory	2.00
D	Failure	1.00
F	Failure	0.00
S	Satisfactory	
U	Unsatisfactory (as opposed to S, above).	
DEF	Deferred	

The Satisfactory (S) grade is issued for non-credit courses, thesis hours, and certain specially designated and approved 500-level research, internship, or *practicum* courses. It is not counted in calculating GPA. For grade designations covering incompletes, withdrawals, audits, etc., see the Graduate Catalog. Only courses for which the grades A, B, C, or S have been received are acceptable in fulfillment of graduate degree requirements. Students receive DEF grades for all thesis hours which change to an S once they successfully defend their thesis.

If a student's overall GPA drops below a B (3.00), he/she has one term to bring the average to B-level or else be dropped from the Departmental degree program. To be considered for reinstatement, a student dropped from the degree program must petition the Department Chair in writing.

An average grade of B (3.00) over all graduate course work is required for graduation.

Course Load

Maximum course work for graduate students is 16 hours each semester; 12 hours is considered normal load. Maximum load for teaching, research, and graduate student appointees who are employed half-time is 12 hours, and the minimum is eight hours. In their last semester, an M.S. student may request a minimum course load of six hours. For appointees employed one-quarter time, the maximum is 14 hours, and the minimum is six hours.

General Suggestions

The Graduate School keeps a record of the progress of each student admitted to a graduate degree program. This file includes the following data: (1) the degree for which the student is a candidate, (2) the student's major and minor, (3) the name of the chair of the student's advisory committee, and (4) the student's thesis advisor. Items (3) and (4) are almost always the same person. It is the responsibility of the candidate to keep this information, as well as the records kept by the Department of Geology, up to date.

In as much as the Graduate School requirements are frequently revised, the candidate is urged to keep informed of changes by: (1) only using the **most recent catalog**, (2) personally contacting the Graduate School, and (3) meeting periodically with the Departmental Graduate Program Coordinator or his/her thesis advisor. It should be noted, however, that due consideration will always be given to the fact that a student may have been admitted and may have planned the degree program when other requirements were in effect.

Master's Degree Requirements

A total of 30 hours of graduate work completed with an average grade of B (3.00) or better constitutes minimum credit requirement for the M.S. degree. At least 15 hours must be earned in courses numbered 500 or above. The student must earn at least half of the credit applied toward the Master's Degree in courses at SIUC or must have been in residence as a full-time student at the University for at least one semester or two summer sessions of at least eight weeks each. Only credit earned within a six-year period preceding completion of requirements for the degree, whether at SIUC or elsewhere, will be counted toward the degree.

Admission Requirements

A student may not be officially admitted to the degree program until unconditional admission to the Graduate School is attained. A student who enters the graduate program with a degree in the geological sciences will be expected to have satisfactorily completed, at the undergraduate level, a core course curriculum similar to that required for a bachelor's degree in Geology at SIUC. The core course background of students entering the graduate degree program from non-geological disciplines will be evaluated on an individual basis. A student admitted with course deficiencies may be required to complete or audit some undergraduate courses, as determined by the student's advisory committee and the Graduate Program Coordinator.

Masters of Science

The Department of Geology strongly advises that incoming on-campus students pursue the Masters of Science degree. Courses taken for the degree are determined by the student and an advisory committee. The student will not be allowed to apply more than eight hours of independent study or research courses toward the Master's degree (exclusive of thesis credits). A student in the Masters of Science degree program may select a minor field. The minimum course work should then include 20 hours of Geology and 10 hours in the minor field.

Each candidate for the Master of Science degree must write a thesis which may be counted for not more than six nor less than three semester hours of credit. Each candidate is required to pass a comprehensive examination covering all of their graduate work, including thesis (see the **Thesis Requirements** section below).

