GRADUATE STUDENT HANDBOOK

MS or PhD in Geology

Introduction

This handbook was developed to provide guidance for students working toward a master’s or PhD in geology at Oregon State University. Students are encouraged to provide suggestions for the improvement of the handbook by contacting Stacey Schulte, Administrative Program Assistant, in the Department of Geosciences office (541-737-1221 or stacey.schulte@oregonstate.edu).

DEPARTMENT OF GEOSCIENCES OFFICE ▪ 104 WILKINSON HALL ▪ 541-737-1201

Department staff consists of the following:

- Aaron Wolf, Chair
- Melinda Jensen, Office Manager
  Melinda can assist you with office assignments, building keys, mailboxes, textbooks for courses you are teaching, room reservations, office supplies, driver authorization forms, etc.
- Stacey Schulte, Administrative Program Assistant
  Stacey maintains your graduate program files, assists with all things related to your graduate program, prepares the TA/RA notice of appointment letters, coordinates student hourly employees, maintains the TA/RA student budget spreadsheet, maintains the department web pages, coordinates orientation, TA training and the department picnic, etc.
- Renee Freeman, Receptionist and Environmental Sciences Graduate Program Assistant
  Renee answers the main office telephone, maintains and assists with all things related to the Environmental Science graduate program, assists with purchasing supplies, etc.

We are all available to help with department office machines and any questions you may have.

GRADUATE SCHOOL ▪ 300 KERR ADMINISTRATION ▪ 541-737-4881 ▪ GRADUATE.SCHOOL@OREGONSTATE.EDU

- Forms for your graduate program and all other necessary forms are available on the web at http://oregonstate.edu/dept/grad_school/. Click on “Forms.”
- A step-by-step guide to working through your graduate program can be found at http://oregonstate.edu/dept/grad_school/current/success.html.
- OSU Graduate diploma and commencement deadlines: http://oregonstate.edu/Dept/grad_school/current/deadlines.html.
- Information that applies to both masters and doctoral degrees can be found at http://catalog.oregonstate.edu/ChapterDetail.aspx?key=38.
- The Graduate School will be pleased to answer questions on these or any other degree requirements. Please call 541-737-4881, stop by the Graduate School office on the third floor of Kerr Administration Building or email them at graduate.school@oregonstate.edu.
General Information

The Department of Geosciences main office is located in 104 Wilkinson Hall. It is open from 8:00 am to 5:00 pm Monday through Friday. The staff can answer questions that you may have or help you find the answers.

SIGN UP FOR YOUR ONID ACCOUNT

If you haven’t already done so, you must sign up for an ONID account. This account is used by university personnel for all official university communication with you. For more information go to http://onid.oregonstate.edu/ and click on the “Sign up for ONID” link on the left hand menu bar.

SIGN UP FOR YOUR GEO ACCOUNT

You have probably already signed up for your GEO account, but if not, please see Stacey. Your GEO account is an email account provided by the department. These email addresses will be added to the various mailing lists. They will also be used by Mark Meyers to program permissions into the servers so you have access to the lab computers and printers. Both the ONID and GEO account can be forwarded to another email account if you prefer to use only one account.

UNIVERSITY ID CARD

The OSU Card is the official identification card for students, faculty and staff. It functions as a meal card, library card and more. The ID Center is located in B094 Kerr Administration Building. See http://oregonstate.edu/fa/businessaffairs/idcenter for additional information.

THE MEMORIAL UNION (MU) AND THE OSU BOOK STORE

The MU has conference rooms, study rooms, a lounge, several restaurants, a recreation center and a convenience store. The OSU Book Store is located at the east end of the MU. The lower level sells books and has a check cashing service, a post office and drop boxes for utility bills. The main floor sells supplies, gifts, CDs, etc. They also sell computers, printers, software and supplies, often at educationally discounted prices.

TRANSPORTATION

If you prefer to drive and park on campus, a student parking permit may be purchased at the Transit and Parking Services office located in Adams Hall. Specific information about parking on campus is available at the Transit and Parking Services web page http://oregonstate.edu/facilities/transit_plg/index_plg.html.

Many students and staff use bicycles as their transportation of choice. You should consider registering your bicycle with Campus Security in Cascade Hall (http://oregonstate.edu/dept/security/). Bike theft is a problem on campus so you will need to keep your bike securely locked at all times. Bicycles have been recovered after being stolen and the registration will help Campus Security identify the owner.

There is a free campus shuttle bus that runs during the academic year. There are two buses covering campus that will stop for you anywhere along the route if you flag them down and will also drop you at any spot along the route. Consult their web page for the route – (http://oregonstate.edu/dept/facilities/taps).

Your OSU Card entitles you to ride the Corvallis Transit buses for free. Schedules are available in many locations on campus and are also online at http://www.ci.corvallis.or.us/index.php?option=content&task=view&id=467&Itemid=410.

Corvallis Transit System (CTS) and the Associated Students of Oregon State University (ASOSU) have partnered to provide a late-night service. The 'Beaver Bus' schedule runs fall term through spring term. See the Corvallis Transit web address above for the schedule.

Saferide is a service offering free transportation to and from campus for all OSU students. The program is coordinated through ASOSU and is paid for entirely by student fees. To schedule a ride, call 541-737-5000. Please review the policies, boundaries and hours of operation at http://asosu.oregonstate.edu/saferide before scheduling a ride. Saferide is a service dedicated to assault prevention, providing education & safe transportation to OSU students. If you would like more information on services, programs or activities available through Saferide, please call 541-737-2252 or email asosu.saferide@oregonstate.edu.
RECREATION

There are lots of opportunities for recreation in and about the Corvallis area. The Cascade Mountains are approximately 60 miles east of town and the Pacific Ocean is approximately 55 miles west. Locally there is a bike path along the Willamette River, hiking trails in McDonald Forest, and many city parks for picnicking. Drive up Mary’s Peak for a picnic and hike to the top for an excellent view of the valley. On campus, Dixon Recreation Center has many ways for you to stay in shape and have fun. The Outdoor Program rents camping equipment, canoes, etc and organizes many trips during the year.

HEALTH

Student Health Services is located in the Plageman Building (across from Weniger) and has a variety of services to help you maintain your physical and mental health. Their web site (http://studenthealth.oregonstate.edu/) provides a great deal of information on their services including health insurance.

The Benton County Health Department (541-766-6858) provides a number of services (including required vaccinations) on a sliding scale fee basis. It is located at 180 NW 5th Street. Please call for additional information and/or an appointment.

THE BAROMETER

The Barometer is the free student newspaper published Monday through Friday during the academic year. A copy of The Barometer can be picked up in several locations on campus including the black wooden kiosk on 26th near Wilkinson Hall.

