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RESOURCES

POLICIES AND SUPPORT PROGRAMS

Sexual Harassment Policy

If you think that you have observed or been a victim of sexual harassment, or other types of discrimination, you should feel free to contact one of the faculty members who have volunteered to be available to discuss these types of concerns. They are: Bob Cerrato, Jackie Collier, Glenn Lopez, Mary Scranton, and the Graduate Programs Director, Anne McElroy. They know the university regulations about harassment and can discuss them with you. Of course ANY faculty member can be approached about these issues. Other resources available include the Wo/Men's Center (<http://studentaffairs.stonybrook.edu/wom/>), the Ombudsman Office (<http://www.stonybrook.edu/ombuds/>), and the Office of Diversity and Affirmative Action (<http://www.stonybrook.edu/diversity/index.html>).

Responsible Conduct of Research and Scholarship

SoMAS students are responsible for learning about, and adhering to, standards of professional conduct that are consistent with the responsible conduct of research and scholarship (RCRS), and that will reflect favorably on themselves and on SoMAS. All students are required by Stony Brook University to participate in training focused on RCRS that will begin during orientation, and M.S. and Ph.D. students will receive further training in special sessions of MAR568 (Scientific Communication). Additional training opportunities will also be offered. Students should be aware that dismissal from the program is a possible consequence for violation of the standards of responsible conduct in any component of their work toward the M.A., M.S., or Ph.D. degree (including coursework, teaching duties, and all aspects of research). SoMAS students should bring any questions or concerns about how to comply with any of these standards to any member of the faculty.

Plagiarism is the most common form of academic dishonesty and scientific misconduct that the program must respond to. A useful definition of plagiarism and guidelines on how to use and cite sources without plagiarizing them can be found at the U.C. Davis web site: <http://sja.ucdavis.edu/files/plagiarism.pdf>. Students who have any uncertainties about what constitutes plagiarism, and how to avoid it, are responsible to ask questions of the faculty until the answers are clear.

For Stony Brook University's definitions of academic dishonesty, see http://www.stonybrook.edu/commcms/academic_integrity/index.html.

For Stony Brook University's policy on the responsible conduct of research and scholarship, see <http://www.stonybrook.edu/policy/policies.shtml?ID=211>.

Further campus-specific resources about academic dishonesty and the procedures by which complaints are handled can be found

at http://sb.cc.stonybrook.edu/gradbulletin/current/regulations/academic_probation/appeals.php (Grievances and Appeals) and in the Graduate

Bulletin at http://sb.cc.stonybrook.edu/gradbulletin/current/regulations/academic_probation/index.php (Academic Regulations and Procedures).

Other websites exploring responsible conduct in science include:

<http://www.aslo.org/information/code.html>

<http://www.aslo.org/ethics/>

<http://ethics.agu.org/>

Grievance Policies

If you are having problems of any kind, first approach your advisor/counselor, the Graduate Programs Director, or if you are a student in the Marine Conservation and Policy (MCP) program, the MCP Program Director or a member of the MCP Coordinating Committee, or some other member of the faculty, as they can usually help you to resolve problems. The Graduate School's Graduate Student Advocate (see below), who is familiar with University procedures and policies, is also available to assist you. If your problem cannot be resolved informally, a formal grievance procedure is available to you via the SoMAS Grievance Committee. The SoMAS Grievance Committee is formed when necessary and is composed of two faculty and two student members (or their designees) of the Graduate Programs Committee (GPC). The Grievance Committee will hear and attempt to resolve, according to University procedures (http://www.grad.stonybrook.edu/pdf/about/policy/Grievances_Appeals.pdf), grievances between parties in SoMAS. Contact the chair of the GPC about filing a formal grievance.

Other Policies

A variety of policies are described throughout this handbook. If a particular policy is not described, this handbook should help you figure out whom to contact about it. If you still cannot determine the appropriate individual to contact regarding your concern, please ask the Educational Program Coordinator or the Graduate Programs Director.

PEOPLE

Faculty

The faculty of SoMAS is the prime resource available to students in their progress towards an advanced degree. Faculty members are available through lectures, seminars, research supervision, and informal discussions. With some, students can drop in casually; with others students should arrange scheduled appointments. All members of the faculty are deeply concerned with the progress of students; they differ only in their personal styles. There are several different categories of faculty associated with SoMAS, including tenure-track faculty, lecturers, adjunct faculty, and joint and affiliated faculty. Only those elected to the Graduate Faculty can serve as advisors to M.S. and Ph.D. students, or serve as the internal members of Ph.D. dissertation committees (described below).

Faculty members have many different research interests. These can be investigated by reading their faculty Profiles on the SoMAS web page or through informal meetings with them. For assistance identifying which member of the faculty should be approached for help with a particular topic, students should consult their advisor/counselor or the Graduate Program Director.

Counselor

The counselor is a member of the faculty assigned to each student upon admission to the Marine and Atmospheric Sciences M.S. or Ph.D. Program. The counselor's principal duties are to help students decide what courses to take the first year, to interpret and clarify degree requirements, and to assist in identifying an advisor (who will then take over these duties). Counselors are also available for discussion and advice about any other problems their students may experience. Students are in no way obligated to choose their counselor as their advisor, although in many cases the counselor has expressed initial interest in becoming a student's advisor.

Advisor

The advisor is a member of the faculty chosen by each student in the Marine and Atmospheric Sciences M.S. and Ph.D. programs. Students may choose to have co-advisors as well, where two faculty members jointly guide a student's research. Advisors guide research, approve course selections, and oversee all efforts toward degree completion. Advisors are also concerned with students as people and are ready to help solve non-academic difficulties. Clearly, the choice of advisor is a critical one and perhaps the most important choice each student will make. Students must choose an advisor by the end of their second semester of study. The arrangement is by the mutual consent of the student and the advisor. Once an advisor is found,

the student should complete the [ADVISOR DECLARATION FORM](#). If a student chooses to change their advisor, an [ADVISOR CHANGE FORM](#) must be submitted. Both the new and the old advisors must sign this form. Except under special circumstances, students will not be allowed to register for their third semester unless they have obtained an advisor.

Coordinating Committee for the Marine Conservation and Policy Program

Students in the MCP program will be advised collectively by a Coordinating Committee that consists of the Faculty Director (currently Glenn Lopez) and other faculty members with interests in marine conservation. In addition to Dr. Lopez, this year the members of the Coordinating Committee are Anthony Dvaskas, Heather Lynch, Janet Nye, Ellen Pikitch, Larry Swanson, and Lesley Thorne. The Graduate Program Director serves as an ex-officio member of the Coordinating Committee. Although MCP students can go to any member of the Coordinating Committee for advice, each student will be assigned to one member of the Coordinating Committee who will serve as their official mentor. Mentors will help students design their curricula to best meet their interests and satisfy the requirements of the MCP program and also help students design their Capstone Projects or Internships.

Principal Investigator (PI)

The Principal Investigator of a specific research project or study is the faculty member primarily responsible for the technical or scientific aspects of the project, which is usually funded by an external public or private source. Students supported by a research assistantship will be working under the supervision of the Principal Investigator (most often the student's advisor) whose grant is providing the funds. These grants are usually 2-5 years long, and student support is not always guaranteed; be sure to talk to your advisor about the details.

M.S. Thesis Readers

Students in the Marine and Atmospheric Sciences M.S. Program must have two readers of their thesis in addition to their advisor, or one additional reader if they have co-advisors. Readers must approve both the Master's proposal and the thesis, so it is important to keep them informed of research progress and to solicit their advice in a regular and timely fashion. Normally readers are SoMAS faculty members, but appropriate staff members or professionals outside of the University can also serve if approved by the GPC.

Ph.D. Dissertation Committee

All students in the Marine and Atmospheric Sciences Ph.D. Program will have a dissertation committee comprised of their advisor and at least four other scientists, or two co-advisors and three additional scientists. Members of the committee should be selected based on their relevant areas of expertise, since they will help both guide the student's research and test the student's progress. See the Degree Requirements section for details on the composition of the committee. Input from the entire Ph.D. Dissertation Committee is required for the Dissertation Proposal (preliminary) exam and the dissertation defense. Additionally, students should provide at least one written update on their progress every year to their entire Dissertation Committee, and should hold an annual meeting of the entire committee, involving the outside member electronically if they are not close enough to participate in person. It is the joint responsibility of the student and the advisor to make sure annual updates and committee meetings take place.

Graduate Programs Director (GPD)

Dr. Anne McElroy is currently the Graduate Programs Director (GPD) and has overall responsibility and authority for the SoMAS graduate program, including distribution of the SoMAS Teaching Assistantships (TAs) and Graduate Assistantships (Gas), waivers of SoMAS requirements, and changes in student status.

Director of Undergraduate Programs (DUGS)

Dr. Mary Scranton is currently the Director of Undergraduate Programs (DUGS). She coordinates undergraduate course offerings and activities and serves as a resource to students working as Teaching Assistants (TAs) in undergraduate courses. She also coordinates use of ESS 104 for TA office hours.

Educational Programs Office Staff

The Educational Programs Office staff, Ms. Carol Dovi and Ms. Christina Fink, maintain student records and provide support for almost all activities regarding students. In addition to students' records, they coordinate graduate student payroll, tuition scholarships, registration, applications and admission, and course scheduling. Questions regarding academic procedures can be directed to this office as well as to your advisor and the GPD and DUGS.

Graduate Coordinator of the Atmospheric Sciences Track

Dr. Brian Colle is currently the Director of the Institute for Terrestrial and Planetary Atmospheres (ITPA) and also serves as coordinator for the students in the Atmospheric Sciences Track of the Marine and Atmospheric Sciences M.S. and Ph.D. program. He serves as an academic advisor to all atmospheric graduate students at SoMAS.

International Student Advisor

Dr. Sultan Hameed serves as a resource within SoMAS for international students to help them adapt to the U.S. educational system.

Graduate Programs Committee (GPC)

The Graduate Programs Committee (GPC) recommends policy and provides guidance for graduate student academic affairs. It is composed of four faculty members and four student members (including one student from the Atmospheric Sciences track) selected by the Dean and the Graduate Programs Director with input from students and faculty. Through their GPC representatives, students can have a direct influence on academic and student affairs at SoMAS. Student representatives help advise on policy formulation and decisions and assist in improving the academic program. The GPC reviews all course proposals and student petitions, which should be submitted well ahead of any deadlines, since GPC usually meets only once a month during the academic year. For the 2015-2016 academic year, current faculty members are David Black (chair), Hyemi Kim, Michael Frisk, and one additional faculty member yet to be named. Student members of the committee this year will be Subham Dasgupta, Patrick Fitzgerald, Seanna Forrester, and Maren Mitch. Members of the GPC generally serve for 2 years, with approximately half rotating off each year. New members are chosen when positions become vacant or during the summer, when an open call is issued to all students interested in serving on the GPC.

Comprehensive Exam Committee (CEC)

The Comprehensive Exam Committee (CEC) is responsible for administering the Comprehensive Exam to Ph.D. students. There are separate committees for students in the marine and atmospheric tracks of the Ph.D. program. The CEC administers the department's Comprehensive Exam to all Ph.D. students in their third semester. Robert Cerrato and Marat Khairoutdinov will chair the marine and atmospheric CEC committees (respectively) for the 2015-2016 academic year.

Other Committees

Ad Hoc committees are formed as needed for special purposes. Student representatives are often invited to serve and encouraged to participate in committee deliberations. Your suggestions, questions, comments or criticisms can be brought before any appropriate committee.

Graduate School

The SoMAS Graduate Program operates within the Stony Brook University (SBU) Graduate School. Although we have a fair amount of latitude in the details of how our program is run, there are campus-wide rules that we must abide by. Information on these general policies and procedures, the Graduate Bulletin,

and the Graduate School Policies can be found via the main Graduate School webpage: <http://www.grad.stonybrook.edu/>. The Graduate School offers access to a variety of other resources, ranging from housing listings to the format by which theses and dissertations must be prepared.

Graduate School International Services

The Graduate School provides extensive support for foreign students at SBU dealing with immigration and other issues; please visit <http://www.grad.stonybrook.edu/International/> for information. The Graduate School will be your most reliable resource for this information. Students should consult with Ms. Gretchen Gosnell, the International Student Advisor assigned to SoMAS in the Graduate School, concerning any issues regarding visa status.

Graduate Student Advocate

The Graduate Student Advocate is a graduate student working in the Graduate School and answering directly to the Dean of the Graduate School. The Advocate will aid students experiencing difficulties in academic matters or administrative affairs. The Advocate can act as a mediator, ombudsperson, bureaucratic troubleshooter, policy reminder to departmental administrators, and as a moral persuader. If you encounter a problem during the course of your graduate studies and are uncertain how to remedy it, please feel free to contact the Advocate: <http://www.grad.stonybrook.edu/students/advocate.shtml>.