The student must submit the thesis electronically in a PDF format that conforms to the guidelines established by ProQuest Information and Learning. The student can obtain these guidelines from the Graduate School. The Graduate School establishes a deadline very early in the semester for submission of the thesis in order for the student to graduate at the end of the semester. If the student misses the deadline, graduation will be delayed and the student must register for Continuing Enrollment (Geology 601), with additional tuition costs. The Department of Geology requires a digital copy of the thesis on a compact disk in the format established by ProQuest. In addition, the student's advisor may require a paper or digital copy of the thesis. The Department of Geology will not release the final paperwork for graduation until the student has returned all keys, equipment, or other departmental property to the office manager.

Masters of Arts

The Masters of Arts degree is open to post baccalaureate students with degrees in Earth Science, Geology, or related fields. The degree is intended to expand the knowledge, skills, and specialized training in geological topics. The courses taken will be determined by the interests of the individual student, but must be approved by the student's advisor. The course work must include twenty-one (21) graduate credit hours in Geology. At least three credits of Geology 591 Individual Research in Geology must be taken.

Graduate Certificate in Earth Sciences

The Certificate in Earth Science with an optional concentration in Geospatial Analysis or Environmental Geology is open to post baccalaureate students with degrees in Earth Science, Geology, or related fields. It is intended to expand the knowledge, skills, and specialized training in geological topics. The course work must include eighteen (18) graduate credit hours in Geology. While there are no specific courses required, the courses taken will be determined by the student and a departmental advisor.

The graduate catalog includes recommended courses for the different concentrations. Students must maintain a B average in graduate courses and must follow the rules of the Certificate policy established by the Graduate School. Maximum time allowed to complete the requirements of the certificate is five years.

Advisement

All Master's degree students must be advised before registering for classes.

Thesis

Purpose: Satisfactory completion of a thesis is evidence that the student has employed research techniques consistent with those utilized by modern professional geologists in his/her field of specialization. The completed thesis should represent a significant contribution to the Earth Sciences.

Scope: A problem should be picked which can be completed in approximately one year. It would be worthwhile for each student to peruse the collection of past master's theses that are on file in the Department of Geology office to determine the scope of a typical thesis. The type of project selected is in part dependent upon the availability of the faculty to supervise the project. Interdisciplinary research is encouraged provided faculty from the necessary departments are available to advise the students on non-geological aspects of the thesis problem.

Thesis Advisor (Research Supervisor): The student should select a thesis advisor who can best supervise his/her research and should consult with the advisor frequently. Until such time the student can definitely identify his/her area of primary research interest, the Graduate Program Coordinator or Department Chair will serve as advisor.

Thesis Committee: The thesis committee will typically comprise three faculty members from the Department of Geology. Under special circumstances, it can include a fourth member who may be from another department or agency (see below). The thesis advisor will chair the student's thesis committee. The student, with approval of the advisor, will select one additional committee member. The Department Chair will appoint the third member. A fourth (optional) member can be selected by the thesis advisor or the Department Chair.

Members of the thesis committee and Graduate Program Coordinator must be kept current on the progress of the research so that they can inform the student of possible problem areas or make recommendations as work progresses.

The student will select a research supervisor and a research topic by the end of their first semester.

As soon thereafter as feasible but prior to the sixth week of the second semester, the thesis committee will be designated. The student must submit the thesis committee approval form, signed by the student and thesis research advisor and committee members, to the Graduate Program Coordinator. The form is available in the Department office.

Presentation and Assessment of the Thesis Proposal: The student must present the research proposal in a formal meeting of the thesis committee. Members of the thesis committee and the Graduate Program Coordinator should be given a copy of the proposal at least two weeks before the presentation date. The research proposal should include a review of the literature, a statement of purpose and objectives, applicable methods of investigation, and anticipated results. It is the student's responsibility to provide a copy of the thesis proposal to each committee member.

Final Exam and Defense of Thesis: The student must schedule a final oral exam to defend the thesis with the approval of the thesis advisor and other members of the committee. Complete, legible, printed draft copies of the student's thesis must be presented to the thesis committee at least two weeks prior to the date of the final oral examination. Figures should be neatly and completely drafted and otherwise legible. In other words, the thesis should be nearly ready for final submission. If the majority of a student's committee, upon reviewing the thesis, do not judge it to be acceptable, the student will be informed of the specific objections and told how to satisfy them. The committee's objections must be satisfied before taking the final oral examination. This does not, however, guarantee that the candidate will pass the final oral examination.