Department and University Policies

OSU VEHICLES

Authorization is required to drive university vehicles. Forms are available from Melinda in the department office or on the Motor Pool web site. If you will be driving a passenger van, you must take the test and watch the video available on the following web page before leaving on the trip. The video and test can be found at http://motorpool.oregonstate.edu/drivers/training.

JOBS AND POSTING PUBLIC NOTICES

The bulletin boards outside room 104 will have a variety of information posted on them throughout the year. You will find information on upcoming seminars, classes not in the schedule, photos of faculty and current graduate students, job openings, internships, and activities on and off campus. Keep an eye on what is posted and if you have anything you would like to post, please see Stacey in the department office.

ELECTRONIC COMMUNICATION

There are a number of ways the department staff disseminate information to students, faculty and the public. One way is the department web site. There is a directory on the web listing faculty, staff and graduate students. There is also a paper directory prepared at the beginning of each year and your GEO email will be added to the appropriate mailing list (i.e. geology graduate students).

Both federal and state laws permit Oregon State University staff to release “directory” information to the general public without the student’s consent. Directory information includes: name, current mailing address and telephone number, current ONID e-mail address, campus office address, class standing, month and day of birth, major field of study, full-time or part-time enrollment status, status as a graduate teaching assistant or graduate research assistant, participation in officially recognized activities and sports, dates of attendance, degrees and awards received, dates(s) of degrees(s), and most recent previous educational institution attended by student.

Students can prohibit the release of directory information to the public by signing the Confidentiality Restriction form available from the Registrar’s Office. It will NOT prohibit the release of directory information to entities of Oregon State University that have a “need to know” to accomplish their required tasks. It further will NOT prohibit Oregon State University departments from including your name on mailing lists for distribution of materials that are essential to your enrollment at Oregon State.
If you decide to have your directory information officially restricted, please make sure to inform Stacey in the department office.

**OFFICE SPACE POLICY**

It is the implied, but not guaranteed, intent of the program to provide office space for graduate students during their studies at OSU. Having an office is a privilege. If you have concerns about your office space or are not using the space, please let Melinda know so she can assign the space to someone else if needed.

You will probably find your office is not very clean when you first step into it. That is because, to save money, OSU cut the janitorial service back to bare bones years ago. So, it is up to each of us to do our part to keep the department clean. General things to keep in mind—keep your office clean, respect your office mate(s) and take ALL your possessions when you are finished with your program. Clean up your space when you move out. Cleaning supplies are available in the department office if you need them.

If you have not already gotten your building keys, you may find a key request slip in your mailbox. If not, see Melinda in the department office. Take the key request to the Key Shop located on 15th just south of Kerr Administration. You will be required to pay a deposit on each key but it will be refunded when the keys are returned. If you teach an 8:00 am class, you may get a key to your classroom to assure time to set up and get ready for class.

Please be sure to completely close outside doors during evening and weekend hours. The handicap entrance to the Burt/Gillfillan breezeway often does not latch properly. Remember to lock your office door and lab doors when you leave. Do not let unauthorized persons in the building. If an individual has business in the building, they should already have a key or can get one from Melinda. DO NOT prop open outside doors! Keep your afterhours permit with you if you are in the building in the evening or on weekends just in case Security comes through the building. If you do not have your afterhours permit, you will be asked to leave the building. Melinda will be issuing after hour’s permits to all graduate students.

**TRAVEL TO PROFESSIONAL MEETINGS**

Travel to professional meetings is highly encouraged as one of the best professional development activities a student can undertake. This is an excellent way to present your research results to a broader audience, while gaining valuable feedback, to network with scholars in your discipline(s), and polish one’s public speaking skills and confidence. If working as a GRA on a professor’s research project, you should ask that professor what opportunities for presentation and travel funds might be available.

**USE OF CAMPUS TELEPHONES**

There are no telephones in student offices but messages can be left on the department phone and will be put in your mailbox. The department telephone number is 541-737-1201. University phone numbers have the prefix 737 or 713. When calling from one campus telephone to another, dial the last five digits of the phone number. When calling a local number, you must first dial 9 to get an outside line, then the area code and number. You need an authorization code or personal calling card number to make long distance calls. Check with your major professor for an authorization number.

**USE OF THE DEPARTMENT COPY MACHINE**

The department copy machine may be used by anyone for university business during office hours. If assistance is needed to operate the machine or if there is a malfunction, ask department office staff for assistance. It is also available for personal copies for a small fee (10c per page and overheads are 35c). You DO NOT have to pay for materials you are preparing for a class you are teaching, but you DO pay for copying your personal class materials. Payment goes in the milk can bank on Stacey’s desk.

The photocopier has a wonderful scanning feature that is available to all. When a document is scanned, it will automatically go to the email of your choice. Melinda will be adding your GEO email address to the list so you can scan items to your own email inbox.

Having Printing and Mailing Services produce your copies is usually less expensive than copying volumes on the department photocopier machine. They can turn around simple copy projects in 2-3 days. If you plan ahead, you can utilize their services and save yourself a lot of time in front of the department machine. This also frees up the machine for others to use. Please check with
the office staff for assistance with preparing a printing order for Printing and Mailing. We are happy to help.

**USE OF THE FAX MACHINE**

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

**OFFICE AND CLASSROOM SUPPLIES**

The department office has a limited supply of paper, pencils, pens, tape, etc to be used only for teaching or research assistant duties. Personal supplies for research are to be obtained from your major professor.

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

**CAMPUS AND US MAIL**

The department office has a place to drop campus and US mail and supplies for various express mail services. You may have personal mail delivered to the department. The address is Department of Geosciences, Oregon State University, 104 Wilkinson Hall, Corvallis, OR 97331-5506. Any incoming mail will be put in your mailbox. Outgoing US mail with postage already applied can be put with the outgoing mail in the department office (collected on the end of the front counter), in drop boxes around campus, or at the Post Office in the basement of the OSU Book Store.

**DEPARTMENT COMPUTER POLICIES**

The Department of Geosciences recognizes and supports Oregon State University’s Network Engineering Acceptable Use Policy. Please consult this link if you have questions [http://oregonstate.edu/aup.htm](http://oregonstate.edu/aup.htm). All student, staff and faculty are responsible for adhering to these policies and those of the College of Science ([http://my.science.oregonstate.edu/policies](http://my.science.oregonstate.edu/policies)).

Computer support is provided by the College of Science Information Network (COSINE) Help Desk ([helpdesk@science.oregonstate.edu](mailto:helpdesk@science.oregonstate.edu), 737-5574, [http://my.science.oregonstate.edu](http://my.science.oregonstate.edu)). Occasionally the computers will have problems. Please report problems to COSINE. **COSINE does not maintain printers in Wilkinson Hall.** Please report printer problems to the Geosciences Office, 104 Wilkinson Hall.