Graduate Student Organization

The Graduate Student Organization (GSO) serves to identify and protect the rights of graduate students, advance their interests, provide a forum for public debate, and promote graduate student participation in University affairs. As a graduate student, you pay dues to the GSO through your activity fee. GSO has elected members on most University committees, so it provides students interested in serving the University an opportunity to do so. <http://www.sbgso.org/>. SoMAS usually has a student representative on the GSO.

SoMAS Graduate Student Club (GSC)

The SoMAS Graduate Club exists to improve the sense of community among graduate students, faculty and staff and facilitate social interactions. Responsibilities of the club include hosting the annual Okubo Visiting Scholar, helping organize traditional SoMAS social activities like the Vax to Flax Race, the annual Pot Luck dinner, and Recruitment Weekend. All graduate students at SoMAS are welcome to participate in the club and its activities. Students interested in taking an active role with the club should e-mail somasgradclub@gmail.com for additional information, view our website at <http://sites.google.com/site/somasgradclub/> or speak to a club officer. Club officers generally serve for one year and are elected at the beginning of the fall semester.

RESEARCH AND OTHER SUPPORT

The Main Library and Science and Engineering Library

The main library at SBU is the Frank Melville, Jr. Memorial Library (map coordinate 4, 5-D) (<http://www.stonybrook.edu/sb/libraries.shtml>). The Science and Engineering Library is located in the same building, and houses most journals of interest to SoMAS students that are not found in MASIC (see below). The University also maintains access to many scientific databases and electronic journal subscriptions that can be accessed through the internet using your Net ID. If you need books, reports or copies of articles from journals not held by or accessible from the Library, they may be secured through the Inter-Library Loan (ILL) system (<http://stonybrook.hosts.atlas-sys.com/illiad/logon.html>).

Marine and Atmospheric Sciences Information Center (MASIC)

MASIC is the acronym for our branch of the campus library system. MASIC blends traditional and evolving library technologies. It contains a large collection of oceanographic, environmental and biological journals, reference books and reports, doctoral dissertations and masters' theses, worldwide nautical charts, and other

materials. MASIC also includes the collection of Professor Akira Okubo, a longtime SoMAS faculty member. Computers within MASIC allow connectivity to all the electronic resources available at SBU. MASIC also maintains a wireless internet hub that students can use with their own computers. It contains a very nice reading room with large tables that can be used as a study space.

MASIC rules are as follows:

- Journals, maps and charts, theses and dissertations, dictionaries and encyclopedias, and other reference materials are not to be removed from MASIC. A photocopier is available for limited copying of MASIC material.
- Books may be borrowed for up to four weeks upon presentation of your University identification card, and can be renewed if not recalled.
- Books placed on reserve by faculty for specific courses may be borrowed for two hours upon presentation of your University identification card. These books may not be removed from MASIC.
- Hours of operation, a complete list of borrowing privileges, and fine schedules are available at the MASIC desk, or posted outside MASIC.
- No food or drink is permitted in MASIC.

When in doubt about how to find something or how to use any of the databases, please see the librarian.

Other Department Libraries

A few other campus libraries hold materials of interest to SoMAS students, in particular the Math, Astronomy and Physics library and Chemistry library. A schedule of each library's hours of operation and maps showing its location are available at MASIC or on the SBU Library's web pages (<http://www.stonybrook.edu/sb/libraries.shtml>).

Computing Facilities

Mark Lang (Endeavour 133, 2-3723, mark.lang@stonybrook.edu) manages our computing facilities, which service the educational, research and administrative functions of SoMAS. SoMAS maintains state-of-the-art computing equipment to meet these diverse needs. More than three dozen servers, workstations and cluster computers are linked to the SoMAS local area network (LAN) to provide the necessary computing environment for the more computer-intensive applications such as ocean circulation and atmospheric modeling.

There are two instructional computing laboratories: The Remote Sensing Laboratory (RSL) and the Meteorology Laboratory (MetLab). The RSL was established as a teaching facility and when not being used for classes, serves as a general purpose student computing facility. It contains eighteen computers running Windows, plus a similar instructor station connected to a video projector. Printers are available. The RSL is in MASIC. The MetLab contains eleven computers running CentOS (Linux). An instructor station is connected to the video projector and large television monitors in the room. This lab is used for classroom instruction and general computing and is located in Endeavour Hall.

All computers at SoMAS have access via the LAN to a diverse array of peripheral equipment: a variety of black & white and color laser printers, as well as a wide format (42") printer/plotter for the creation of conference presentation posters. Scanners (flatbed and slide) and digitizing tables are also available. The Division of Information Technology (DoIT) has added wireless internet access to SoMAS buildings. Challenger, Dana, Discovery, and Endeavor Halls have wireless internet access through WolfieNet-Secure. Additional information can be found on this page: <http://it.stonybrook.edu/services/wi-fi-wolfienet>

Electronics and Ocean Instrument Facility

Tom Wilson (Discovery 107A) manages our Electronics and Ocean Instrument Facility (E-shop). This facility has more than 90 field instruments for a wide variety of oceanographic uses. The E-shop also repairs most types of scientific equipment, designs and constructs custom instrumentation to meet needs not filled

by commercially available devices, calibrates pressure, temperature and salinity/conductivity devices and maintains extensive files on electronic and scientific equipment. To obtain equipment from the E-shop, you must first get your advisor's approval. All gear is to be returned the same day, clean (washed with fresh water) and in usable condition. You must report any lost or broken equipment. Most equipment such as current meters, tide gauges, etc., must be rented from SoMAS. Students wishing to use equipment or electronics services must have a source of funding (typically this will be an authorization for use of a faculty member's grant funds). Allow one week's notice for simple equipment rentals and at least one month for rentals involving major equipment or custom programming. Equipment design requests should be made several months in advance of anticipated need. For more information, see the E-shop web site at <http://kilroy.SoMAS.stonybrook.edu/eshop>

SoMAS Campuses

SoMAS has research laboratories and teaching facilities both at the SBU main campus in Stony Brook and at the Stony Brook Southampton campus.

Marine Laboratories

SoMAS maintains two marine laboratories, the Flax Pond Laboratory in Stony Brook, and the recently completed Southampton Marine Sciences Center at Stony Brook Southampton. The NY DEC's Flax Pond Laboratory, operated by SoMAS and managed by Stephen Abrams, is located on a salt marsh adjacent to Long Island Sound, and is approximately six miles north of the University. The marsh covers approximately 125 acres and has a tidal exchange with Long Island Sound. The facility has laboratories containing sea tables with running seawater, a chemistry laboratory, a dry laboratory, several offices, and an outdoor greenhouse with running seawater. The Southampton Marine Science Center, managed by Christopher Paparo, has a state of the art wet lab facility, a dry research laboratory facility, teaching laboratories and a conference room, and is co-located with vessel operations for Stony Brook Southampton. Students needing access to either of these facilities should contact the respective laboratory managers.

SoMAS Vehicles

SoMAS owns pickup trucks that you may rent for research-related work. SoMAS also owns vans for transporting students to course-related field sites. Other vehicles may be rented from Enterprise, with a University discount.

SoMAS Research Fleet

SoMAS maintains a fleet of research vessels available to support research and teaching activities (see http://www.somas.stonybrook.edu/facilities/research_vessels.html). The R/V Seawolf, the R/V Pritchard, and the Privateer are based at Stony Brook University. David Bowman is the fleet manager, and is responsible for scheduling all the vessels at Stony Brook. Additional vessels are berthed at Stony Brook Southampton including the R/V Paumanok, the R/V Peconic, and the R/V Shinnecock and a number of smaller boats. Brian Gagliardi at Stony Brook Southampton schedules these vessels. The smaller vessels can be checked out by SoMAS faculty, staff and students. Prior to using these vessels, individuals must be cleared by Brian.

Diving at SoMAS

SoMAS has no diving gear, nor does it have facilities for training or certification. If you are certified, have had a recent physical exam and have your own diving gear, you may be permitted to dive in the course of your research, BUT ONLY if diving is necessary for your work. Prior to any diving activities for research, it is required that you read the SoMAS dive manual, apply for diving privileges, and take a checkout dive. Students must contact the Diving Safety officer, Prof. Brad Peterson, if they are interested in diving for their own research or assisting in the diving-related research of others.

SoMAS Stationery and Office Supplies

SoMAS stationery and office supplies are for SoMAS business only. For your studies and personal use, you must provide your own.

A word of caution regarding use of SoMAS letterhead or any other materials bearing the SoMAS name or symbols: Any use of these symbols implies an official action by SoMAS or its endorsement of the material. Only use SoMAS stationery or printed covers for correspondence related to your thesis work, like submitting a manuscript, applying for a fellowship, or corresponding with a colleague about your work. Be sure to state that you are a graduate student when using SoMAS stationery, and do not use it for personal business or when advocating ANY kind of position. If you have questions about appropriate use, consult your advisor or the Dean. The same restrictions apply to emails sent from Stony Brook addresses. You should maintain a personal email accounts for personal business.

Building and Room Keys

Your request for keys must be endorsed by the Educational Programs Office (Christina Fink for office keys), or your counselor or advisor (for lab keys). The University requires you to pay a deposit of \$10 per key when you pick up your keys. When the keys are returned, your deposit will be refunded. Deposits may be made by check or in cash.

Student Offices

Upon arrival at SoMAS, all new students are assigned an office. M.S. and Ph.D. students are housed in offices with 2-4 persons each, and students in the MCP program are assigned to one larger group office. Please be aware that offices at SoMAS are shared space and intended for academic purposes only. They should not be used as temporary living quarters, and students need to make sure they do not leave food or soiled eating utensils around that will attract insects or disturb their office mates. Students abusing these privileges risk losing their offices. Smoking is never allowed in any SoMAS buildings or offices and a process has begun to prohibit smoking on the entire Stony Brook campus (and all State University of New York facilities; <http://www.stonybrook.edu/commcms/tobaccofree/>). If students are having problems with their office mates that they cannot resolve among themselves or wish to change offices for other reasons, they should bring the matter up to either Ms. Christina Fink, who is in charge of assigning offices. When necessary, office assignments can be changed. Students should not change offices on their own. It is important we know where all students are located.

Copiers and Faxes

You may use the copiers and fax machines at SoMAS when such use has been endorsed by your advisor or supervisor. An account code is needed for both. The administrative staff in the Main Office will assist you. You will be given an account code for personal use, but you will be charged for using your account. The current charge per copy is seven cents. Please note that if you are serving as a TA for a course in another department you should not use the SoMAS copiers for duplicating class materials. Please note that the copiers also serve as scanners, so you can send PDFs of scanned material directly to your email account. The copier/scanner in Endeavour Hall has all student emails activated. Students working in Dana can ask Steve Ortega (Assistant to the Dean) to add their email addresses be added to this machine.

Machine Shop, Woodworking Shop, and Power Tools

SoMAS has machine and woodworking shops where custom research equipment can be made. Power tools are also available. Use must be approved and supervised. See SoMAS Building Manager, Mark Wiggins (Discovery 151), for more information.

Photographic Darkroom

You may use the photographic darkroom in Endeavor Hall if your intended use has been authorized by a faculty member.

Telephones

For business calls you may use your counselor's or advisor's telephone with their permission. There is a "Campus Only" phone in the main corridor in all buildings for your use. Generally student offices do not have phones.

Parking

Any student can park in the South P lot (map coordinate D-10). Campus bus service to all points on campus is included in your \$10 transportation fee. Student parking in the parking lots adjacent to Dana, Discovery, Challenger, and Endeavour Halls is illegal unless your vehicle has a valid Faculty/Staff parking permit or a special one-day permit. Students with assistantships can get Red staff parking permits. MCP students are eligible to buy Brown tag permits to park in a dedicated area behind Suffolk Hall near the entrance to South Campus. All vehicles without appropriate parking permits are subject to ticketing and may be towed away at your expense between 7:00 am and 4:00 pm, Monday through Friday. Beware: parking tickets issued on campus are N.Y. State tickets!

Campus Mail

Mailboxes are provided for SoMAS students and are located in the Endeavour Hall mailroom. Please check your mailbox frequently; it is sometimes the only way we can get in touch with you.

IT related items

NetID

It is important to know your NetID and establish your NetID password before you arrive on campus. Your NetID is required to access campus Wi-Fi and other computing resources such as Blackboard, e-mail (Gmail), file storage (MySBfiles), printing, library databases, and more.

To find your NetID and set your NetID password, log in to SOLAR at <http://www.stonybrook.edu/solarsystem>

Under Security and Personal Data, click on the NetID Maintenance link to:

- Find out what your NetID is
- Establish and/or change your NetID password
- Set a security question
- Test your NetID password to make sure it is working properly

What is your NetID? _____

SOLAR

The SOLAR System is used to access your University records. Be sure to enter and/or update your personal information and keep it current.