Following successful completion of the final oral examination, additions and corrections to the thesis will be completed by the student under the direction of the research supervisor. A final draft of the corrected document can then be submitted to the Graduate School for approval of format. Note: the Department of Geology has defined a thesis and dissertation format that must be followed to obtain Graduate School approval. All formatting should follow that of the Geological Society of America journal *Geology* specifically with respect to font, section headings, figure captions, table captions, citations, and reference style. In addition, the Graduate School has its own policies specifically dealing with margins and the location and style of page numbers. All non-original figures in a thesis must have copyright clearance. The student must submit a digital copy as described earlier in this document by the deadline established by the Graduate School in order to graduate at the end of the semester. Deadlines are normally posted in the main office of the Department of Geology.

Please be advised that the Graduate School requires prior registration for graduation. That office should be consulted for registration deadlines. Degree application forms are to be obtained from the Office of Admissions and Records, completed, and returned to that office no later than the end of the first week of the semester or session in which the student plans to graduate. Payment of the graduation fee to the Bursar's Office precedes return of the graduation application.

Final Examination

Final Oral Examination and Defense of Thesis: The time and place of the examination will be arranged by the student with approval of his/her committee. Faculty are not paid over the summer months by the University and many are not on campus. As a matter of policy, the scheduling of final oral examinations during the summer months will be allowed only under exceptional circumstances. In no event will the examination be given during the summer term if the Chair of the student's thesis committee is unavailable.

All members of the Thesis Committee must receive written notice of the time and place of the exam at least five business days prior to the examination.

During the examination, the candidate will be expected to discuss and defend the thesis and demonstrate an acceptable level of knowledge of the geological sciences, particularly in areas related to the thesis research. The student will be expected to express the purpose and goals of the study and to outline the steps which were taken in accomplishing them. The student must satisfy the committee that he/she has attempted to solve the thesis problem in a logical manner and that the approach has been as precise and unbiased as possible. The committee must also be satisfied that results contribute to the Earth Sciences. In addition to defending the thesis, a candidate may be required to answer any questions which the committee members feel should constitute a part of the student's background, including, but not necessarily limited to, material from graduate and undergraduate courses taken by the student.

The student, in consultation with his or her advisor, may select the format for the final exam; 1) a combination presentation of research results and oral examination, or 2) a seminar to the Department of Geology followed within two weeks by an oral examination. Anyone may attend the oral presentation or seminar of the student's research. Only the student and his or her committee are present at the examination. The examinee will leave the meeting during the voting by the committee. The chair of the committee will advise the student of the examination results immediately after conclusion of the faculty discussion. To pass the final oral examination a student must receive a favorable majority vote from the examination committee meeting in formal session. Should a student fail the final oral examination, he/she may, upon concurrence of a majority of the thesis committee, arrange a time for a reexamination not less than 30 or more than 120 days after the first examination. If the student fails the final oral on the second attempt, he or she will be ineligible for the Master of Science degree from the Department.

Doctoral Degree Requirements

The doctoral degree is awarded for high accomplishment in a particular discipline or a recognized interdisciplinary area, as measured by the student's ability to pass the preliminary examination for admission to candidacy, meet the research tool requirement of the program, perform original research, present the results of that research in proper form in a dissertation, and defend the dissertation before a faculty committee. Degree requirements, graduation, and time limits are subject to the general guidelines of the Graduate School.

Admission Requirements

Admission to a doctoral program in the Graduate School requires a Master's degree or equivalent and a grade point average in graduate work of at least 3.25. The Graduate Dean informs each student of any conditions for admission imposed by the Graduate School or by the academic unit and a student may not be officially admitted to the degree program until unconditional admission to the Graduate School is attained.

Advisement

All doctoral students must be advised before registering for classes.