The Department of Geosciences has the following computer resources for your use.

**Wilkinson 016 – Graduate Student Research Facility** – is primarily for the use of Geosciences graduate students. However, any student with an ONID account may use the computers while Wilkinson Hall is open (usually 6 a.m. to 6 p.m. Monday through Friday). Graduate students may obtain a key to this room for afterhours use. There are three HP Compaq dc7600 computers with a 3.4 GHz Pentium 4 processor, 4 GB RAM and 160 GB hard drive and two Dell 960 Optiplex SFF computers each with an Intel Core 2 Quad processor, 8GB SDRAM, and 250GB hard drive. Software is maintained to keep current with most teaching and research needs. Wilkinson 016 has two printers—a black and white laser printer and an ink jet color printer. The printers are only available to Geosciences graduate students, staff and faculty. Users must log on with a College of Science Active Directory account to print. Computers in Wilkinson 016 are managed by Mark Meyers ([meyerss@geo.oregonstate.edu](mailto:meyerss@geo.oregonstate.edu)).

**Wilkinson 208 – Undergraduate Student Lounge** – Computers in this student lounge are available to ALL Geosciences students. There are five HP Compaq dc7600 computers with a 3.4 GHz Pentium 4 processor, 4 GB RAM and 160 GB hard drive. Software is maintained to keep current with most teaching and research needs. Wilkinson 208 has two black and white laser jet printers. One printer is for Geosciences users and one is for ONID users (The ONID Printer). To use the ONID Printer, users must log on with their ONID user account. User’s University account will be charged $0.10 per page. Computers in Wilkinson 208 are managed by Mark Meyers ([meyerss@geo.oregonstate.edu](mailto:meyerss@geo.oregonstate.edu)).

**Wilkinson 210 – Digital Earth Enhanced Classroom** – This classroom is for TEACHING. Only students registered for classes that are scheduled for laboratories in Digital Earth (laboratory fees apply) will have access to resources in this room. Digital Earth is available for rent ($300 per day for OSU use, $400 per day for all other users, $45/hr. setup fee).
Digital Earth is equipped with 30 student workstations, an instructor workstation, and a file server (\DigitalE). The workstations are Dell small form factor machines with 2.66 GHz Core2 Quad processor, 8.0 GB RAM, 160 GB hard drive and 256 Mb video cards. The server is a Dell Server PV600 with two E5405 2 MHz Intel Xeon processors, 8 GB RAM, and 4 TB of hard drives in a RAID configuration. The classroom also has a Sanyo overhead projector, Sony stereo/receiver, Panasonic DVD/VCR, HP LaserJet 5200 black and white printer with duplexer, a HP Color LaserJet 5500 with duplexer, and a HP DesignJet 800 42” color large format printer (plotter). Computers in Wilkinson 210 are managed by Mark Meyers (meyerss@geo.oregonstate.edu).

**Other Computer Laboratories** -- Several faculty members have computing facilities used for their research programs. These include Davy Jones’ Locker (257), the Tectonics Visualization Laboratory (206), Terra Cognita (204), Hydro Modeling Laboratory (103) and the Vipers Laboratory (127).

Printers are located in Wilkinson 016 and 208 as described above. Computers have appropriate printers already installed. Printing is managed from a print server. Each graduate student is given a $25.00 credit per term. Print jobs are recorded in a print manager database. Per page costs are subtracted from your credit. Current charges for printing are $0.05 per page on a laser jet printer and $0.35 per page on the color ink jet printer. **Credit will not be increased.** The department does rollover unused printing credits from term to term. However, a user balance cannot exceed $50.00 and all accounts are reset to $25.00 at the beginning of fall term. Questions regarding printing accounts should be directed to Mark Meyers (meyerss@geo.oregonstate.edu).

Exceptions: Students in their last term and who are preparing their thesis may receive a onetime additional $25.00. TAs that print material for class may get a “reimbursement” in credit. However, printers should not be used as copy machines. Please use the department’s copy machine in Wilkinson 104. Large print jobs should be sent to campus printing (see Melinda or Stacey for instructions).

There is an ONID printer in Wilkinson 208 for your use. Your university account will be charged $0.10 per page. Printers are also available at Student Computing Facilities at various locations on campus. Also check out Student Multimedia Services at [http://oregonstate.edu/is/mediaservices/sms/](http://oregonstate.edu/is/mediaservices/sms/). They have, among other services, large format (poster) printing and thesis printing free to students.

**General Guidelines** -- DO NOT store your files on department computers. These computers are not backed up. If a computer has a problem (virus or hacked) it will be removed without notice. The system will be wiped and re-imaged. All user profiles, pictures, documents and data will be lost.

Questions regarding your personal computers and networking should be directed to COSiNe. Check out the FAQ first [http://my.science.oregonstate.edu/selfhelp/](http://my.science.oregonstate.edu/selfhelp/).

Please do not try installing software on department computers. Contact Mark Meyers for software installation and updates.
Common Regulations for MS and PhD Students

TEACHING AND RESEARCH ASSISTANTSHIP POSITIONS

University regulations require all students with an assistantship to register for a minimum of 12 hours each term (not including summers) while on a TA or RA assignment. Graduate assistants may register for a maximum of 16 credits, but are advised to confer with their major professor or program director to avoid a potential overload. Students on an assistantship can maintain their full-time status and avoid overloading themselves with coursework by signing up for GEO 503/603 Thesis (1-16 hours) to "top up" their credits to the 12-16 credit level.

Since GEO 503/603 credits get an R grade (research continuing), they are not calculated in the grade point average. Master’s students can list only six GEO 503 credits on their graduate program, but the GEO 503 enrollment limit is 16 credits per term. PhD students can list 45 credits of GEO 603 on their graduate program, but the GEO 603 enrollment limit is 16 credits per term.

"As a condition of their academic appointments, graduate teaching and research assistants are required to register for three credits above the minimum full-time load (i.e., a minimum of 12 credits) each term of the appointment during the academic year (fall, winter and spring). During summer session, a minimum registration of 9 credits is required for graduate assistants. Audit registrations and enrollment in OSU Extended Campus courses may not be used to satisfy enrollment requirements for graduate assistant salary/stipend, tuition remission or health insurance benefits." [excerpt from the Graduate School website]

If you have a teaching assistantship, you can pick up your textbooks for classes from Melinda (or check your mailbox). Do NOT buy them at the Book Store unless instructed to do so. Textbooks are to be returned to Melinda at the end of each term.

TAs are part of a collective bargaining agreement negotiated between OSU and the Coalition of Graduate Employees (CGE). For these TAs, terms and conditions of employment for service not required as part of their degree requirements are prescribed in a collective bargaining agreement (see http://oregonstate.edu/admin/hr/gradstud/home.html for more details).