Go to <http://www.stonybrook.edu/solarsystem> and click the blue SOLAR LOGIN button.

Under Security and Personal Data, enter your personal information:

- Mailing Addresses
- Phone Numbers
- E-mail Addresses
- Emergency Contacts

Also in SOLAR, be sure to register for SB Alert, the University's emergency notification system.

What's your SOLAR ID? _____

E-mail

Stony Brook uses Google Apps for Education. You have a 25 gigabyte quota for email. You can find your campus e-mail address in SOLAR under “Email Addresses.”

To access this account, go to <http://www.stonybrook.edu/mycloud> and log in with your NetID and NetID password.

If you decide not to use your SBU e-mail account as your primary e-mail account, you **must** forward your SBU e-mail account to whatever e-mail address you monitor regularly. **This is the primary way we communicate with students. It is your responsibility to make sure you get email sent to students.**

Software

Microsoft Office and Symantec Antivirus are available to every registered student at no additional cost. The latest version of Microsoft Office for Windows or Mac can be downloaded using your Stonybrook.edu e-mail address. Visit <http://it.stonybrook.edu/software/license-agreements/microsoft-campus-agreement-for-students> for more information.

Visit Softweb (<https://softweb.cc.stonybrook.edu>) and log in with your NetID and NetID password to download Symantec Antivirus and other software at no additional charge.

Internet Access

The wireless network on campus is WolfieNet-Secure. It covers all residential halls, main academic buildings and common areas and requires NetID authentication. Wired ethernet connections are also available around campus and in the residential halls.

If your computer has a Windows operating system (Windows 7 or 8, Vista or XP), it must have the latest Microsoft Windows Updates and a valid anti-virus program. Only one anti-virus software program should be installed on your computer. Make sure you uninstall any existing trial anti-virus software programs that may have come pre-installed on your machine.

Mac users and students with other systems should check for the latest system updates before filling out Stony Brook’s online computer registration form, which grants Internet access.

Blackboard

Blackboard is the University’s Web-based course management system that instructors use to communicate with students. Course materials such as syllabi, assignments, lectures and much more are posted for you in Blackboard. To access Blackboard, use your NetID and NetID password to log in at <http://blackboard.stonybrook.edu>. Messages from your instructors are sent by Blackboard to your Stony Brook Gmail account.

Computer Discounts

Check out the computer discounts offered to Stony Brook students through Dell, Apple, and Lenovo. Stony Brook has worked with each manufacturer to provide an impressive list of specifications to suit your needs. For more information, please visit <http://it.stonybrook.edu/hardware/student-computer-purchases>

Additional General Information

Additional general information about the resources available outside SoMAS within SBU can be found in the Graduate Bulletin at http://www.grad.stonybrook.edu/about/grad_bulletin.shtml (Campus Resources and Student Services) and on the SBU web pages (<http://www.stonybrook.edu>).

FINANCIAL AID

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FINANCIAL AID

Overview

Financial support for students comes primarily from four sources: teaching and graduate assistantships from the University (state support), research assistantships from grants and contracts held by Principal Investigators (from either state support or Research Foundation projects), scholarships and fellowships. Except for some fellowships, students must be registered as full-time students or obtain an approved under load to receive support.

University Support: Teaching Assistants (TAs) and Graduate Assistants (GAs)

State support from SBU is of two kinds: Teaching Assistantships (TAs) and Graduate Assistantships (GAs). TAs are provided for students who teach, and GAs provided for students who provide other services. TAs are generally only available for the regular fall and spring semesters when University classes are in session. Most TA support for SoMAS is provided from the SBU Graduate School and is dedicated to first year students in the M.S. and Ph.D. programs. However, there are some additional TAs available for continuing M.S. and Ph.D. students in need of financial support awarded at the discretion of SoMAS. SoMAS TA/GAs are awarded on a semester by semester basis as needed, but are based solely on availability of funds, and generally only available to previously funded students in good standing.

SoMAS Support: Research Assistants (RAs)

Support for M.S. and Ph.D. students after their first year is expected to come from research grants of SoMAS faculty. Each grant supports the work of a particular faculty member(s), where money has been budgeted for hiring students to carry out parts of the proposed research. RA support can be awarded both during the academic year and over the summer period. All such awards are at the discretion of the principal investigator (PI) for the research project. When supported by an RA, a student may be required to do work not directly related to the student's own thesis or dissertation project. Requests for RA support should be made directly to a PI responsible for a grant or contract. Advisors are expected to support their students after their first year of study. Students should consider the ability of a faculty member to provide support when choosing an advisor.

Students should be aware that there are minor differences in the health insurance available to TA/GAs or RAs. We try to minimize the inconveniences associated with switching from one type of support to the other, but some problems are unavoidable. If you anticipate needing any medical assistance when you are about to switch from one type of support to another, you should make sure you understand the differences, by contacting the benefits specialist Mr. Edmond Anderson at 632-6144.

Fellowships and Scholarships

Some students are supported by University or external fellowships, and all students are encouraged to practice their writing and fund-raising skills by applying to whatever fellowship opportunities they can. Fellowships are usually competitive; they are awarded based on a student's research or academic performance, so that winning one is a source of prestige and a good addition to your academic resume or curriculum vitae (CV). Information about some available fellowships and scholarships can be found on the internal (Intranet) portion of the SoMAS web site (which is updated periodically) and at the Graduate School web site (<http://www.grad.stonybrook.edu>). Examples include the National Science Foundation Graduate Research Fellowship Program (http://www.nsf.gov/funding/pgm_summ.jsp?pims_id=6201&org=NSF), the Environmental Protection Agency STAR Fellowship program through the national Center for Environmental Research (<http://epa.gov/ncer/fellow/>), the Office of Naval Research (<http://www.onr.navy.mil/Education-Outreach/undergraduate-graduate/NDSEG-graduate-fellowship.aspx>) and the Long Island Sound Fellowship Program (<http://www.longislandsoundstudy.net>). In addition, availability and details for applications to SoMAS fellowship (see below) opportunities will also be posted on the SoMAS electronic newsletter, which comes out weekly.

Liblit Scholarship

The Evan R. Liblit Memorial Fund was established as a scholarship in 1997 to honor a nationally recognized professional, innovator and teacher in the field of recycling and waste management. Evan Liblit was known for his significant contributions at the Federal, State and local governmental levels, especially his efforts to establish recycling as an integral part of solid waste management in New York State. In an effort to recognize his work and his inspiration to others, the Evan R. Liblit Scholarship was created to support graduate students working in the field of waste management and/or marine, terrestrial or atmospheric pollution.

Qualifications pertaining to Liblit Scholarship recipient:

- Must be a full-time graduate student;
- Must demonstrate potential and promise in the field of waste management and/or marine, terrestrial or atmospheric pollution;
- Must be a U.S. citizen or permanent resident;
- Grade point average will be a consideration.

J.R. Schubel Fellowship

Initiated in 2006, the J.R. Schubel Graduate Fellowship Program provides an annual stipend supplement for SoMAS graduate students committed to translating science into forms that are accessible to the public and/or inform public policy. The Fellows will serve as “ambassadors” for SoMAS in its mission to employ scientific research to address environmental problems that confront society. Applicants should demonstrate exceptional academic achievement as well as a strong interest in environmental issues, and in particular the translation of research findings into improved environmental stewardship and public awareness.

Pikitch Family Endowed Student Research Award

Initiated in 2013, this award is open to M.S. and Ph.D. students who have demonstrated outstanding research proposals and a commitment to environmental conservation. The award is made annually during the spring semester.

Travel Awards

Marine Conservation and Policy Foreign Travel Awards

Students in the MCP program taking a SoMAS international field course or embarking on an approved international internship may apply for travel awards of \$1,000 to help defray their expenses. MCP students are eligible for only 1 foreign travel award during their tenure at SoMAS.

SoMAS Conference Travel Awards

SoMAS graduate students can apply for support to help defray the costs of attending scientific meetings. Applications will be solicited twice each year. Requests for the first round are due July 1st for (a) travel completed between January and June or (b) for travel pending between July and December, of that year. A second call for requests will be due January 1st for travel completed between July and December of the year gone by, or pending between January and June of the new year. Students requesting aid will need to provide the name of the meeting, locations, dates and the abstract. The rules governing these awards are given below:

- a. Students will be eligible only once during their degree program.
- b. The award will be up to \$350 (same as the GSO awards).
- c. The student must be the first author on the abstract and presenting (either poster or oral) at the meeting.
- d. The money will be reimbursable, meaning that receipts will be required. The award may cover the entire receipt, if \$350, or less or partial payment against receipts over \$350.

We hope to give out up to five awards but this is a competitive process and, of course, subject to the availability of funds (these awards are funded primarily through donations). Students can re-apply if not successful, provided they have eligible travel expenses during the period under consideration.

GSO Travel Fund (Research Access Program)

Graduate students can apply for travel funds from the Research Access Program (RAP), which is supported by the Graduate Student Organization (GSO). Up to \$350 will be awarded to students who are presenting a paper, poster, or talk at a conference or meeting (merely attending is not sufficient; you must be a presenter). To be eligible for this funding, you must be a registered graduate student and have paid your activity fees. (You pay dues to the GSO through your activity fee.) For more information, visit the RAP website (<http://www.sbgso.org/services>). At the moment students are eligible to receive RAP funds every semester.

Sigma Xi Awards

Stony Brook's chapter of Sigma Xi, a scientific research honor society, sponsors two types of graduate student awards each spring. The Excellence in Research Award provides students with a one-year membership in Sigma Xi. The Travel Award provides up to \$250 in travel expenses for students to attend meetings and conferences. Email announcements about these awards are generally sent to students each year, but further information can be obtained by contacting Larry Swanson (Robert.Swanson@stonybrook.edu). In addition, on a national scale, Sigma Xi awards Grants in Aid of Research (up to \$1,000) to exceptional students. Information about these grants can be found at the Sigma Xi website (<http://www.sigmaxi.org>).

Childbirth Accommodation

The Graduate School provides a variety of support programs for students. Visit their website <http://www.grad.stonybrook.edu/students/child.shtml> for details on current programs. The Childbirth Accommodation Policy provides relief from regular teaching or research assignments by providing support directly from Graduate School funds. Either one semester of relief for students assigned to be TAs, or up to 12 weeks of relief for RAs is available. Leaves are requested through the GPD. Students interested in requesting a leave should initiate discussions with their advisor and the GPD as early as possible, but no later than the 24th week of pregnancy.

Sunshine Fund

SoMAS also has funds that can be used to provide emergency support or loans for students in emergency situations. Students who find themselves in sudden financial difficulty can request limited funding from the Okubo Fund for assistance. Students should contact the Dean to inquire.

Working Hours

Your graduate education is your responsibility. Most people find graduate school to be more demanding than a full-time (40 hour per week) job. You will find that breaks between semesters are often your best opportunity to focus on getting work done in the lab. If you are being supported on a GA, TA, or RA, absences of more than a week, even between semesters or during the summer, should be discussed and agreed upon with your counselor or advisor as far in advance as possible.

An Assistantship, whether a GA, TA or RA, requires performance of services. The Graduate School has decreed that no Assistantship may require more than 20 hours per week. A full Assistantship carries a responsibility to work up to 20 hours per week on the assignment, with the hours for partial assistantships reduced accordingly. The work you must do for your courses and for your thesis research will be in addition to your GA/TA/RA commitment.

Outside Employment

Graduate School policies govern on-campus employment, and state that only full-time students may have RA/TA/GA support and that no one can have more than one full-time Assistantship. Fellowships may carry special restrictions on other employment. All international students are governed by Immigration regulations that limit total employment by an F-1 student to no more than 20 hours per week when classes are in session.

If you wish to seek any employment, whether on- or off-campus, you should discuss this with your counselor or advisor before doing so, AND you should consult with the Assistant Dean to make sure your paperwork is adjusted properly so that you are not in violation of any rules. Your outside employment must not interfere with your responsibilities as a GA/TA/RA or as a full-time student. You should recognize that time you spend at another job rather than working on your thesis research is likely to slow your progress toward degree completion.

Tuition

Under conditions set by the Graduate School, Tuition Scholarships can only be provided to students receiving stipend support from the University, or who are working in an outside job that directly relates to their thesis or dissertation project. Students in the MCP program are not eligible for Tuition Scholarships. In cases where departmental funds are insufficient to provide full tuition scholarships for all students, students are ultimately responsible for paying their own tuition. U.S. citizens receiving Tuition Scholarships are required to apply to become New York State residents during their first year of study to minimize their tuition costs, and tuition scholarships beyond their first year of study will only cover tuition at the in-state level. See Carol Dovi for the necessary forms. Students not making appropriate progress towards graduating may lose their tuition scholarships. Tuition Scholarships cannot be used to cover tuition for winter or summer session courses.