Ph.D. in Environmental Resources and Policy

The central focus of the Environmental Resources and Policy Ph.D. is advanced inter-disciplinary training and research on geological, physical, biological, and social processes responsible for natural resource and environmental problems facing contemporary society. Additionally, the ER&P Ph.D. focuses on assessing public policy alternatives to address those problems and create new opportunities. Within the broad and flexible ER&P framework, a customized program is developed for each student, permitting him/her to conduct research in traditional and nontraditional Earth Science subdisciplines, under the direction of one or more Geology faculty members. The program is jointly guided by the Department of Geology, the Department of Geography and Environmental Resources, and the College of Agricultural Sciences (Departments of Agribusiness Economics; Forestry; and Plant, Soil, and Agricultural Systems), with support from the School of Law, the College of Engineering, other key faculty at SIUC, and State of Illinois environmental agencies. Please consult the Environmental Resources and Policy program for detailed information and admission procedures.

Ph.D. in Geosciences

The primary objective of the doctoral program in Geosciences is to develop a student capable of successfully conducting original research and the presentation of an acceptable dissertation describing the results, analysis, and implications of that research. To achieve this goal, the student must meet the criteria established by the University, the Graduate School, and the faculty participating in the doctoral program in Geosciences. The program of study is flexible, allowing students to take courses offered by departments within the College of Science, and across campus. Each student is expected to take graduate level courses (excluding readings, independent studies, and internship) of at least 3 credits each from at least four different faculty members at SIUC. The program requires a minimum of 48 semester hours, 24 of which may be 600 level dissertation credits.

Normally, before the beginning of their third year in the program, students shall have (1) established an advisory committee including their dissertation advisor and four additional members (any member of the graduate faculty in the University can serve on the committee, but at least one member must be from a department other than the Department of Geology); (2) demonstrated competence in at least one research tool (the student's advisory committee will determine the requirements and measures of research tool competence); and (3) presented themselves to the advisory committee for a preliminary written and oral examination.

Residency

The residency requirement for the doctorate must be fulfilled after admission to the doctoral program and before formal admission to doctoral candidacy. The residency requirement is satisfied by completion of 24 semester hours of graduate credit on campus as a doctoral student within a period not to exceed four calendar years. No more than six hours of deferred dissertation credit may be applied toward fulfillment of the 24 semester hours residency requirement. No doctoral student should be permitted to sign up for more than six hours of dissertation until candidacy has been achieved. Any dissertation hours registered for above the six permitted prior to candidacy will not be counted toward completion of the doctoral degree. Credit earned in concentrated courses or workshops may apply toward fulfillment of the residency requirements if the student is concurrently registered for a course spanning the full term. No more than six semester hours of short course or workshop credit may be applied to the 24 semester hours residency requirement. Ordinarily, the doctoral student should expect to spend a minimum of two years beyond the Master's degree in residence.

Dissertation Proposal

By the end of the third semester, the student will prepare and submit a formal written dissertation proposal to the advisory committee. The proposal defines the proposed research and the proposed line of inquiry. The candidate subsequently must make an oral presentation of the dissertation proposal and defend it to the members of the committee in an open forum. A public announcement of this event must be made at least five days in advance.

Qualifying Examination

The qualifying exam for candidacy to the Geosciences PhD program has two components: written and oral. Both are to be administered by the examining committee. The examining committee is the same as the student's advisory committee. The major advisor will chair the committee.

The aim of the exam is to assess whether the student has the background and the ability to carry out the type of research necessary for a PhD in the Geosciences. The scope of the qualifying exam will necessarily cover both breadth of background in Geosciences and depth in the area of specialization as well as competence in at least one research tool. The research tool requirement is intended to be an integral part of the student's program and may include courses in a foreign language, statistics, advanced mathematics, or other physical or biological science. The student, the advisor, and the examining committee will agree upon the area of specialization and research tool. Passing requires at least two-thirds majority of the committee agreeing that the student has satisfactorily addressed each portion of the exam. If unsuccessful, the student may repeat once the whole or part of the examination. The repeat is to be taken no more than six months, but no less than one month after the initial examination.