CONTINUOUS ENROLLMENT POLICY

"Continuous graduate enrollment refers to the policy of requiring continuous registration of graduate students from the original matriculation until all degree requirements are met." All graduate students in a graduate degree program must register continuously for a minimum of 3 graduate credits and pay fees, regardless of student location, if they will be using any university or department resources (e.g. facilities, equipment, computing or library services, faculty or staff time, including holding exams) until their degree is granted or status as a graduate student is terminated, unless on authorized leave, effective Fall Term 2002.

See Continuous Graduate Enrollment Policy on the Graduate School web site (http://catalog.oregonstate.edu/ChapterDetail.aspx?key=38#Section1804).

MINIMUM GRADE POINT AVERAGE REQUIREMENT

A grade point average of 3.00 (a B average) is required for all courses taken as a graduate student (even if they are undergraduate courses). Grades below C or S/U grades are not accepted on a graduate program.

REMOTE PARTICIPATION POLICY

It is generally expected that all members of graduate committees should be physically present at all required graduate committee meetings i.e., program meetings, preliminary examinations, and final examinations. However, it is permissible for the student, and/or committee members to participate from a remote location provided all conditions listed on the Remote Participation Form are met and the student submits that form to the Graduate School (with appropriate signatures) one week prior to the meeting. Appeals for exception to this policy may be addressed to the Dean of the Graduate School. Contact the Graduate School for complete details.

THESIS VS. RESEARCH ENROLLMENT FOR INTERNATIONAL STUDENTS

It is especially important that international students register for GEO 503 (Thesis) instead of GEO 501 (Research) for MS students and GEO 603 (Thesis) instead of GEO 601 (Research) for PhD students beyond those required on their degree program. Incomplete grades will be assigned to research credits taken beyond those required. The incomplete that is filed by the
instructor at the end of the term must include an alternate/default grade to which the incomplete grade defaults if the student does not make an effort to resolve the incomplete course work within one year of recording the incomplete. Grades of I and F can potentially lead to complications with USCIS. Thesis credits are assigned an R grade and will not result in complications with USCIS.

Students on F-1 or J-1 visas must be enrolled for and complete a minimum of 9 credits each term during the academic year to satisfy immigration requirements. All graduate students on an assistantship (GTA or GRA) need to maintain at least 12 state supported credits. Audit or OSU Extended Campus courses do not count toward full time enrollment for OSU graduate students.

Students must receive written approval from International Student and Faculty Services (ISFS) prior to registering for less than a full course of study or dropping below a full course of study. One vacation period is allowed during the academic year, usually taken summer term. See Registration Requirements for Graduate International Students on the ISFS web site at http://oregonstate.edu/international/atosu/students/current.

During the final phase of your degree, you may petition to register for fewer than nine credit hours if you have completed all required course work and all credits listed on your Graduate Program of Study. If approved, you will need to register for a minimum of three credits. Check with International Student and Faculty Services (A110 Kerr Administration Building, 541-737-6310) for more information.

**COMMITTEE MEMBERS’ ROLES AND RESPONSIBILITIES**

**Graduate Student:** The student should assume the major responsibility for their graduate program, follow department and university requirements, meet all deadlines, and initiate all steps involved in obtaining the degree. It is the responsibility of the student to seek acceptance by a member of the graduate faculty to serve as the major professor. The decision is made upon mutual agreement between the student and the professor and should be reported to the geology program director and the administrative program assistant.

The student should meet regularly with their major professor to discuss progress or difficulties in research, course work or other matters. If experiencing serious difficulties with the major professor, the student should discuss the matter with the geology program director.

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

**Graduate Council Representative:** The Graduate Council Representative (GCR) is chosen from a list provided by the Graduate School and is a full voting member of the committee.

For MS students, the Graduate Council Representative will chair the portion of the meetings that involve the evaluation of the student’s performance at the oral exam (defense).

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

**CHANGING YOUR COMMITTEE MEMBERSHIP**

If it becomes necessary to replace one of your committee members after your committee has been established or substitute a committee member for a particular meeting, refer to your committee composition requirements and ensure that your replacement member is a member of the Graduate Faculty and approved for his or her proposed role. If the faculty member is not a member of the Graduate Faculty or is not approved for the role proposed, your major department/program will need to nominate the proposed member to act in those roles using the Nomination to Graduate Faculty form. Committee structure is evaluated when your program of study is received by the Graduate School and when you schedule your formal examination(s).
**Specific Details for MS Degree**

The candidate for the M.S. degree is required to complete approximately one year of full-time, graduate level course work and a formal thesis written about the candidate’s research. Thesis research and manuscript preparation can be completed in approximately one to two additional years. The major professor, graduate committee, director of the geology program and the departmental graduate committee monitor the candidate’s progress.

Areas of strength in our master’s program include volcanology, petrology, geomorphology, hydrology and paleoclimatology. Most graduate research in the geology program includes field study.

**PROGRAM OF STUDY**

A Master’s Program of Study form (list of proposed courses) must be developed by all graduate students before the completion of 18 hours of graduate course work. This includes credits reserved as an undergraduate student and hours earned as a post-baccalaureate, graduate non-degree seeking, graduate special student or classified graduate student. A maximum of 15 hours of graduate coursework may be transferred into a 45 hour program. Thirty (30) hours of coursework taken at OSU after admission into a graduate program must appear on the program of study. The master’s of science program of study must consist of a minimum of 50% graduate level stand alone courses (not 400/500 “slash” courses). You will find the Program of Study form as well as other Graduate School forms at [http://oregonstate.edu/dept/grad_school/current/forms.html](http://oregonstate.edu/dept/grad_school/current/forms.html).

The program of study is worked out under the guidance of the major professor and is signed by the major professor and department chair (or geology program director) before filing with the Graduate School.

Changes in the program may be made by submitting a Petition for Change in Graduate Program form. It is wise to file one change form near the end of your program so that repeated filings are not necessary.

**PROGRAM MEETINGS**

It is the responsibility of each student to reserve rooms for meetings and exam times through the Geosciences department office, notify the Graduate School of scheduled exams by using the Exam Scheduling form (available on the Graduate School web site) and remind each committee member of the scheduled meeting or exam. At the time you schedule your oral examination with the Graduate School, you should also apply for graduation if you have not already done so.

Program meetings, preliminary exams and final exams may be held during any period when school is in session. This excludes the periods between the regularly scheduled quarters and during official vacation periods. Students should be aware that most faculty are on appointment for only nine months a year and are unlikely to be available during the three month summer period.