Summer Work at SoMAS

All students are expected to continue their independent study and research over the summer. Summer support is almost entirely derived from research grants, as formal course offerings during the summer are limited to the MCP program. Canvas the faculty (especially your counselor or advisor) for their knowledge of the sort of summer support that is likely to be available. Some jobs may also be available that pay hourly wages. See below for information on registration policies for summer.

Social Security Numbers for International Students

A Social Security Number is required to receive a stipend and to maintain a savings account or a checking account that pays interest. Foreign Student Services in the Graduate School will offer social security interviews to students, faculty and scholars that apply for them. Ask the Foreign Student Service office at least one week in advance and they will set up an appointment for you.

Additional General Information

Additional general information about tuition and the financial aid system of SBU can be found in the Graduate Bulletin at <http://sb.cc.stonybrook.edu/gradbulletin/current/> (Financial and Residential Information) and on the SBU web pages (<http://www.stonybrook.edu>).

DEGREE REQUIREMENTS

- General Requirements: University
- General Requirements: SoMAS
- Marine Conservation and Policy M.A. Program
- Marine and Atmospheric Sciences M.S. Program
- Marine and Atmospheric Sciences Ph.D. Program
- Steps towards Graduation and Suggested Timelines

DEGREE REQUIREMENTS

GENERAL REQUIREMENTS: UNIVERSITY

There are some general requirements that all SoMAS graduate students must meet. Students may be prevented from registering, lose financial support and be dismissed from the program for failure to meet these requirements. Additional information about these SBU degree requirements can be found in the Graduate Bulletin at <http://sb.cc.stonybrook.edu/gradbulletin/current/> (Academic Regulations and Procedures and Degree Requirements).

Registration

Except for an approved Leave of Absence, all students must be registered continuously from the time they start the program until they complete the degree requirements and hand in their thesis or withdraw from the program. Part-time students must register for at least one credit each semester to maintain status in the program. You must also be registered for at least one credit in the semester you complete your degree requirements, unless you graduate in August when you can be registered for 0 credits of summer research (MAR 800) to maintain eligibility. You must be registered full-time if you are going to receive a stipend or, if you are an international student, to maintain the proper status for your visa. International students must register for 0 credits of research (MAR 800) over the summer. All students are encouraged to register for 0 credits of MAR 800 in the summer. There are potential tax liabilities of not being registered for study in the summer if you are supported on an RA. Also, unless you pre-register for fall classes prior to the end of spring semester, failure to register for summer session may lead to interruptions in health and library services.

Full-time enrollment status:

M.A. and M.S. Students:

First year with less than 24 graduate credits completed (G1)	12 credits
Second year plus (G2)	9 credits

Ph.D. Students:

First year with less than 24 graduate credits completed (G3)	12 credits
Second year plus (G4)	9 credits
After Advancement to Candidacy (G5)	9 credits

You must be registered for at least one credit by the beginning of the fall or spring semester or you will have to pay a late fee. Similar fees apply in the summer.

Leave of Absence and Withdrawal

If circumstances require a student to leave the Graduate Program for any length of time, they must either request a leave of absence or formally withdraw from the University. Unauthorized withdrawal may prevent a student from being able to return. If you expect to return the next semester or the next year, request a leave. Leaves can be extended for a second year with permission. If you do not know when (or whether) you will return, formally withdraw.

A Leave of Absence request form may be obtained from the Graduate School web page (see forms). Endorsement of the GPD is required. Upon completion, the form will be sent to the Graduate School for approval by the Dean. The conditions governing leaves of absence and reinstatement are described in the Graduate Bulletin. When you intend to return to the University, you must inform the GPD in writing before the expiration of the leave period granted to you. This notification should give a detailed account of any academic or professional activity you pursued during your leave. The GPD will endorse your request for reinstatement and forward it to the Graduate School. Upon receipt of your request and the GPD's endorsement, the Graduate School will reinstate you. If you do not request reinstatement before the expiration of your leave, the Graduate School will withdraw you from the university.

Formal withdrawal is initiated by submitting a letter explaining your intention to withdraw to the Graduate Program Director and the Graduate School.

Grading System and Academic Probation

The grading system is explained in detail in the Graduate Bulletin. The Graduate School requires that graduate students maintain a cumulative GPA greater than 3.0 for courses numbered 500 or greater. Students with a GPA below 3.0 will be placed on Academic Probation. Students who have not raised their GPA above 3.0 after two semesters on probation will not be permitted to re-enroll.

Credit Requirements, Residency, and Time Limits

The Graduate School requires at least 30 graduate credits with an overall B average to obtain a degree. The M.A. or M.S. degree must be completed within 3 years. The Ph.D. degree must be completed within 7 years if you already had a related graduate degree, or otherwise within 7 years of completing 24 graduate credits at Stony Brook. For the Ph.D. degree, at least two consecutive semesters of full-time study must be spent at Stony Brook. Applications for a waiver of the time limits can be obtained from the Graduate School, but approval is not automatic.

Ph.D. Teaching Requirement

For the Ph.D. degree, the University requires at least one semester of teaching experience, above and beyond a typical TA assignment. Details of the SoMAS teaching practicum are described below.

Ph.D. Comprehensive Examination

All Ph.D. students must pass a comprehensive examination (described below).

Ph.D. Preliminary Examination – Proposal Defense

The University requires that each Department perform a Preliminary Examination of each student who wishes to earn a Ph.D. degree. The Departments have a great deal of freedom in deciding how to do this; SoMAS requires that each student give an oral defense of their written dissertation proposal to their Ph.D. Dissertation Examining Committee (described in greater detail below).

Ph.D. Advancement to Candidacy

To advance to candidacy (become a G5), a student must complete all degree requirements except the dissertation and its defense, and for Ph.D. students, the requirement for 4 credits of seminar style courses. Students must advance to candidacy at least one year before their dissertation is defended.

Ph.D. Dissertation Examining Committee and Oral Defense

The Dissertation Examining Committee, which must be approved by the GPC, must include three SoMAS Graduate Faculty members plus one person from outside SoMAS, and one additional person who is either from SoMAS or elsewhere. SoMAS's specific guidelines for the structure of Dissertation Examining Committees can be found below. The Dissertation Examining Committee must approve both the oral defense and the written dissertation.

Thesis/Dissertation

The M.S. thesis and Ph.D. dissertation must be prepared according to the Graduate School's guidelines, as described in the Guide to the Preparation of Theses and Dissertations (<https://www.grad.stonybrook.edu/academics/t&d.shtml>). The deadline for submission of theses and dissertations each semester is set by the Graduate School,

Other Administrative Requirements for Graduation

Students expecting to graduate in a given semester must be registered, apply for graduation (online with the Graduate School) before the University deadline (which is early in the semester), and complete all

University and SoMAS program requirements on time so that the GPD can recommend to the Dean of the Graduate School that the degree be granted. Candidates who do not complete degree requirements must reapply for graduation during a subsequent degree awarding period.

Time Limits (all programs)

MS students must graduate within three years. If they fail to do so, an extension must be requested from the Graduate School.

Ph.D. students should complete all requirements for their degrees within 4 years after advancing to candidacy. The Graduate School requires that all Ph.D. candidates must satisfy all requirements for the PhD degree within 7 years after completing 24 credits hours of graduate courses at SoMAS. If a student needs more time they can petition to extend this time limit.

GENERAL REQUIREMENTS: SoMAS

There are also many requirements specific to the SoMAS graduate program that M.A., M.S. and Ph.D. students must meet. Students may be prevented from registering, lose financial support and be dismissed from the program for failure to meet these requirements.

Satisfying these requirements generally requires that students submit a form, many of which need to be approved by the GPC prior to final approval by the GPD. The forms can be obtained from the Educational Programs Office or from Appendix II of this Handbook and should be submitted to the Education Office. Forms needing GPC approval should be submitted one month in advance. The GPC will also consider petitions for situations not covered here; these should be submitted as letters from both the student and his/her advisor describing the situation and the remedy sought. As these forms sometimes change, students should use the most current version of the form (available from the Graduate Student Handbook posted on the SoMAS web page (<http://www.somas.stonybrook.edu/education/graduate.html>)).

General Comments on Coursework

Courses provide an efficient way for students from diverse backgrounds to arrive at a similar level of knowledge about marine and atmospheric systems, an efficient way for faculty to evaluate students (particularly new students), and a mechanism for intellectual interaction within SoMAS. It is therefore expected that students enrolled in our courses, especially the required courses, will take them seriously. Your counselor, advisor or the coordinating committee are there to help you, and your course schedule for each semester should be discussed with them. No grade of less than C can be used to complete degree requirements.

Students must sometimes miss classes to undertake fieldwork or study at other research facilities. Instructors will try to make arrangements to accommodate opportunities that are essential to the student's research and cannot be scheduled so as not to interfere with classes. Special arrangements for readings, make-up exams and papers, however, are an additional burden on the instructors, and are rarely an adequate substitute for the missed course work. Opportunities to participate in other research should be taken advantage of whenever possible, but when it is not essential for the student's research, the course requirements take precedence.

The MCP program is primarily based on coursework, and requires a six-credit Internship or Capstone Project rather than an individual thesis project; therefore the requirements for the degree are quite different from the M.S. and Ph.D. program. It is possible to switch between one SoMAS graduate program and another, but students wishing to complete the MCP program must complete 24 credits while enrolled in the program to graduate.

For details of specific tasks and forms that need to be submitted each year, see lists below.

Annual Review

Each year, usually during the early summer, the SoMAS faculty (regular and adjunct) will review the progress of each graduate student. Advisors who cannot attend are expected to submit written comments on each of their advisees. Students will be informed of their status in the program prior to the review and we request that Advisors provide written comments to their students on annual progress either before or after the review. Each student is responsible for checking the accuracy of the information contained in their progress report and for correcting any errors they find (the bureaucracy is far from perfect, and it can be a problem getting things fixed at the last minute pre-graduation; be proactive!).

Ph.D. students are also required to annually update their entire thesis committee in writing of progress made during the preceding year. An annual meeting of the student and members of the dissertation committee from SoMAS should also be scheduled.

REQUIREMENTS FOR THE M.A. IN MARINE CONSERVATION AND POLICY (MCP)

General Description

The program consists of advanced coursework in six key areas: 1) marine science, 2) marine conservation biology, 3) marine management, economics, policy and law, 4) communications, 5) quantitative data analysis, and 6) field biology. Under the supervision of the Coordinating Committee, each degree candidate will choose elective coursework within all of these areas to best suit their specific postgraduate career objectives. In addition, each student will conduct an in depth Capstone Study or Internship involving analysis of available data and produce an original synthesis paper based on a committee-approved, consequential topic in marine conservation and policy. To complete their degree, candidates will formally present their work in a program-wide symposium. This program is designed to be completed in 12 months of full-time study, and requires a minimum of 30 credits of coursework, although due to the elective nature of the curriculum, most students will complete additional credits for their degree. Although designed for one year of full time study, the program can also be completed over a longer period. Some students elect to do a more comprehensive Internship or Capstone Project thus extending their duration of study. This program is not designed for part time students who may only be able to enroll in night classes, although through careful choice of courses, part time students can complete this program provided they have some ability to take classes taught during working hours.

Skill Area Requirements

A total of 9 courses need to be completed from groups A-F, plus 6 credits of G:

- A) Marine Sciences: 2 courses, one of which has to be in a basic biological field
- B) Conservation: 2 courses, MAR 507 Marine Conservation Biology (req.), plus 1 elective
- C) Communications: 2 required courses: MAR 557 Case Study and Project Planning Seminar, and a Journalism Course (either JRN 500, or JRN 501, 502, 503, 504, 505, 508 509 (any 3))
- D) Policy/law/economics/management: 1 course
- E) Quantitative assessment: 1 course
- F) Field biology: 1 course
- G) Capstone Project (MAR 583) or Internship in Marine Conservation and Policy (MAR 592), 6 credits required; can be completed during summer session, or during the academic year. If begun prior to completing MAR 557, a prospectus must be approved by the Coordinating Committee prior to registration for credits. Students must have a SoMAS faculty member serve as the faculty of record for either internship or capstone project credits. This can be a member of the Coordinating Committee, or any member of the SoMAS faculty. Students should sign up for credits under the section number of the faculty of record.

A list of existing courses offered this coming academic year is provided on the MCP checklist in the appendix. Other courses could be used, including special topics courses or courses from other departments

with permission of the Faculty Director. Some courses can fulfill more than one requirement, but students need to complete at least 30 credits to earn the degree.