Written exam

The exam consists of questions from four examining committee faculty members, excepting the designated outside committee member. In the unusual circumstance of more than five committee members, the advisor will work with the committee to decide which members contribute to the four sections of the written exam. The questions will be administered over a minimum of four days and a maximum of seven days. The format of the exam is at the discretion of the committee members. At least one month and preferably one semester prior to the exam, the student is to meet with the committee members administering the exam to agree on what the expected topics of assessment are. This may be done with the committee collectively or individually. A member of the committee or a designee should be available to monitor all examination periods.

The examining committee will decide which members will be responsible to grade each portion. However any committee member may review and assess any portion of the exam she or he wishes.

Oral exam

The oral exam, conducted by the examining committee, is held within two weeks of completion of the written exam. The performance on the written exam may determine which topics will be emphasized in the oral questions. A passing grade requires 2/3 majority of the committee agreeing that performance was satisfactory for PhD candidacy in the Geosciences.

Candidacy

Admission to candidacy is granted by the Dean of the Graduate School upon recommendation of the faculty responsible for the student's program, after the student has fulfilled the residency requirement for the doctoral degree, passed the preliminary examination, and met the research tool requirement of the program. The doctoral degree may not be conferred less than six months after admission to candidacy, except upon approval of the Dean of the Graduate School. The candidate must fulfill all requirements for the degree within a five-year period after admission to candidacy. If completion of requirements is delayed beyond five years, a student may be required to take another preliminary examination and be admitted to candidacy a second time. All candidates must remain registered each semester until completion of their degree by registering for Continuing Education credits.

Admission to candidacy requires: (a) successful completion of the qualifying examination (which satisfies the research tool requirement of the Graduate School) and (b) successful completion of twenty-four hours of credit (which satisfies the residency requirement of the Graduate School). The committee chair must submit the Admit to Candidacy form at least 6 months prior to graduation date (<http://gradschool.siu.edu/common/documents/CandidacyAdmit.PDF>).

Dissertation Committee

Following the admission to candidacy, the examining committee continues as the dissertation committee. If a vacancy arises, the Graduate Program Coordinator, in consultation with the student's dissertation supervisor, will appoint a replacement in accordance with rules emplaced by the graduate school. The dissertation supervisor must have Direct Dissertation status. The Department Graduate Program Coordinator should submit the Graduate Faculty Committee Approval Form prior to the semester after candidacy (<http://gradschool.siu.edu/common/documents/CommitteeForm.PDF>).

Dissertation

As a candidate for the degree of Doctor of Philosophy in Geosciences, the student is expected to make normal progress toward the successful completion and presentation of original research. The student must complete a dissertation showing that the student is capable of independent research. A successful dissertation usually represents the most extensive and intensive scholarly work the student has performed to date. Completing the dissertation will lead the student to the cutting edge of research conducted at that time in his or her field of research. A dissertation must address a significant question and demonstrate that its author can interpret findings and formulate conclusions that are the result of independent thinking and sustained evaluation of source materials. These findings must be expressed in clear and grammatical language that is well organized into a cogent and coherent argument.

A dissertation that contains the student's published or in-press manuscripts, or excerpts from these manuscripts, shall, in the preface, describe these materials and their contribution to the dissertation. In the case of multi-authored manuscripts, the student's contribution to each such manuscript must be clearly delineated in the preface and attested in a separate statement by the Chair of the Dissertation Committee addressed to the Graduate School.

The dissertation shall be supervised by a faculty committee which has been approved by the Dean of the Graduate School. This committee shall consist of five or more graduate faculty members, at least one of whom shall be from a graduate program outside the student's academic unit. The student's academic unit shall be understood to mean the department (or equivalent units) and any member outside the department is eligible to serve as the outside member providing that the department and the Graduate Dean agree. While working on the dissertation, the student must register for the course numbered 600. The student is to devote at least one academic year of full-time work to complete the dissertation and will register for 24 semester hours of dissertation credit, for example, 12 hours for each of two terms. Students who have registered for 24 semester hours of dissertation credit and have not completed the doctoral dissertation are subject to the continuing enrollment requirement.