**COMMITTEE FUNCTION**

The composition of graduate committees is governed by the policies of the Graduate School, the Department of Geosciences and the geology program. The minimum committee size is as follows:

- MS (thesis)
  - 1 major professor
  - 1 department faculty representative
  - 1 additional faculty representative
  - 1 Graduate Council Representative
  - 4 TOTAL COMMITTEE MEMBERS

As shown above, the graduate committee for the master’s degree consists of a minimum of four graduate faculty members: the major professor, the departmental representative (a faculty member with some experience in the general area of the student’s research), and an additional graduate faculty member plus a Graduate Council Representative. Members of the student’s graduate committee serve as experts in certain specialized fields, as interested editorial critics of the student’s writing (especially the thesis), and as participants in the various meetings and examinations held during the student’s program.

The **Graduate Council Representative** (GCR) is chosen from a list provided by the Graduate School and is a full voting member of the committee who attends all meetings, exams and the final thesis defense.
No committee is official until approved by the Department of Geosciences and the Graduate School. Graduate School review will apply the following guidelines:

1. All committee members must be graduate faculty. Adjunct members from other universities or appropriate organizations may also serve if approved by the thesis committee and the Graduate School. An adjunct or courtesy faculty member can only serve as co-chair along with a regular geology faculty member. They cannot serve as chair alone.

2. The committee must be appropriate to represent the proposed course of study and the relevant degree authority. At least two members must be regular faculty in the Department of Geosciences, as distinguished from courtesy faculty. A list of Department of Geosciences faculty can be on the web at http://geo.science.oregonstate.edu/people/faculty. **Note:** The Graduate School does NOT allow a Department of Geosciences faculty member to serve as both the department representative and the minor professor.

**THESIS PROPOSAL**

The candidate for the M.S. degree must prepare a thesis proposal written according to the conventions of geologic literature. Each student is required to take GEO 518 Geosciences Communications during their first winter term. This class helps the student prepare the thesis proposal.

Two copies of the final draft, approved and signed by all three committee members, must be submitted to the director of the geology program who places one in the student file and circulates the second to the faculty by the sixth week of the student’s third term of residence (ordinarily the date will be approximately May 15 for students entering fall term). The candidate should retain the original draft of the proposal and give copies to each of the committee members.

The geology program of the Department of Geosciences requires a thesis proposal for M.S. candidates of no more than 10 pages, double-spaced (excluding figures and references). The title page must be dated and must bear signatures of the major professor and two other graduate committee members. The format is modeled after that of research proposals prepared for grant funding. The writing should be polished and the manuscript should use reference conventions of one of the major journals of geology. As a manuscript, the right margin should not be justified. The proposal must be distributed to and approved by the committee by the 7th week of the 3rd term (approximately May 15) before conducting significant thesis research. Students embarking on thesis research without an approved proposal do so at their own risk, as the graduate committee may require substantial changes or additions to the program, or not approve it at all. Approval of a thesis proposal by the graduate committee is one of the requirements for advancement to candidacy for the M.S. degree.
Formal Requirements for Master’s Program

A single major requires 45 total credits.
A double major requires 60 total credits. (30 credits in each major field)
If a minor is chosen, 15 additional credits are required (45 + 15 = 60). A minor is not required.

First Fall Term
☐ Register for 1 credit of GEO 507 (Seminar)

First Winter Term
☐ Register for GEO 518 Geoscience Communication (3 credits)
☐ Register for GEO 505 Reading and Conference (2 credits) with your major professor to prepare a draft of your thesis proposal

Other Terms
☐ 9 credits of GEO 503 Thesis
☐ 6 credits of GEO 501 Research, GEO 505 Reading & Conference, GEO 507 Seminar
☐ 2 additional credits of GEO 507 during the program

Take one course in each of the following areas. Satisfactory completion of these courses indicates an adequate level of training. Students with deficient undergraduate backgrounds should be advised to take appropriate preparatory work.

Petrology/Geochemistry/Ore Deposits (choose from below)
☐ GEO 512 – Igneous Petrology
☐ GEO 527 – Volcanology
☐ GEO 530 – Geochemistry
☐ GEO 540 – Economic Geology
☐ GEO 597 – Field Mapping of Ore Deposits
☐ GEO 633 – Geochronology and Isotope Geology

Structural Geology/Geophysics/Tectonics (choose from below)
☐ GEO 536 – Structural and Neotectonic Field Methods
☐ GEO 537 – Tectonic Geomorphology
☐ GEO 561 – Geology of Earthquakes
☐ GEO 563 – Geophysics and Tectonics

Stratigraphy/Surficial Geology/Hydrogeology (choose from below)
☐ GEO 514 – Groundwater Hydraulics
☐ GEO 532 – Applied Geomorphology
☐ GEO 533 – Coastal Geomorphology
☐ GEO 548 – Field Research in Geomorphology and Landscape Ecology
☐ GEO 581 – Glacial Geology
☐ GEO 582 – Geomorphology of Forests and Streams
☐ GEO 586 – Quaternary Paleoclimatology
☐ GEO 588 – Quaternary Stratigraphy of North America
☐ GEO 589 – Role of Fluids in Geologic Process
Guidelines And Timetable For Masters In Geology

Before classes begin or 1st week of 1st term:
□ See your advisor for advising, selection and registration of first term classes. Discuss your goals and expectations.
□ Enroll in GEO 507 Seminar (1 credit)

1st or 2nd term of program:
□ Choose major professor and graduate committee members.
□ Confirm agreement with faculty member to serve as your major professor.
□ Select two additional committee members.
□ Convene committee to discuss a program of coursework and research direction.

2nd term of program:
□ Select a Graduate Council Representative (if required) for the final exam.
□ Enroll in GEO 518 Geosciences Communication (3 credits) and GEO 505 Reading and Conference (2 credits) with your major professor in order to prepare a draft of your thesis proposal.

Before end of 2nd term or before completing 18 credits:
□ Prepare a Program of Study and get approval signatures from appropriate people. The Program of Study form is available on the Graduate School web site at http://oregonstate.edu/dept/grad_school/current/forms.html. Turn in the Program of Study form to Stacey in the department office.

1st, 2nd or 3rd term of program, 6th week of 3rd term or around May 15:
□ Prepare a draft research proposal in consultation with your major professor. Circulate proposal to all committee members for editing. Provide a signed copy plus a photocopy of the final draft to the program head. The program head will submit the copies to Stacey in the department office (one for your student file and one to route to faculty).

3rd term of program:
□ Present thesis proposal at GeoDay

4th through 6th terms of program:
□ Complete courses on program of study; research and write thesis

At least 15 weeks before final oral exam:
□ Submit your approved program of study to the Graduate School.
□ Submit a diploma application to the Graduate School (application form is available on the Graduate School web page).

At least one term before final oral examination:
□ Submit draft of thesis to major professor

At least two weeks before final oral examination:
□ Coordinate with your committee to set a time and date for your final oral examination.
□ Reserve a room for the exam (see staff in the department office for assistance).
□ Schedule your final oral examination with the Graduate School by submitting the exam scheduling form available online at http://oregonstate.edu/dept/grad_school/current/forms.html. Provide a copy of the exam scheduling form to Stacey in the department office with the title of your thesis.
□ Distribute defendable copy of your thesis to your committee.