REQUIREMENTS FOR THE M.S. AND Ph.D. PROGRAMS IN MARINE AND ATMOSPHERIC SCIENCES

Required Courses

SoMAS requires that all M.S. and Ph.D. students take and pass the specific required courses with at least a B average (**specific courses included in this calculation are highlighted below for each track**) and with no grade falling below a C. There are two separate curricular tracks in these programs, one in Marine Sciences and one in Atmospheric Sciences. The Marine Sciences curriculum has recently been revised. Students who have already completed required courses in the old curriculum will need to consult with the GPD to determine what else they may need to take to fulfill program requirements. A description of the revised curriculum is provided below.

Marine Sciences Track Curriculum

1. **MAR 508 Foundations of Marine Sciences I: Biogeochemical Processes**
2. **MAR 509 Foundations of Marine Sciences II: Physics of Oceans, Atmosphere and Climate**
3. MAR 568 Scientific Communication
4. **Either: MAR 501, Physical Oceanography*; MAR 502, Biological Oceanography; MAR 503, Chemical Oceanography; or MAR 506, Geological Oceanography**

*MAR 501 is not always offered every year. Physical oceanography students may substitute one of the required courses in the ATM track or MAR 547, 548 Dynamical Oceanography I and II to fulfill this requirement with approval.

5. Two semesters of Seminar MAR 580.01
6. One Quantitative Course

Examples of current offering that meet this requirement include: 538 Modern Methods of Data Analysis in Atmospheric and Ocean Sci. Part I; MAR 558 Remote Sensing; MAR 561 Quantitative Fisheries Ecology; MAR 562 and 563 Diagenesis of Marine Sediments I and II; MAR 569 Programming Statistics in R; MAR 547 and 548 Dynamical Oceanography I and II; MAR 586 Introduction to Ecological Modeling; MAR 587 GIS:Display and Analysis of Environmental Data, MAR 601 Dynamic Models with Matlab. or other appropriate special topics courses. Appropriate courses from other departments, such as Biometry, can also be used to fulfill this requirement.

7. 6 credits of other courses appropriate to the student's specialty.
8. Ph.D. students also need to complete 4 credits of "seminar" courses. Seminar courses are those taught primarily in discussion as opposed to lecture format, usually requiring student presentations.

Atmospheric Sciences Track Curriculum

1. **MAR 541, Foundations of Atmospheric Sciences I**
2. **MAR 542, Foundations of Atmospheric Sciences II**
3. One oceanography course chosen from among the following: MAR 501, 503, 506, 508, and MAR 545 Paleooceanography and Paleoclimatology
4. Three (for Ph.D. students) or two (for M.S. students) of the following advanced courses:
 - MAR 505 General Circulation of the Atmosphere
 - MAR 544, Atmospheric Radiation*
 - MAR 570 Modern Methods of Data Analysis in Atmospheric and Oceanic Studies Part II,
 - MAR 572, Geophysical Simulation
 - MAR 593, Atmospheric Physics
 - MAR 594, Atmospheric Dynamics
 - MAR 596, Principles of Atmospheric Chemistry
 - MAR 598, Synoptic and Mesoscale Meteorology

- *Note MAR 544 is not currently being offered, so students should not plan on taking it.
5. Two semesters of the atmospheric sciences graduate student seminar MAR 595
 6. Two semesters of the TAOS seminar MAR 580.02

On an individual basis, core course requirements may be substituted by a combination of equivalent Marine and Atmospheric Sciences courses for a tailored interdisciplinary curriculum. Such substitutions must be recommended by a faculty member in writing, and approved by the GPC.

Students in the Marine Sciences track who fail to meet the minimum grade for specific required courses **MUST, before the beginning of their third semester**, have a plan to remedy their academic standing in the program approved by the GPC. This petition (see Appendix II for the form) should be submitted immediately after the student's grades for the three required courses are available. This plan should be developed with the help of the counselor or advisor and relevant foundation course instructors. The usual remedy will either be the retaking of whichever course(s) are required to bring the student into compliance with the course grade requirement, or the completion of a specialized course (not a seminar-style course or directed study) in the same field as the core course(s) in which the student did not do well. Please note that Ph.D. students who do not achieve the B average in specific required courses will be required to either delay taking the Comprehensive Exam to allow time for the remedy of the required course grade average, or switch to the M.S. program and complete this degree before being considered for readmission to the Ph.D. program. Either of these outcomes will significantly delay progress in the program; therefore students should make every effort possible to meet the grade average requirement.

Students in the Atmospheric Sciences track who fail to obtain a B average in the two foundation courses (MAR 541 and 542) are required to follow a slightly different approach to remedy their deficiency. M.S. students are required to take one or both of the courses again and achieve a combined average B or higher. Ph.D. students must petition the Atmospheric Sciences track CEC before being allowed to take the examination. The petition must be filed before the start of the next semester after completion of both courses. The CEC will decide on a recommendation that can include: i) permission to take the Comprehensive Examination with conditions, i.e. additional requirements necessary to fill knowledge gaps, or ii) pursuing a M.S. degree, which after successful completion and re-evaluation by the student's advisor may result in continuation in the Ph.D. program.

Specific Required Course Waiver

The requirement to take any or all of the foundation courses or the advanced course in their specialty area may be waived if proficiency in the course material can be demonstrated to the satisfaction of the instructor(s) as follows (see Appendix II for the form):

- i. The Counselor may determine, on the basis of discussions with a new student and review of the student's record, that a reasonable case for waiving one or more of the courses can be made. An obvious case would be if the student has completed a similar course elsewhere. The counselor must ensure that the student attained a grade of B or better in any course proposed as a substitute for a core course.
- ii. The student should meet with the appropriate course instructor(s), bringing copies of the course syllabus and any course notes, including the student's own handwritten notes, for the course that the student has already taken, and which the student feels is the equivalent of SoMAS course offerings. On the basis of this material and on the verbal discussion, the instructor will decide whether or not the course should be waived.
- iii. If the decision is that the course(s) already taken adequately cover(s) a significant part of the material in SoMAS course, then the student and instructor(s) should provide a written statement (see Appendix II) to the GPC, with a copy to the student's Counselor, recommending that the requirement that the student take the course be waived. Such a statement should include any relevant condition the instructor wants imposed, such as requiring that the student audit a part or the entire course.

- iv. The GPC considers the recommendation of the course instructor(s). Their decision, together with the written statement from the instructor(s), will be recorded in the student's file.

SoMAS Seminars

All first-year students are required to attend the weekly Friday Oceans and Atmosphere Colloquium (OAC) or the Wednesday Topics in Atmospheric and Oceanic Sciences (TAOS) seminar series during both the fall and spring semesters. Marine Sciences track students should register for MAR 580.01 (OAC) for zero credits and sign the attendance roster each week they attend. Atmospheric Sciences track students should register for MAR 580.02 (TAOS) for zero credits and sign the attendance roster. Part-time students who cannot attend the seminar regularly can arrange with the OAC coordinator to attend approved seminars at any academic institution or national meeting of a scientific society. In order to fulfill the seminar requirement, no more than two seminars can be missed in any semester. Attendance at a TAOS seminar can substitute for attendance at the Colloquium with prior approval of the OAC coordinator.

Research Credit

All first-year M.S. or Ph.D. students should register for at least one to three credits of Research (MAR 590 for M.S. students, or MAR 650 for Ph.D. students prior to advancing to candidacy) or Directed Study (MAR 552 for M.S. students or MAR 655 for Ph.D. students) as an exploration of possible research topics and potential advisors. This can be done in either the first or second semester but must be done under the supervision of a faculty member during one of the first two semesters. Sign up for the section number of these courses belonging to the appropriate faculty member. Ph.D. students register for MAR699 after advancing to candidacy (G5).

Advisor

All first-year M.S. or Ph.D. students should formally select an advisor or co-advisor(s) by the end of their second semester. Students not having an advisor by the end of their first year of study will not be allowed to register for their third semester. In many cases a first-year student's counselor becomes their advisor, but this decision must be mutually agreeable to both the student and the advisor. To make the choice official, the student must submit an Advisor Selection Form. In choosing an advisor students should consider scientific, financial, and personal factors. The relationship between student and advisor will become very close. If you can already tell that your personalities clash, in the long term the association is likely to become very uncomfortable. To avoid misunderstandings, it is important that students and advisors frankly discuss the student's goals, financial aid, and the advisor's expectations. Both must make the effort to communicate.

Students can change advisors. This most often occurs when students' growing knowledge and interests lead them into a research area different from the one they initially considered. Such a change is not to be undertaken lightly; it almost always adds to the time it will take to complete the degree. The conditions for a change are the same as those for your initial selection: mutual consent of the new advisor and the student. Students changing advisors must submit an Advisor Change Form as soon as possible after the change is agreed upon.

Field Experience

All students in the Marine Sciences track must have seagoing or other appropriate field experience. An ideal Field Experience should include preparation for the field work, one or more days of participation in sample/data collection in the field, and involvement in post-trip sample/data processing when possible. For students doing research that lacks a field component, this field experience should be as directly related as possible to the thesis research. For example, students performing analyses of data collected by others could participate in the collection of similar data or maintenance/deployment of related equipment. Alternative arrangements will be considered when a thesis-related field experience cannot be arranged. Be sure that you are familiar with the SoMAS safety policy before beginning field work on our research vessels (see

Appendix I). Once your field experience is completed, remember to submit the Field Experience Form for approval by the GPC.

M.S. PROGRAM: SPECIFIC REQUIREMENTS

In addition to the general requirements, the SoMAS M.S. degree requires the following in addition to completion of at least 10 credits of thesis research (MAR 590).

Research Proposal

The M.S. research proposal is due before you begin your second year of study, and must be signed by the advisor and 2 readers. Together with the advisor, who must be a SoMAS faculty member, the readers form a committee that will supervise and evaluate the student's research and must approve the thesis before the student can graduate. The proposal should include, at minimum, a statement of the project's objectives, background to the research problem, a description of the approach that will be taken, and a list of references cited. The proposal need not be long. If written well, 5 or so single spaced pages (not including figures, tables and references) should suffice. The M.S. Thesis Research Proposal Form (see Appendix II) should be completed and attached as a cover sheet to the copy of the proposal handed into the Educational Programs Office. Students who fail to complete their proposal by the end of the third semester may lose their tuition scholarships. Readers who are not SoMAS faculty must be approved by the GPC BEFORE the proposal is submitted (see Appendix II for the form). Once the M.S. committee is established by submitting the signed Research Proposal, any changes in the committee must be approved by the GPC.

Oral Presentation of Thesis

Oral presentation of the M.S. thesis, as a seminar open to the public, must be made before the approved thesis is submitted to the Graduate School. The advisor and thesis readers should attend the oral presentation and meet with the student afterward to discuss questions raised during the presentation, how the student's research may relate to larger issues in marine sciences, possible future research topics stemming from the student's thesis project, and any other issues with the thesis. Students must notify the Educational Programs Office of the date and time of their presentation at least one week in advance so that it can be properly advertised. Any formal presentation at SoMAS may be acceptable in fulfillment of this requirement as long as it is properly advertised one week in advance that it is being presented to satisfy the M.S. seminar degree requirement. The presentation could be given during a specially scheduled time, or during a class or seminar course subject to the approval of the instructors of that course and the above constraints.

Thesis Approval

The thesis must be approved by having the members of the thesis committee (the advisor and readers) sign the title page. A signed title page may be held by the advisor until any necessary revisions are satisfactorily completed. To avoid any unpleasant surprises when you try to submit your thesis, it is important to keep your advisor and readers apprised of your progress, problems and changes in the direction of your work, and to seek their advice.

The approved thesis is then submitted to the Graduate School. The M.S. thesis must be prepared according to the Graduate School's guidelines, as described in the Guide to the Preparation of Theses and Dissertations (<https://www.grad.stonybrook.edu/academics/t&d.shtml>). The deadline for submission of theses and dissertations each semester is set by the University. The Graduate School has ruled that a paper that has been accepted for publication in a refereed journal may be provided in lieu of a thesis as long as it is in the thesis format required by The Graduate School and approved by the advisor and two readers; this paper may have multiple authors as long as the student's work is clearly distinguished from the other elements of the paper either by a separate letter from the other authors or within the paper itself.

M.S. Completion Form

Once you have completed the oral presentation of your thesis, and your advisor and two readers have approved your thesis, they must sign the M.S. Thesis Completion Form, and you should submit it to the Education Office. See Appendix II for form.