Publication of the doctoral dissertation to insure its availability to the scholarly community is considered an integral part of the process of doctoral education. Students must submit their dissertations electronically (pdf) to ProQuest for publishing. An abstract of the dissertation will be published in Dissertation Abstracts International. The student must submit electronically a pdf version of the dissertation acceptable to the Graduate School, along with an abstract. There is a library fee of \$28.00 for binding. If copyright is desired, an additional fee of \$55.00 will be required. The Survey Form of Earned Doctorates is completed and submitted to the Graduate School. The abstract will be published in the current Dissertation Abstracts International and the dissertation will be cited in American Doctoral Dissertations and Comprehensive Dissertation Index. A copy of the dissertation will be placed in the Library of Congress archives. This service assures the student that the dissertation will be available to other researchers at no further personal expense to the student. If the student elects to use the copyright service, copyright will be obtained in the student's name. Publication rights, other than for reproduction in microform or from microform, are the student's to assign to any publisher at any time. In addition, arrangements can sometimes be made for University Microfilms to publish a small edition of the dissertation.

Final Examination

Students will be required to present an acceptable dissertation describing original research performed with minimal supervision and deemed by the advisory committee to be of such quality as to merit publication in appropriate professional journals. A final oral examination administered by the student's doctoral dissertation committee will be held after completion of the doctoral dissertation. The examination will cover the subject of the dissertation and other matters related to the discipline. Any member of the graduate faculty may attend the final oral examination and may participate in questioning and discussion, subject to reasonable limitations imposed by the chairperson of the committee, but only members of the committee may vote or make recommendations concerning acceptance of the dissertation and final examination. A student will be recommended for the degree only if the members of the committee, with at most one exception, judge both the dissertation and the performance at the final oral examination to be satisfactory. In cases where a committee of more than five members has been approved, the requirement of no more than one negative vote will still apply.

The Graduate School requires prior registration for graduation. That office should be consulted for registration deadlines. Degree application forms are to be obtained from the Office of Admissions and Records, completed, and returned to that office no later than the end of the first week of the semester or session in which the student plans to graduate. Payment of the graduation fee to the Bursar's Office precedes return of the graduation application.

Graduate Student Representatives

The Department of Geology graduate student representatives to the faculty and to the Graduate and Professional Student Council (GPSC) are to be selected by a general election of the Department of Geology graduate student body. Nominations for the representative position will be submitted to the Departmental secretary no later than the fourth week and the elections will be conducted no later than the sixth week of each fall semester. A simple majority of votes will elect the representatives. The term of the representative shall run from October 1 to May 15.

Graduate Assistantship Policies

Graduate Assistants provide several benefits to the Department of Geology; including delivering effective instruction in introductory laboratories, assisting with grading, and conducting research. In addition, the Department uses Graduate Assistantships to attract students to the University who can contribute to the research mission of the Department. Because of this, first priority for awarding an Assistantship is given to students accepted into the M.S. degree program in Geology, or students accepted into Doctoral program in Geosciences or the Doctoral program in Environmental Resources and Policy who are also advised by Department of Geology faculty. Normally, students in the M.A. or Certificate programs are not eligible for an Assistantship. In addition to the monthly stipend, tuition and a portion of a student's health insurance are covered by the university for the semesters during which the Assistantship is awarded.

The Department of Geology has both Teaching and Research Assistantships. Graduate Assistantships awarded and supervised by the Department of Geology that are supported by state funds require recipients to teach or assist in teaching undergraduate or graduate courses. Graduate Teaching Assistants may be assigned any of a variety of tasks related to the instructional function of the Department; specific work assignments may be made by the Chair of the Department and/or the Instructor of the course(s) to which a Teaching Assistant is assigned.

Research Assistantships are typically available from grants to individual faculty members. This type of assistantship is supervised by the faculty member in charge of the sponsoring grant. The award is made by the individual faculty member after considering the student's academic background, their suitability for the research, and their ability to contribute to the research program of that faculty member.