At least one week before final exam:
□ Bring or email pre-text pages of your thesis to the Graduate School. (Definition of Pre-text pages is available in the Thesis Guide 2011-12 at http://oregonstate.edu/dept/grad_school/thesis/thesisguide.pdf.)

4th term or later:
□ Final oral examination (defend thesis)
**Within six weeks after oral examination:**
- Hand in corrected thesis (unbound) to the Graduate School.
- Hand in one final BOUND copy to Stacey in the Department of Geosciences and one final BOUND copy to your major professor.
- Submit final copy in PDF form to ScholarArchives@OSU (see [http://ir.library.oregonstate.edu/dspace/handle/1957/89](http://ir.library.oregonstate.edu/dspace/handle/1957/89) for instructions).

**Prior to leaving campus:**
- Make an appointment with the department chair for an exit interview.
- Complete the exit survey and check-out form (available in back of handbook) and bring them to the appointment.
- After the interview, turn in the survey and check-out form to Stacey.
Specific Details for PhD Students

This degree is granted primarily for creative and scholarly achievements. The candidate for the PhD degree is required to complete approximately one year of full-time, graduate level coursework and a minimum of one full-time academic year devoted to the dissertation. An approved field course of at least nine credits or equivalent experience is prerequisite to candidacy for a graduate degree. If this was not completed prior to the PhD program, it must be completed during the program.

The four steps taken to obtaining a Ph.D. degree include:

1. **Filing a Program of Study:** The Program of study is a document that outlines the coursework, both classes taken at OSU and transfer credits if appropriate, that a student must complete in order to obtain the degree.

2. **Qualifying Exam:** All candidates for the PhD degree must pass a written and an oral qualifying exam. Appropriate faculty members write a series of exam questions on topics that are mutually agreed to by the student, major professor, and the committee. Exam writers need not be restricted to the student’s committee. The student’s committee, including the Graduate Council representative, conducts the oral exam.

3. **Dissertation:** All candidates for the PhD degree must submit a dissertation embodying the results of research and giving evidence of originality and ability in independent investigation. The dissertation must be a real contribution to knowledge, based on the candidate’s own investigation. It must show a mastery of the literature of the subject and be written in creditable literary form. Information concerning the style and format of the dissertation may be found on the Graduate School web site at http://oregonstate.edu/dept/grad_school/current/thesis.html.

   A copy of the pretext pages of the dissertation must be submitted to the Graduate School at least two weeks prior to the final examination. Complete copies of the final draft are distributed by the candidate to the other members of the doctoral dissertation committee.

4. **Final Examination:** At least one full academic term but no more than five years must have elapsed between completion of the preliminary examination and the final examination (often referred to as dissertation defense). If more than five years elapses, the candidate will be required to take another preliminary oral examination.

   The candidate must schedule the final examination at least two weeks in advance with the Graduate School after having arranged the time, date and place with all members of the doctoral committee. The final examination is normally two hours in length and consists of an oral presentation of the dissertation research that is followed by a question period during which the candidate may be examined in depth with respect to knowledge in his or her field of specialization.

   The examination is conducted by the doctoral dissertation committee and is open to all faculty, students and the public. However, at the discretion of the committee, a part of the question period may be closed to all except those appropriate to the evaluation of the candidate.

   Upon successful completion of the final examination, the candidate has six weeks to make any revisions and present one unbound copy of the dissertation to the Graduate School, one bound copy to the Geosciences department office, one bound copy to their major professor and one electronic copy to Scholars Archive in the library.

**Annual Progress Review:** The geology faculty reviews all graduate students each year to ensure that all students are making satisfactory progress. The review meeting typically takes place between November 15 and December 15. If a student is not making satisfactory progress, the faculty, the student’s major professor and the dissertation committee will suggest ways for the student to get back on track. Continued failure to make progress will result in loss of assistantship and ultimately, dismissal.

**PROGRAM OF STUDY**

The proposed doctoral program form is initially developed in collaboration with the major professor and is officially formulated and approved at a formal meeting of the doctoral committee. A Proposed Doctoral Program (Program of Study) form (list of proposed courses) must be developed by all graduate students before the completion of 18 hours of graduate course work. You will find the Program of Study form as well as other Graduate School forms at http://oregonstate.edu/dept/grad_school/current/forms.html.
The program of study is worked out under the guidance of the major professor and the PhD committee. Before graduate program forms are submitted, the geology program director may review dissertation committee membership and, in consultation with the graduate committee, call for changes in composition of the committee.

Changes in the program may be made by submitting a Petition for Change in Graduate Program form. It is wise to file one change form near the end of your program so that repeated filings are not necessary.

**Required Meetings**

It is the responsibility of each student to reserve rooms for meetings and exam times through the Geosciences department office, notify the Graduate School of scheduled exams by using the Exam Scheduling form (available on the Graduate School web site) and remind each committee member of the scheduled meeting or exam. At the time you schedule your oral examination with the Graduate School, you should also apply for graduation if you have not already done so.

Program meetings, preliminary exams and final exams may be held during any period when school is in session. This excludes the periods between the regularly scheduled quarters and during official vacation periods. Students should be aware that most faculty are on appointment for only nine months a year and are unlikely to be available during the three month summer period.

Geology PhD committees must convene for the following sequence of meetings:

1. **A program meeting** to discuss the general direction of the student’s research and the specific plan of coursework to be included in the graduate program to be filed with the Graduate School. This meeting is attended by only the student and committee members.

2. **A proposal meeting** (aka proposal defense) to hear the student present the dissertation research proposal. This meeting is open to the public, although the committee may want to convene privately to advise the student after the public has been given an opportunity to ask questions about the proposal.

3. **A preliminary exam meeting** for the oral examination of the student. This meeting includes only the student and committee and follows the completion of the written examination.

4. **A dissertation defense meeting** (aka final examination) for the student to present the dissertation to the public.

**Committee Function**

The composition of graduate committees is governed by the policies of the Graduate School, the Department of Geosciences and the geology program. The minimum committee size is as follows:

- Ph.D.
  - 1 major professor
  - 1 to 3 department faculty
  - (and/or) 1 or more additional graduate faculty
  - 1 Graduate Council representative
  - 5 MINIMUM TOTAL COMMITTEE MEMBERS

No committee is official until approved by the Department of Geosciences and the Graduate School. Graduate School review will apply the following guidelines:

1. All committee members must be graduate faculty. Adjunct members from other universities or appropriate organizations may also serve if approved by the thesis committee and the Graduate School. An adjunct or courtesy faculty member can only serve as co-chair along with a regular geology faculty member. They cannot serve as chair alone.