Admission to the Ph.D. Program

Students who have completed or will complete the M.S. degree and wish to continue for a Ph.D. may apply to the Graduate Admissions Committee for admission to the Ph.D. program. Normally, students admitted to the M.S. program will complete the M.S. degree before entering the Ph.D. program. Occasionally, students admitted to the M.S. program demonstrate such exceptional capability in scholarship, motivation, and diligence in the discharge of their duties and a clear sense of direction during their first year that they may be encouraged to consider switching to the Ph.D. program. Such students may apply to the Graduate Admissions Committee for admission to the Ph.D. program. If accepted, these students would bypass the earning of the M.S. degree and instead continue directly for the Ph.D. degree. If a student has less than a B average in the foundation courses or difficulty with other requirements, she/he is extremely unlikely to be permitted to bypass the M.S. thesis. SoMAS M.S. students who wish to either apply to the Ph.D. program at the completion of their degree or bypass the M.S. degree and switch to the Ph.D. program must apply by submitting a statement indicating their intent, identifying their prospective Ph.D. thesis advisor and briefly describing their proposed Ph.D. thesis topic. They must also submit two letters of support from SoMAS faculty, one of whom must be willing to serve as Advisor. The ability of the advisor to provide financial support to the student will be taken into consideration.

Ph.D. PROGRAM: SPECIFIC REQUIREMENTS

In addition to the general requirements, the SoMAS Ph.D. degree requires the following.

Regular Committee Meetings and Oral Presentations

In addition to the General Requirements noted above, all graduate students in the Ph.D. program are expected to meet with at least the SBU members of their dissertation committee at least once every year, and provide their entire committee a written update on progress annually. All graduate students in the Ph.D. program are also encouraged to give at least one presentation related to their thesis area every year. This would ideally be done in a class, journal club, discussion group, or a special seminar that is publicized and open to the SoMAS community.

Teaching Practicum

The goal of the Teaching Practicum is to help Ph.D. students develop the skills necessary to be effective instructors at the university level. There are three components to this training:

1. *Observation* of teaching strategies employed by experienced instructors
2. *Experience* preparing lesson plans, lecturing or leading discussion sections, and preparing and grading exams/assignments
3. *Communication* with the supervising faculty member to help the student prepare his/her lectures or discussion sections, and provide the student with feedback

The Teaching Practicum must be completed in a University-level (usually undergraduate) course under the supervision of one of the faculty members instructing that course. Any faculty member can accept students in MAR 670. There are many opportunities among our present courses to fulfill the practicum requirement. Routine TA assignments such as photocopying, helping to set up for class, or grading tests are not sufficient to satisfy the practicum requirement. It may be possible for students with TA assignments to complete the practicum at the same time. These arrangements must be made **IN ADVANCE**.

The following is a list of the requirements each student must fulfill to complete the Teaching Practicum:

1. Register for at least 1 credit of MAR 670 in the section number corresponding to the supervising faculty member.

2. Submit the Teaching Practicum form (see Appendix II), signed by the supervising faculty member, to the Graduate Programs Committee one month in advance detailing how and when the Teaching Practicum requirement will be met (see Appendix II for the form).
3. Attend 6-9 hours of the course to observe the teaching strategies employed by the course instructor(s) and gain a sense of the level of material appropriate to the course.
4. Meet with the supervising faculty member before delivering any lectures or leading discussions to discuss the lesson plan, providing a written copy of the lesson plan, notes, or slideshow at that time.
5. Lecture or lead a discussion section for a total duration of 3 hours (i.e., three 1-hour, two 1.5-hour, or one 3-hour class period(s)).
6. Prepare exam questions or a homework assignment on the material covered during these lectures or discussion sections.
7. Grade all students' responses to the exam questions/assignment.
8. Meet with the supervising faculty member after delivering lectures/leading discussions to obtain feedback (if several lectures are being given, it would be advantageous to meet after the first lecture but before giving subsequent lectures).

The supervising faculty member may ask the student (or the student may want) to perform extra duties (e.g., attend more classes, give extra lectures) in addition to those mentioned above. If so, the student should register for additional credits (2-3) of MAR 670 in accordance with the extra workload. The extra duties should be decided in advance and described in the form (along with an estimation of associated time commitments) submitted to the GPC.

Faculty members should not take advantage of the Teaching Practicum by asking students to perform routine TA activities, such as grading all class assignments or making photocopies; any additional duties should be clearly for the student's benefit. At the completion of the Teaching Practicum, the supervising faculty member should award a pass/fail grade to the student for MAR 670.

Many of our Ph.D. students, particularly those who have received M.S. degrees elsewhere, have prior teaching experience which may fulfill the practicum requirement. Any student with this experience may apply to the GPC for a waiver of the requirement. The request should include as much detail about the teaching duties as possible, explaining how the student has already met each requirement listed in the bulleted outline above. The student should also ask the person who supervised him/her in these duties to send a letter to the Chairperson of the GPC evaluating his/her performance.

Departmental Comprehensive Examination

The primary purposes of the Comprehensive Examination are to assess (1) the student's knowledge of general oceanographic or atmospheric facts and concepts, (2) the student's ability to explain these concepts, (3) the student's ability to identify and describe relationships among facts and concepts derived from the different sub disciplines of their field, and (4) the student's ability to recognize important research questions. The foundation courses are expected to provide enough general knowledge of oceanography and atmospheric sciences for students to participate in the Exam, but the goal of the exam is not simply to retest the knowledge that was already tested in the foundation courses. Instead, success in the Comprehensive Exam requires using this information to demonstrate the ability to address questions of a multidisciplinary nature. The Exam is as much about the ability of students to think and to express themselves clearly, both in writing and in speaking, as it is about knowledge of specific facts.

If a student has special needs that would require testing accommodations, these must be communicated to the chair of the Comprehensive Examination Committee as soon as the exams are scheduled, but no later than two months before administration of the exam.

Marine Sciences Track Comprehensive Exam:

The goals of the marine track comprehensive exam are to determine if students can: 1) write clearly and succinctly; 2) develop/formulate a scientific question (hypothesis) and approaches to successfully test it; 3) synthesize information learned from their courses and the primary literature; 4) orally present and explain scientific concepts; and 5) respond to questions in an educated and thoughtful manner. These are skills essential to those conducting or leading original research.

The comprehensive exam will have two parts, a take-home, open book written exam, followed by an oral exam.

The written portion of the exam will have two parts:

- 1) All students (regardless of discipline) taking the exam will be given a real event or a made up scenario and will be asked to respond to the event/scenario with a plan that contains: a) background information, including citations/references, that examines the large-scale (e.g. global or ocean-basin specific) biological, chemical, geological, physical, and atmospheric processes that are important to consider in studying the event; and b) identifies an important follow up scientific question/study/hypothesis relevant to the student's own discipline (i.e. biological, chemical, and/or any of the others) including more detailed background information on the relevant literature in this area.
- 2) Students will be given a recent discipline-specific paper and asked to write a summary of the paper including relevant, appropriately-cited background information, strengths and weaknesses, its importance to the field, and propose a plan for appropriate follow-up research including a statement of a clear and testable hypothesis and the approach they would take to test the hypothesis.

The event/scenario and the papers to be handed out will be chosen by the exam committee in consultation with the entire faculty. Each section of the written exam will be limited to no more than 5 pages single spaced 12 pitch font. Students are free to consult any published material but are expected to work alone without consulting anyone else on the topics, papers, or their plans. Students will have 7 days to complete the written portion of the exam.

The oral portion of the exam will take place beginning one week after the written portion of the exam concludes. During the oral portion of the exam students will be examined by a committee consisting of two faculty members from their own discipline, and one faculty member each from the other three main disciplines at SoMAS (bio/chem/geol/phys), making a total of 5 faculty members sitting in on each oral exam. The advisor will also be invited to listen in, but not participate in the exam. Students will prepare a 15 minute presentation on each component of their written exam, and answer questions for approximately an hour on each part of their presentation.

The written portion of the exam will be graded/judged on how well the student:

- demonstrates the ability to synthesize information from classes and the primary literature,
- demonstrates the ability to conduct a thorough literature search on a topic,
- demonstrates the ability to formulate a scientific question with a testable hypothesis,
- writes clearly and succinctly to a general scientific audience (not experts necessarily in their field, but similar to the level of knowledge of a NSF panel reviewer or program manager).

All faculty on the larger exam committee will be asked to read and comment on the written portion of all students' exams.

The oral exam will be graded/judged on how well the student demonstrates the ability to:

- communicate clearly their ideas and thoughts,
- demonstrate their knowledge of the background material in their proposal,
- defend their choice of appropriate follow up work and their proposed approach.

Based on discussion related to each student's performance on both the written and oral portions of the exam, faculty on the larger exam committee will vote to either pass or fail the student. If a student fails to pass the exam, they will have the option of retaking the exam a second, final time. However we would encourage students who fail to pass the exam on their first try to consult with their advisor as to whether it is best to attempt to pass the exam on a second try or instead devote their energies into completing a M.S. degree.

The exam will be given during September. For Ph.D. students who matriculate at SoMAS in the fall, their exams would take place near the beginning their third semester in the Ph.D. program. Students who begin the Ph.D. program in January would take the exam during their fourth semester. Students who complete their M.S. at SoMAS in May and enter the Ph.D. program in fall would take the exam during their first semester. Students who complete their M.S. at SoMAS in August, after consultation with their advisor, would have the choice to taking the exam during either their first in the Ph.D. program or the next time it was given. Students who fail the exam on a first try would be given a second and final chance to retake the exam at the beginning of the following spring semester.

Atmospheric Sciences Track Comprehensive Exam:

The atmospheric sciences comprehensive examination is given in November of the student's second year at SoMAS. The timing for the exam for students who complete their MS at SoMAS or who are part time will follow that described above for the marine track exam. The examination has a written part and an oral part. The written examination is given first and the questions in it are based on material covered in the core courses MAR 541 and MAR 542 (Foundations of Atmospheric Sciences I & II); however the goal of the exam is not simply to retest information that was already tested in the courses. Instead, success in the comprehensive exam requires using this information to demonstrate an ability to think independently and solve problems.

One week before the oral examination the students are given a journal article to read. Each student separately makes a presentation based on the article to the examination committee and answers questions which will not be limited to the contents of the paper but will include the whole range of basic concepts in atmospheric science which a doctoral student is expected to have mastered. The ITPA Examination Committee consists of three or more faculty members.

The outcome of the Ph.D. comprehensive examination can be (i) passing both parts (ii) failure in both parts, or (iii) pass in one part only. Passing of both parts of the examination is required for the student to continue in the Ph.D. program. If one or both parts are failed, the relevant part of the examination may be retaken once, at the next scheduled opportunity, upon the recommendation of the advisor and concurrence of the Comprehensive Exam Committee. The results of the exam and evaluation of the student's performance will be given to the student in writing and included in his/her file.

The Dissertation Committee

The Dissertation Committee is expected to serve as advisors to the student, as examiners for the student's Oral Qualifying (Preliminary) Exam and Oral Dissertation Defense, and must approve the final written Dissertation. The student and advisor select the Dissertation Committee, which also serves as an examining committee, and obtain approval from the GPC before the Oral Qualifying Exam is scheduled (See Appendix II for the form). Approval should be obtained as soon as the composition of the Dissertation Committee is determined. SoMAS requires that the Dissertation Committee be composed of five specialists in the field in which the student will do research or in closely related fields, including:

1. The student's advisor, who shall act as the student's advocate during the subsequent discussion, and be prepared to supply any information that the Committee may reasonably require.

2. An outside scholar who has not been recently affiliated with SoMAS. SoMAS Graduate Faculty and SoMAS Adjunct faculty members are considered to be part of the department, so they cannot serve as the 'outside' member (they can serve as 'inside' members). The committee request should include the curriculum vitae (CV) of the 'outside' person to verify their status. Generally the outside scholar should hold the rank of tenured faculty or equivalent at their home institution, be sufficiently well established to be able to provide an independent assessment of the quality of the student's research, and be actively involved in research relevant to the proposed dissertation.

3. At least two other members of the SoMAS Graduate Faculty. If the student has co-advisors, only one additional SoMAS Graduate Faculty member is required. One of these (not the advisor or co-advisor) is designated as the Chair of the committee. The Chair is responsible for ensuring the proposal and dissertation defenses are conducted appropriately.

4. The fifth member can be either SoMAS faculty or from elsewhere. If desired, dissertation committees can have six members, but only 5 are required.

Any changes in the Dissertation Committee must be approved by the GPC, and the Graduate School generally prohibits changes within 6 months of the defense.

Oral Qualifying (Preliminary) Examination (Proposal Defense)

The student must prepare a Ph.D. dissertation proposal, and present and defend it to the Dissertation Committee in order to pass the Oral Qualifying Examination. An "Advancement to Candidacy" form must be filed with the Graduate School through the SoMAS Educational Programs Office before the oral dissertation defense can be scheduled. The Oral Qualifying Examination is focused on the student's research proposal and on the ability of the student to initiate independent research. This means that the examination will/should include both questions centered on the thesis proposal and more general questions designed to determine whether the student has acquired sufficient knowledge in fields specifically relevant to the thesis area.