As a matter of policy, the Department of Geology does not provide any student working toward a Master's Degree financial support for more than two academic years (excluding summer) and any student working toward a Ph.D. financial support for more than four academic years (excluding summer). If unusual circumstances exist, a request for relaxation of this policy may be made in writing to the Graduate Program Coordinator or Chair. The Department normally has a few summer teaching assistantships available to assist with the field course (Geology 454) and

Geology and the Environment (Geology 111/112). Interested students should contact the instructors for the course or the Chair if they are interested.

Teaching Assistant assignments are made by the Chair, after reviewing recommendations by the faculty teaching a particular course. The *average* work load for Teaching Assistants is 20 hours per week; However, this may vary from week to week (i.e., some weeks may involve slightly more effort, other weeks less). Research Assistant assignments are made by the faculty supervisor. In addition, each Teaching Assistant must provide 10 hours the week before the start of the Fall and Spring semesters for duties in the Department assigned by the Chair. These responsibilities mainly involve preparing the Department for the upcoming semester, including organizing teaching and computer laboratories for instruction. Research Assistants must also provide 10 hours per semester for duties assigned by their faculty supervisor the week before the start of the Fall and Spring semesters. These responsibilities mainly involve organizing research laboratories and equipment. If, for whatever reason, a student does not participate in the scheduled workdays prior to the semester, he or she must provide time for duties beyond their normal teaching or research assignment during the academic year.

Course sections assigned to a Teaching Assistant must meet during the scheduled time. If illness or some other circumstance prevents a Teaching Assistant from providing instruction to his or her assigned class or classes, the Teaching Assistant should attempt to find a substitute. If the Teaching Assistant has difficulty finding a substitute, he or she should contact the faculty in charge of the course, the head Teaching Assistant, or the Chair of the Department.

Each student's academic progress and performance of duties as a Graduate Assistant (GA) will be reviewed by the faculty. Unsatisfactory progress or performance can result in the termination of financial assistance or being dropped from the degree program. Graduate Assistants must be enrolled for a minimum of 8 hours while on an assistantship, and a typical class load is 9-10 hours per semester (maximum semester load is 12 hours).

Porter Jobling Grants

The Department of Geology Jobling Fellowship and Porter Fellowship are grants designed to support thesis and dissertation research. All graduate students in good academic standing with an advisor in the Department are encouraged to apply for the grants, which have a value of \$500. At least two grants will be administered per academic year with one grant reserved for Master's Degree students. The formal grant announcement is released early in the Spring semester, but students may submit an application at any time. The awards are normally given in April.

The application should be concise with no more than two pages (one inch margins, single spaced text, 12 point Times font). It should include a statement on the relevance of the research, the strategy for completing the research, and a detailed budget. Relevant figures that summarize information are encouraged. The applications should be submitted to the Chair of the Department, who will forward them to the Scholarship Committee for review. The committee members will evaluate the proposals on the basis of their scientific merits, the practicability of each project, and the reasonableness of the budget. They may also consider other information such as academic success. The applicant must request a letter of support from his or her advisor.

Travel Grants

The Department of Geology will support 50% of student travel expenses up to a maximum of \$500 if the student is the senior author of the paper and is making the presentation. The Department of Geology will support 40% of student travel expenses up to a maximum of \$500 if the student is not the senior author, but is making a presentation. The support is based on the total cost of travel, excluding meals. Students must fill out a form seeking support from the Graduate School and the Graduate and Professional Student Council in order to qualify for Department support.

Departmental Facilities

Insofar as possible, each graduate student will be assigned a desk in one of the Departmental offices or laboratories. An attempt will always be made to locate as many students as possible in Parkinson Laboratory. The following general priorities are used for assigning office space:

- (1) Persons presently working on their Geology thesis (except those exceeding two year limit).
- (2) Geology teaching assistants, research assistants, and fellowship holders.
- (3) Geology graduate students who are neither teaching nor research assistants.

Each of the Departmental laboratories is under the direct supervision of one or more faculty members or the office staff. Any student wishing to use these facilities must receive permission from the faculty member in charge and must receive proper instruction in the use of equipment therein. Each student who uses a piece of equipment in any laboratory will be responsible for cleaning that equipment at the end of each day and also for reporting any sign of damage or malfunction to the faculty member in charge of the equipment. Students must also follow the safety procedures and chemical hygiene plan for each laboratory.