2. The committee must be appropriate to represent the proposed course of study and the relevant degree authority. **At least two members must be regular faculty in the Department of Geosciences**, as distinguished from courtesy faculty. A list of Department of Geosciences faculty can be on the web at [http://geo.science.oregonstate.edu/people/faculty](http://geo.science.oregonstate.edu/people/faculty). Note: The Graduate School does NOT allow a Department of Geosciences faculty member to serve as both the department representative and the minor professor.
DOCTORAL PRELIMINARY EXAMINATIONS

Students following the doctoral program must pass a two-stage sequence of comprehensive written and oral preliminary examinations before the end of the third year after entering the PhD program. The preliminary examinations are intended to determine overall knowledge and understanding of the geological sciences and capability for research. Advancement to candidacy is contingent on passing these preliminary examinations.

The written preliminary examination consists of three hour sessions duration in each of two primary fields plus 90-minute sessions in each of two secondary fields taken from the following:

- geochemistry
- geophysics
- igneous petrology
- mineral deposits
- sedimentary petrology
- structural geology
- volcanology
- geomorphology
- hydrogeology
- paleoclimatology
- quaternary geology
- sedimentary geology/stratigraphy
- tectonics

The student must provide a written notice of intent to take the written examination to the geology program director. Notice should occur not less than four weeks prior to the exam date and must specify the primary and secondary fields of examination, as agreed upon with the student’s major professor. Written examination questions can be prepared by any member of the geology program and/or student’s committee. The geology program director does the following:

1. selects the faculty members (in consultation with the student’s committee) who will write the questions,
2. administers the test, and
3. makes the results known to the student, faculty members who wrote the questions and the student’s committee members.

The oral preliminary examination may be held after successful completion of the preliminary written examination. Timing of the oral examination requires agreement by the committee members and must be recorded at the Graduate School one week in advance by the student. This examination is conducted by members of the doctoral committee and takes at least two hours.
Formal Requirements For PhD Program

The PhD student must fulfill the requirements of both the Graduate School and the department. The level of work must be consistent with the degree.

A PhD requires 108 total credits of graduate work at OSU (or transferred in beyond the bachelor’s degree) over three years of full-time course work including thesis hours.

- 36 total credits of graduate level work at OSU excluding thesis hours.
  - One full-time academic year (25-45 credits) of GEO 603 Thesis, maximum of 45 credits of GEO 603 Thesis.
  - Maximum of 15 credits for blanket number courses, excluding thesis. (Blanket number courses typically have a 0 in the middle of the course number, for example 505, 507.)
  - Must be enrolled and in residence at OSU for a minimum of three out of four consecutive terms.

Blanket and thesis credits may exceed the maximum listed above as long as they are in excess of the minimum 108 credit total program hours.

Take one graduate course from each of the following areas while in residence at OSU. Students with deficient undergraduate backgrounds should be advised to take appropriate preparatory work.

Petrology/Geochemistry/Ore Deposits (choose one from below)

- GEO 512 Igneous Petrology
- GEO 527 Volcanology
- GEO 530 Geochemistry
- GEO 540 Economic Geology
- GEO 597 Field Mapping of Ore Deposits
- GEO 622 Igneous Petrology
- GEO 633 Geochronology and Isotope Geology

Structural Geology/Geophysics/Tectonics (choose one from below)

- GEO 536 Structural and Neotectonic Field Methods (3)
- GEO 537 Tectonic Geomorphology
- GEO 561 Geology of Earthquakes
- GEO 563 Geophysics and Tectonics

Stratigraphy/Surficial Geology/Hydrogeology (choose one from below)

- GEO 514 Groundwater Hydraulics
- GEO 532 Applied Geomorphology
- GEO 533 Coastal Geomorphology
- GEO 548 Field Research in Geomorphology and Landscape Ecology
- GEO 581 Glacial Geology
- GEO 582 Geomorphology of Forests and Streams
- GEO 586 Quaternary Paleoclimatology
- GEO 588 Quaternary Stratigraphy of North America
- GEO 589 Role of Fluids in Geologic Processes
Guidelines and Timetable for PhD in Geology

Before classes begin:
□ See your advisor for advising, selection and registration of first term classes. Initial orientation and advising are usually provided by the student’s major professor. You should assume responsibility for this contact.

1st or 2nd term of program:
□ Meet with your major professor by the end of the first term to discuss research interests and compatibility. You may also meet with other professors if you find that your interests and goals have changed. DO NOT delay the selection of a final major professor. Confirm agreement with a major professor by the end of your second term. Keep Stacey (in the department office) informed if you choose to switch major professors.
□ Form your doctoral committee. The graduate committee is made up of a minimum of five faculty with your major professor as chair. At least two committee members must be regular Geosciences faculty. The Graduate School provides a list of Graduate Council Representatives from which you choose an additional member to complete your committee.

2nd term of program:
□ Enroll in GEO 507 Seminar (1 credit) and GEO 518 Geoscience Communication (3 credits)

By the end of the 2nd term or by the completion of 18 credits:
□ Prepare a Program of Study and get approval signatures from appropriate people. The Program of Study form is available on the Graduate School web site at http://oregonstate.edu/dept/grad_school/forms.php.
□ Schedule a program meeting with your committee. After discussion with your major professor, schedule a meeting with all committee members. Your program should be informally reviewed by all committee members before the meeting.
□ Turn in the Program of Study form to Stacey in the department office. If the doctoral program is not filed by the end of the fourth term, the student is not making acceptable progress and may be dropped from the program.

1st to 5th term of program:
□ Prepare research proposal in consultation with major professor.
□ Hold a proposal review meeting (proposal defense).
□ Prepare a formal proposal of a research problem and design of research.
□ Schedule a meeting of the full committee, including the Graduate Representative, and present the proposal. Normally serious research begins after the oral examination; however it is desirable to have begun consideration of your research problem earlier. Secure committee approval.

May of 1st year:
□ Present preliminary dissertation proposal at GeoDay

Before end of 5th term:
□ Complete full proposal prior to taking written examination

At least 6 weeks before preliminary oral exam:
□ Submit signed program of study to the Graduate School. When it has been approved by the Graduate School, you may schedule your oral preliminary exam.

After completing all of the above:
Schedule comprehensive preliminary examinations – The examination is in two parts, to be passed in sequence. Only the second part is scheduled with the Graduate School.
□ Written preliminary exams – make arrangements for exam with program director. Email Stacey the dates of the exam.
□ Oral preliminary exams – must be scheduled two weeks in advance with the Graduate School by submitting the exam scheduling form available online at http://oregonstate.edu/dept/grad_school/current/forms.html. Provide a copy of the exam scheduling form to Stacey in the department office. Upon passing both the written and oral exams, the student is advanced to doctoral candidacy or ABD (all but dissertation).
May of 2nd year of program:
☐ Present final dissertation proposal and progress at GeoDay.