1. Normally this examination should be completed before the end of the sixth semester of study. Students who fail to advance before the beginning of their seventh semester of study risk losing their tuition scholarships. The Dissertation Committee may proceed in any way it sees fit to determine whether the student is qualified to undertake the proposed research.

2. All five members of the Dissertation Committee should be present, at least by electronic means, at the oral examination. In exceptional circumstances, an examiner may participate in absentia; this option must be discussed with the GPD in advance. The Committee will submit its conclusions in writing to the Educational Programs Office. (See Appendix II for form).

3. When funds are available, SoMAS will help pay the travel costs of outside committee members to attend both the Proposal and Dissertation Defenses in person. The cost per committee that SoMAS can cover is less than \$600 per event. These costs must be approved in advance by the GPD, and the visiting committee member must give a public seminar or at least be available to meet with other interested students or faculty during their visit to SoMAS. This seminar/meeting time must be publicized to All Hands by email at least a day or two prior to the event. SoMAS will only reimburse direct billable travel costs (airline tickets, hotel rooms) for the committee member. Costs incurred by their faculty hosts cannot be covered. Students should consider suggesting that their outside committee members be invited as speakers in our regular seminar series. Students are responsible for obtaining all necessary forms from the Graduate Program Coordinator, and for submitting them back to her with all necessary information needed to process reimbursements.

Advancement to Candidacy

The University stipulates that a student may be advanced to candidacy when all requirements for the degree except writing and defending the dissertation itself have been met. Students can request to be awarded the degree of Master of Philosophy one year after advancing to Candidacy. You must advance to candidacy at least one year (minimum two semesters) before the beginning of the semester in which you defend your dissertation. You must advance to Candidacy as quickly as reasonably possible, and it is expected that you will do so before the beginning of your fourth year. Please note that you should not refer to yourself in any correspondence as a Ph.D. Candidate until you have formally advanced to Candidacy, as doing so implies that you have fulfilled all requirements for your degree except defending your dissertation and completing all seminar style course credits required. In some fields this is referred to as A.B.D. (all but dissertation).

Oral Dissertation Defense

Several rules apply to the Oral Defense of the dissertation:

1. The Oral Defense of the dissertation must take place at least two semesters after the Qualifying Examination (Proposal Defense).
2. The Dissertation Committee, which should already have been approved by the GPC for the proposal defense, must be submitted to the Graduate School for approval through the SoMAS Educational Programs Office before the beginning of the semester in which the defense will occur and at least four weeks prior to the defense whichever date is earlier. Any changes in the committee since the Proposal Defense must be approved by the GPC before the Dissertation Committee is submitted to the Graduate School.
3. The defense will be open to the public and should be properly advertised at least a week in advance. The Dissertation Abstract/Announcement form must be submitted by the student and approved by the GPD and forwarded to the Graduate School at least one month in advance, and the student should notify the SoMAS Educational Programs Office of his/her scheduled date, time, and location at least two weeks in advance to allow proper advertisement. The defense begins with a presentation by the student followed by questioning by the audience. Examiners usually hold their questions until a closed session after the presentation.
4. The signature page of the student's thesis should be prepared and brought to the defense. If the student passes, the sheet should be signed immediately by the committee. If the student passes conditionally, the advisor should hold the signature sheet until the condition is fulfilled. If the student fails, the outcome should be noted on the sheet and submitted to the educational programs office. Students should also print out and bring the Ph.D. Dissertation Defense Outcome form that also must be filled out and signed. Note this form is used only by SoMAS, so a signed PDF is acceptable, in lieu of original signatures for committee members that may be participating remotely.
5. Students should realize that they must submit the final signed copy of their dissertation to the Graduate School within 3 months of their defense date. Otherwise, the Graduate School may require the defense to be repeated.

STEPS TOWARDS GRADUATION AND SUGGESTED TIMELINES

The following information is provided to help you anticipate and plan your studies at SoMAS.

All SoMAS forms that need to be submitted are in Blue (or bolded). These can be found at the end of the Graduate Program Handbook or can be obtained from the Education Office.

All Graduate School forms that need to be submitted are in Red (or underlined). These can be found on the Graduate School website. Note: responsibility for completing these steps and the forms associated with verifying progress is the responsibility of the student.

Marine Conservation and Policy (MCP) M.A.

Steps Towards Graduation:

The schedule below describes a typical student completing their program of study in one year beginning in the fall. Given the intensive nature of the coursework required it is very important to plan out the entire year at the beginning of the program of study to ensure you meet all program requirements by the end of the year.

Step 1: Meet with Coordinating Committee mentor and plan out courses to best address individual career goals and ensure you can complete curriculum within desired time-line. **Submit MCP CURRICULUM CHECKLIST FORM.**

Step 2: Begin formulating your capstone project or internship within MAR 557. Part of the course requirement is to prepare a proposal for the internship or capstone project and submit it to the Coordinating Committee for approval. **Submit PROSPECTUS FOR INTERNSHIP OR CAPSTONE STUDY.**

Step 3: Fulfill all course requirements. Note international field courses require early registration and payment of fees.

Step 4: Complete Capstone Project or Internship.

Step 5: Apply on-line to graduate. Students must be registered for at least one credit for the semester in which they graduate.

Step 6: Submit your Capstone or Internship report.

Step 7: Give oral presentation as part of MCP annual symposium.

Suggested Timeline:

First (fall) Semester

Meet with Coordinating Committee and your mentor to plan out courses to best address your career goals and ensure you can complete curriculum within desired time-line.

Complete MAR 507 Marine Conservation, MAR 557 Case Study and Project Planning Seminar, and usually three additional courses if full time.

Begin formulating your capstone project or internship within the planning seminar. Part of the course requirement is to prepare a proposal with your plan and submit it to the Coordinating Committee for approval.

Winter Session

Take Tropical Marine Ecology if desired.

Second (spring) Semester

Complete required course work.

Finalize/revise plans for capstone project or internship if necessary.

Summer Session

Register for MAR 583 Capstone Project in Marine Conservation and Policy or MAR 592 Internship in Marine Conservation and Policy (3 credits for each summer session if you haven't already completed MAR 583 or MAR 592 credits already).

Complete requirement for field course by taking either MAR 532 Marine Protected Areas- Belize, or MAR 531 Long Island Marine Habitats if necessary.

Apply on-line to graduate.

Communicate with your mentor, incorporate their feedback into drafts of your Capstone or Internship report.

Submit your Capstone or Internship report.

Give oral presentation as part of MCP annual symposium.

Marine and Atmospheric Sciences M.S.

Steps Towards Graduation:

Step 1: Take Required Core Courses

Step 2: Choose an Advisor. All students should choose an advisor by the end of their second semester. Submit **ADVISOR SELECTION FORM**.

Step 3: Submit Thesis Proposal. Should be completed and approved by Advisor and two readers before start of third semester. **M.S. THESIS PROPOSAL COVER PAGE**

Step 4: Submit Field Experience and Completion of Specialty (Advanced) Courses Forms
Students must also complete the **FIELD EXPERIENCE REQUIREMENT** (Marine Sciences students only) and **COMPLETION OF SPECIALTY (ADVANCED) COURSES forms**.

Step 5: Apply to graduate. Apply on-line for graduation (i.e. in January apply online for spring graduation). Students must be registered for at least one credit for the semester in which they graduate, unless they graduate in August, when they must be registered for zero credits of MAR 800.

Step 6: Give oral presentation of thesis, have Advisor and two readers approve thesis, complete **M.S. COMPLETION FORM**, submit original signed signature page (signed in black ink only) to the Graduate School. Your thesis will be submitted on-line to the Graduate School, but you must submit a printed copy to Ms. Carol Dovi printed on archival bond paper suitable for binding and display in MASIC.

Suggested Timeline:

First (fall) Semester

Foundation Courses MAR 508 and MAR 509 (6 credits)
1 specialty course (2 or 3 credits)
OAC Seminar MAR 580.01 (0 credits)
Remainder of 9 or 12 credits (depending on G status) made up of thesis research (MAR 590) or directed study (MAR 552) with potential advisor

Second (spring) Semester

Core courses MAR 501, 502, 503 or MAR 506 (3 credits)
Scientific Communication MAR 568 (2 credits)
OAC Seminar MAR 580.01 (0 credits)
Remainder of 9 or 12 credits (depending on G status) made up of Thesis Research or Directed Study with potential advisor
Apply for NY residency (US citizens only)

Third semester

Specialty courses and Thesis Research (9 credits total)
Field experience
Submit MS thesis proposal

Fourth semester

Field experience if not already completed
Specialty courses and Thesis Research (9 credits total)
Be sure to submit **FIELD EXPERIENCE REQUIREMENT** and **COMPLETION OF SPECIALTY (ADVANCED) COURSES forms**.

Fifth and Sixth semesters as needed

Specialty courses and Thesis Research (9 credits total)
Apply to graduate
Present MS Thesis seminar
Submit signed MS Thesis to Graduate School and Education Office
Graduate!

Marine and Atmospheric Sciences Ph.D.

Steps Towards Graduation:

Step 1: Complete required core courses.

Step 2: Choose an Advisor. All students should choose an advisor by the end of their second semester. Once you and your advisor have found each other, submit **ADVISOR SELECTION FORM**.

Step 3: Comprehensive Exam. Exam is taken after core courses have been completed, usually in the fall semester of the second year. Students entering the Ph.D. program after completing their M.S. at SoMAS should take the Comprehensive Exam during their first year as a Ph.D. student. The exams must be taken before end of the fourth semester of full time study in order to stay in program. The outcome is Pass/Fail. Exam may be taken twice.

Step 4: Form Dissertation Committee. The Dissertation Committee should be formed after a student passes their Comprehensive Exam but before the dissertation proposal defense, usually during the 5th semester.

Approval of Dissertation Committee must be obtained from the GPC by filling out **REQUEST FOR Ph.D. DISSERTATION COMMITTEE APPROVAL**. Note, CV or bio sketch of outside committee member(s) must be provided.

Step 5: Teaching Practicum. The Teaching Practicum plan must receive prior approval by filling out **TEACHING PRACTICUM** form. Don't forget to register for one or more credits of MAR 670 under the section number of whoever is supervising your practicum. Once completed, the **TEACHING PRACTICUM EVALUATION** form must also be submitted. The teaching practicum can be completed any time after the comprehensive exam, but no later than the end of the sixth semester (3rd year).

Step 6: Preliminary Exam (Proposal Defense). This is an oral defense of the student's dissertation proposal before their Dissertation Committee.

Should be completed before the end of the sixth semester (3rd year). Upon completion, submit internal form **OUTCOME OF PRELIMINARY EXAM (PROPOSAL DEFENSE)**.

Step 7: Advancement to Candidacy. All requirements for the degree except the dissertation defense must be met before this step happens. In addition to fulfilling steps 1-6, students must advance to candidacy at least one year before they defend their dissertation. Students may apply for a Master of Philosophy degree from the Graduate School one year after they have advanced to Candidacy.

Step 8: Apply on-line for graduation. Students must be registered for at least one credit for the semester in which they graduate, unless they graduate in August, when they must be registered for zero credits of MAR 800

Step 9: Submit required dissertation defense forms. Two forms need to be submitted before the scheduled defense. Prior to the beginning of the semester in which you plan to defend, or four weeks before (whichever comes first), you **MUST** request approval for your defense committee from the Graduate School. This form must be obtained from Carol Dovi in the Education Office, **REQUEST FOR Ph.D. DISSERTATION COMMITTEE APPROVAL FORM**. Note: current CV of outside committee member should be attached. Four weeks before your defense date, you must submit the **DOCTORAL DEFENSE ANNOUNCEMENT FORM**. This includes the title, defense date, location, time, and < 350 word thesis abstract, and must be approved and submitted to the Graduate School by the GPD.

Step 10: Dissertation Defense. At least one week prior to defense date, Ph.D. defense announcement information should be forwarded to Christina Fink for electronic posting. Additional posting of announcements on SoMAS doors is the responsibility of the student. Upon completion of defense, **OUTCOME OF Ph.D. DISSERTATION DEFENSE** form must be signed by all members of the dissertation committee and submitted to the educational programs office. The Dissertation Committee must also sign the cover page of the Dissertation prior to submission to the Graduate School.

Step 11: Submit Dissertation: Prepare revised thesis following Graduate School guidelines. Once revisions have been accepted by your dissertation committee, submit original signed cover page of your revised dissertation. Signatures **MUST** be in black ink. Your revised dissertation will be submitted on-line to the Graduate School, but you need to submit a printed copy to Ms. Carol Dovi printed on archival bond paper suitable for binding and display in MASIC.