The following is a list of Departmental laboratories and other facilities and faculty members or staff in charge of each:

Parkinson 06	Geophysical Observatory Complex	Sexton/Conder
Parkinson 07	Flume Room	Esling
Parkinson 08	Thin-section Room	Ferre
Parkinson 10	Equipment Room	Martin
Parkinson 10B, C	Darkroom	Henson
Parkinson 101B	Departmental Office Storage	Martin
Parkinson 102	Departmental Office (Main)	Martin
Parkinson 102C	Departmental Copy Room	Martin
Parkinson 103, 113	Introductory Geology Laboratories	Esling
Parkinson 104	Conference Room	Martin
Parkinson 106	Introductory Geology Computer Laboratory	Esling
Parkinson 111	Department of Geology Study Room	Esling, Martin
Parkinson 201A	Geophysical Instrument Preparation Laboratory	Conder
Parkinson 201B	X Ray Laboratory	Rimmer
Parkinson 204	Computer Room	Esling
Parkinson 201G, H	Geophysics Research	Conder
Parkinson 201F	Coal Preparation	Rimmer
Parkinson 206	Mineralogy and Ore Deposits	Hummer
Parkinson 212	Seismic Geophysics Laboratories	Sexton
Parkinson 209	ER&P Geospatial Analysis Laboratory	ER&P Laboratory Director
Parkinson 208, 213	Petrology Laboratories	Filiberto
Parkinson 215, 215A	Sedimentology/Paleontology Laboratory	Ishman, Potter-McIntyre
Parkinson 215B	Optical Microscopy Laboratory	Filiberto
Parkinson 301C	Rock Magnetism Laboratory	Ferre
Parkinson 301F	Geochemistry	Lefticariu
Parkinson 301G	Rock Magnetism/Student Offices	Ferre
Parkinson 305	Paleontology Research Lab	Ishman
Parkinson 306	Coal Petrology Teaching Lab	Rimmer
Parkinson 312	Inorganic Geochemistry	Lefticariu
Parkinson 317	Coal Characterization Lab Complex	Anderson/Rimmer

Keys: The Departmental key officer is Mona Martin.

Each student accepted into the graduate program in Geology will be issued a key to (1) Parkinson Laboratory, (2) his or her office, and (3) the laboratories that the student uses regularly for teaching and research (special purpose keys).

All special purpose keys are to be returned to the Department promptly when no longer needed for teaching and/or research. ALL keys issued for any purpose must be returned and officially accounted for prior to graduation. All issued keys require a five dollar deposit.

Approval of the faculty or staff as listed above is necessary for use of specific rooms.

A mailbox is provided for each graduate student. Mailboxes are in Room 101B.

Departmental letterhead is for official use only. Under no circumstances are Departmental or University letterheads, envelopes, or mailing labels to be used by graduate students without prior permission. Paper, pencils, pens, etc., may be obtained for instructional purposes from the office staff by asking courteously. Do not invade their territory.

Requisite items of equipment for field or laboratory work must be signed out from the Departmental equipment room. They must be signed out and returned by their user. The office staff are the only ones who can sign equipment out and in. You are financially responsible for all equipment checked out to you.

Laptop computers and video projectors are only to be used for teaching and official presentations. They are to be signed out when removed from the Department office and signed in when returned.

All graduate teaching assistants are responsible for the condition of laboratories in which they are teaching. Do not leave rooms unattended. Lock all rooms when you leave. Close and lock all windows in rooms on the lower floors. Be alert to the possibility of theft of any and all items. Graduate assistants are responsible for all laboratory equipment when they are in charge of a laboratory.

Computing Facilities are available for graduate student use in Room 106 and 204. Procedures for use of these facilities are available from the Department Office.

Graduate students may only use the Departmental copying machine and printers for materials used for teaching purposes. A printer is provided for student course assignments and thesis printing in Room 204 at nominal cost.