Ongoing:
Research and write your dissertation. During the research and writing, maintain rapport with your major professor and all committee members in order to gain their guidance.

15 weeks before defense:
☐ Submit diploma application to the Graduate School. The application is available on their web page.

At least two weeks before final defense:
☐ After approval of your dissertation by your major professor and other members of your committee, schedule final examination date and time with all committee members. Come to the department office and reserve a room for the meeting. Once the date, time and location are set, schedule the meeting with the Graduate School by submitting the Event Scheduling Form. At this time students must submit the pretext pages of the dissertation to the Graduate School for editing (not the entire draft). Submit copy of the exam scheduling form to Stacey in the department office with the title of your dissertation. Give a copy of your dissertation to your entire committee.

Dissertation defense/final oral exam:
☐ Final oral examination (defend dissertation)

Within 6 weeks of the defense or end of term (whichever comes first):
☐ Submit final dissertation to the Graduate School. Submit the dissertation as one bound copy to the department, one bound copy to your major professor and as one unbound copy to the Graduate School.
In addition, a single, electronic PDF file must be submitted to ScholarsArchive, the OSU institutional repository. See http://oregonstate.edu/dept/grad_school/current/thesis.html for more information especially instructions for electronic submittal of the dissertation.

Prior to leaving campus:
☐ Make an appointment with the department chair for an exit interview.
☐ Complete the exit survey and check-out form (available in back of handbook) and bring them to the appointment.
☐ After the interview, turn in the survey and check-out form to Stacey.
Student Exit Checklist Form

Department of Geosciences
Oregon State University

Please fill out the form below and return it to the Department Office before you leave OSU. Hopefully the information below will help you transition smoothly to your next step. It will also provide contact information for us to use once you have left and information for our alumni database.

Student Name: ________________________________________________
(Please Print or Type)  (Last)  (First)  (Middle)

Major Professor: ________________________________________________

Paper/Thesis/Dissertation Title: ________________________________

Degree Completed:  □ Geography  □ MA  □ MS  □ PhD  □ Thesis  □ Non-Thesis

□ Geology  □ MS  □ PhD
□ Water Resources  □ MS  □ PhD
□ Other: ______________________________________________________

Graduation term:  □ Fall  □ Winter  □ Spring  □ Summer  Year: __________

Forwarding Address:
Street Address: ________________________________________________

City, State, Zip Code: __________________________________________

Home Phone No.: ___________________________ E-mail: _______________________

Have you.....
□ Returned office/building keys to OSU Key Shop
□ Submitted a change of address form to the Post Office
□ Returned all departmental equipment issued to you
□ Updated your current mailing address on student online services so your W-2 form will reach you
□ Checked with Library on book/periodical loans
□ Returned borrowed theses/dissertations to Department office
□ Removed all personal belongings from your office
□ Notified the Department office where to send your final paycheck and forward important mail
☐ If you were a TA, have you turned all class materials in to the class instructor or office?
☐ If you are graduating, have you provided the office with the required copies of your research paper, thesis, or dissertation?

If moving for employment, who is employer, what is title of position, and what is location of employment?

Title of Position: ____________________________________________________________

Employer: ________________________________________________________________

Employment Address: ______________________________________________________

Work Phone: ___________________________ Email: _____________________________
Graduate Student Exit Interview Survey

Department of Geosciences
Oregon State University

Please complete the following survey then schedule an appointment for an exit interview with the Geosciences Chair.

Student Name: ____________________________________________________________
(Please Print or Type)  (Last)  (First)  (Middle)

Major Professor: __________________________________________________________

Paper/Thesis/Dissertation Title: ______________________________________________

Degree Completed:  ☐ Geography  ☐ MA  ☐ MS  ☐ PhD  ☐ Thesis  ☐ Non-Thesis
  ☐ Geology  ☐ MS  ☐ PhD
  ☐ Water Resources  ☐ MS  ☐ PhD
  ☐ Other: ________________________________________________________________

Graduation term:  ☐ Fall  ☐ Winter  ☐ Spring  ☐ Summer  Year: __________

Using the following scale, please indicate the extent to which you agree with each of the following statements about the degree program you completed.

<table>
<thead>
<tr>
<th>Statement</th>
<th>Disagree</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>NA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Matched my expectations based on pre-enrollment information provided by the department.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>NA</td>
</tr>
<tr>
<td>2 Had clearly defined requirements for degree completion.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>NA</td>
</tr>
<tr>
<td>3 Staff/faculty provided opportunities to quickly and clearly answer questions about degree/program requirements.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>NA</td>
</tr>
<tr>
<td>4 Classes were well designed to facilitate learning at the graduate level.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>NA</td>
</tr>
</tbody>
</table>
5  Was responsive to my needs for financial support  1  2  3  4  NA
6  The department personnel made me feel at home.  1  2  3  4  NA
7  Prepared me well for the next step in my career.  1  2  3  4  NA
8  Provided opportunities to attend professional meetings and conferences in my field of study.  1  2  3  4  NA
9  The time required for degree completion was about what I expected.  1  2  3  4  NA
10 I would recommend this graduate program to a friend.  1  2  3  4  NA

Comments about the degree program:

After reflecting on your program in the department, please specify the two GEO courses that were the biggest disappointment to you. Comment on the reasons for your disappointment.

a. Course number and name
__________________________________________________________________________

Comments:

b. Course number and name
__________________________________________________________________________

Comments:
Please specify which two GEO courses were the best experience for you, and why.

Course number and name

________________________________________________________________________

Comments:

Course number and name

________________________________________________________________________

Comments:

What was the best course you took at OSU?

________________________________________________________________________

Please indicate the extent to which you agree with each of the following statements about your overall experience in the Geosciences Department.

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Disagree</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>Agree</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>The computing facilities available were adequate for class and research projects.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>NA</td>
</tr>
<tr>
<td>12</td>
<td>Office and research spaces were adequate.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>NA</td>
</tr>
<tr>
<td>13</td>
<td>Department office staff was friendly, helpful and informed.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>NA</td>
</tr>
<tr>
<td>14</td>
<td>The “social” aspect of department life was fulfilling.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>NA</td>
</tr>
</tbody>
</table>

Comments or suggestions: ____________________________________________
________________________________________________________________________
________________________________________________________________________
Do you feel you were advised well in the program, and do you have any suggestions to improve the advising experience?

Plans for life after Geosciences:

☐ More Graduate School  ☐ Already have a job  ☐ Look for work  ☐ Travel

Other: ____________________________________________________________

Please comment on the following statement:

If I were the Department Chair for Geosciences, the first thing I would do to improve the graduate program would be to....