Suggested Timeline:

Note: First and second semester – same as Marine Sciences M.S. program (except register for research or directed study under MAR 655/MAR 650)

Third semester

Comprehensive Exam
Field Experience
Specialty and/or Seminar course(s) and Dissertation Research (9 credits total)

Fourth semester

Field Experience if not already completed
Teaching Practicum (MAR 670 Note proposed plan for Teaching Practicum needs pre-approval from GPC)
Specialty and/or Seminar courses and Dissertation Research (9 credits total)

Fifth and/or Sixth semester

Complete Teaching Practicum if not already done (MAR 670; Note proposed plan for Teaching Practicum needs pre-approval from GPC)
Get Dissertation Committee Approved
Preliminary (Proposal Defense) Exam
Advance to Candidacy
Specialty and/or seminar courses as appropriate and Dissertation Research (MAR 699 - 9 credits total)

Seventh semester through Tenth semester

Dissertation Research and Specialty courses as appropriate (9 credits total if full time in residence, at least 1 credit if not, unless Leave of Absence is requested)
Note additional course work post-advancement must be approved by GPD

Final semester

Apply to graduate
Must be registered for at least 1 credit (or for 0 credits of MAR 800 if defending in summer)
Defend Dissertation
Get Dissertation approved by Committee
Graduate!

Suggested Timeline - Atmospheric Sciences Track M.S. and Ph.D.

Note: Students follow same path through third semester, with exception of comprehensive exams for Ph.D. students.

First (fall) Semester

Foundation Courses (MAR 541, MAR 542 - 6 credits)
Graduate Seminar (MAR 595 - 1 credit)
TAOS Seminar (MAR 580.02 – 0 credit)
1 specialty course and/or 1 oceanography core course (2 or 3 credits)
Remainder of 9 or 12 credits (depending on G status) made up of research or directed study with potential Advisor

Second (spring) Semester

Two Required Specialty Core Courses (6 credits)
Graduate Seminar (MAR 595 - 1 credit)
TAOS Seminar (MAR 580.02 – 0 credit)

Remainder of 9 or 12 credits (depending on G status) made up of research or directed study with potential Advisor, or 1 specialty course
Become NY resident (US citizens only)

Third semester

1 Required Specialty Course or 1 Oceanography Core Course (3 credits)
1 Elective course
Graduate Seminar (MAR 595 – 1 credit)
Specialty course(s) and Dissertation Research (9 credits total)
Ph.D. students, Comprehensive Exam
MS students: Thesis proposal at the end of the third semester. Thesis research thereafter.

Fourth semester (For Ph.D. students only)

1 or 2 Specialty Courses
Teaching Practicum (Note proposed plan for Teaching Practicum needs pre-approval from GPC)
Dissertation Research (9 credits total)

Fifth and/or Sixth semester

Get Dissertation Committee Approved
Preliminary (Proposal Defense) Exam
Advance to Candidacy
Specialty courses as appropriate and Dissertation Research (9 credits total)

Seventh semester through Tenth semester

Dissertation Research (9 credits total if full time in residence), at least 1 credit if no longer full time.

Final semester

Apply to graduate
Must be registered for at least 1 credit (or for 0 credits of MAR 800 if defending in summer)
Defend Dissertation
Get Dissertation approved by Committee
Graduate!

Appendices

-
- I. Safety Policies for R/V SEAWOLF and Small Boats
 - II. Forms
-

Appendix I

Personal Safety Policies on Center Boats

The goal of the following policies is to prevent the occurrence of serious accidents to persons aboard one of the SoMAS boats. Individuals aboard or using the SoMAS boats are expected to adhere to these policies. Responsibility for developing and revising policies governing personal safety aboard the SoMAS boats lies with the SoMAS Ships Committee.

Aboard The R/V Seawolf

1. While at sea, the Captain of the R/V SEAWOLF is solely responsible for all matters relating to the safe operation of the vessel and the personal safety of members of the vessel's crew and science party. The Captain is responsible for implementing the following policies. In consultation with the chief scientist, he/she can require additional safety precautions to be taken if circumstances so warrant.
2. When required by the Captain, all persons on deck must wear a USCG-approved personal flotation device (PFD).
3. For those members of the science party who have not been aboard the SEAWOLF for at least six months, the Captain will provide a brief safety lecture before the cruise.
4. Under no circumstances will a member of the science party pilot the vessel. In special circumstances, a member of the science party may operate the deck gear under supervision of the Captain or Mate. The Captain and Chief Scientist must both agree to such an arrangement.
5. The permanent Captain and Mate of the SEAWOLF will hold American Red Cross certification in CPR and first aid.
6. While the vessel is underway, the Chief Scientist will notify the Captain of any members of the science party working or otherwise on deck.

Small Boat Operation

1. Any individual operating one of the SoMAS small boats must have the explicit approval of the Small Boat Captain. Such approval will be granted when the individual demonstrates that he/she is familiar with the fundamentals of small boat handling and basic safety at sea.
2. The Small Boat Captain will arrange for adequate instruction in small boat handling and personal safety at sea for SoMAS personnel requiring such instruction.
3. An individual aboard any of the SoMAS small boats will wear a USCG-approved personal flotation device (PFD) at all times.
4. Users of the SoMAS small boats are to operate the craft in a safe manner, reporting any mishaps, mechanical or equipment failures, or personal accidents to the Small Boat Captain either immediately by radio or upon return to SoMAS. Use of the SoMAS small boats is restricted to legitimate research and teaching activities of SoMAS. Private use of these boats is prohibited.
5. Discretion should be exercised when using one of the small boats in adverse or threatening weather conditions. The Small Boat Captain has the final say as to whether or not a cruise will occur in such circumstances.

Appendix II –

NOTE copies of individual forms are available as Word documents on the SoMAS intranet site.

Forms:

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ADVISOR SELECTION FORM

Name of Student: _____

Student Signature: _____

Name of Advisor(s): _____

Advisor(s) Signature: _____

Date: _____

ADVISOR CHANGE FORM

Name of Student: _____

Student Signature: _____

Name of Former Advisor(s): _____

Former Advisor(s) Signature: _____

Name of New Advisor(s): _____

New Advisor(s) Signature: _____

Date: _____

**COMPLETION OF ADDITIONAL SPECIALTY (ADVANCED) AND SEMINAR COURSES FOR
ATMOSPHERIC SCIENCES TRACK**

To be completed prior to graduation

Student _____ has completed:

I: Advanced courses (6 credits required)

PhD Students should take (3) and MS Students should take (2) of the following five advanced courses: MAR 505, 570, 572, 593, 594, 596, 598. When appropriate, if specialty courses for your discipline are not offered, appropriate substitutions can be made with ITPA Director approval. Please list substitution in "other" field below.

Course Number, Semester, Year	Course Name and Instructor	Number of Credits, Grade
Other: Course Number, Semester Year	Course Name and Instructor	Number of Credits, Grade

Signed: _____
(Student) (Date) ITPA Director Approval (Date)

Accepted and approved: _____
(Graduate Program Director) (Date)

Rev. 8/15

MEMORANDUM – REQUEST TO REMEDY FOUNDATION COURSE GRADE REQUIREMENT

To: Graduate Programs Director, SoMAS
From: Graduate Programs Committee, SoMAS

Subject: Student _____ is petitioning to remedy the Foundation Course Grade Requirement. The grades received were:

- MAR 508 Foundations in Marine Sciences I: Biogeochemistry Cycles _____
- MAR 509 Foundations in Marine Sciences II: Physics of the Oceans, Atmosphere and Climate _____
- MAR 501 Physical Oceanography _____
- MAR 502 Biological Oceanography _____
- MAR 503 Chemical Oceanography _____
- MAR 506 Geological Oceanography _____

After consultation, the student, advisor, and relevant core course instructors recommend:

Print, sign and date: _____, _____
(Student) (Advisor)

Print, sign and date: _____, _____
(Instructor and course #) (Instructor and course #)

Print, sign and date: _____, _____
(Instructor and course#) (Instructor and course #)

Print, sign and date: _____, _____
(Instructor and course#) (Instructor and course #)

Accepted and approved: _____
(Graduate Programs Committee) (Date)

Accepted and approved: _____
(Graduate Programs Director) (Date)

MEMORANDUM – COMPLETION OF FIELD EXPERIENCE
(For Marine Track students only)

To: Graduate Programs Director, SoMAS

From: Graduate Programs Committee, SoMAS

Subject: Student _____ completed the field experience requirement described below. Give dates and locations of activities. Activities should include pre-trip preparation; work actually done in the field, as well as post-trip processing of data and/or samples.

This experience is related to the student's thesis project as follows:

Print, sign and date: _____, _____
(Student) (Supervising Faculty Member)

Accepted and approved: _____
(Graduate Programs Director) (Date)

Rev. 8/15

M.S. THESIS RESEARCH PROPOSAL FORM

TITLE OF PROPOSED RESEARCH:

STUDENT:

DATE SUBMITTED:

APPROVALS: (**print and sign name**)

Student

Advisor

First Reader

Second Reader

Attach a complete copy of Thesis Proposal

Readers who are not SoMAS faculty must be approved by the GPC.

Provide a justification and CV along with Thesis Proposal

Graduate Programs Director
School of Marine & Atmospheric Sciences

Approval Date

Rev. 8/15

M.S. COMPLETION FORM

STUDENT: (sign and print name)

DATE SUBMITTED:

DATE AND LOCATION OF ORAL THESIS PRESENTATION:

THESIS APPROVALS: (sign and print name)

Advisor

First Reader

Second Reader

Graduate Programs Director
School of Marine & Atmospheric Sciences

Approval Date

Rev. 8/15

Ph.D. COMPREHENSIVE EXAM OUTCOME FORM

From: Comprehensive Exam Committee
To: Graduate Program Director

Graduate Student _____ took the
Marine Science / Atmospheric Science (circle one) exam on
_____.

Outcome (check one only):

The student passed: _____

The student failed: _____

The student needs to retake a portion of the exam: _____
Provide details below.

Chair of Comprehensive Exam Committee (sign and print name)

Date: _____

Rev. 8/15

Graduate Program Committee Approval of Ph.D. Dissertation Committee

Student name: _____ (print)

Advisor name: _____ (print)

Proposed title of dissertation: _____

Proposed date of Proposal Defense: _____

- ✓ Attach a brief description of dissertation topic and the role each committee member will play.

Print name and affiliation of each proposed committee member.

Committees must contain at least 5 members. At least 3 should be members of the SoMAS Graduate Faculty, and one must be an outside scholar (see handbook description) who does not hold an adjunct appointment at SoMAS.

- ✓ **Attach a biography or CV of the outside member(s).**

1. _____

2. _____

3. _____

4. _____

5. _____

Signature of Student _____ Date _____

Signature of Advisor _____ Date _____

Signature of GPC Chair _____ Date _____

Signature of GPD _____ Date _____

- ✓ This date of the exam should not be set until the GPC approves the committee.

Rev. 8/15

MEMORANDUM – Ph.D. QUALIFYING (PRELIMINARY) EXAM (PROPOSAL DEFENSE) OUTCOME

To: Graduate Programs Director, SoMAS

From: _____ (Chair of Committee)

Subject: Proposal Defense of Student _____.

The Dissertation Committee held the Qualifying exam for this student on _____.
The student (circle one) PASSED/FAILED the exam, with the following conditions (if any):

Signatures of the Dissertation Committee:

Print name: Signature

Print name Signature

Print name Signature

Print name: Signature

Print name Signature

Print name Signature

Signed: _____
(Student) (Date)

Accepted and approved: _____
(Graduate Programs Director) (Date)

MEMORANDUM – Ph.D. DISSERTATION DEFENSE OUTCOME

To: Graduate Programs Director, SoMAS

From: _____ (Chair of Committee)

Subject: Dissertation Defense of Student _____.

The Dissertation Committee held the Dissertation Defense for this student on _____.
The student (circle one) PASSED/FAILED the exam, with the following conditions (if any):

Signatures of the Dissertation Committee:

Print name Signature

Signed: _____
(Student) (Date)

Accepted and approved: _____
(Graduate Programs Director) (Date)

MEMORANDUM – TEACHING PRACTICUM

Subject: Student _____ plans to complete the teaching practicum in the following University-level class: _____
(provide class name and number)

This class meets _____ times per week for _____ each meeting.
(how many) (how many minutes)

For waivers, see below.

The student and supervising Faculty Member agree that the student will:

1. **Register** for _____ credit(s) of MAR 670 (must be at least 1)
2. **Observe** _____ lectures/classes given by the Course Instructor(s) (must be at least 6 hours of class)
3. **Perform the following teaching duties** (lecture, lead discussion section, etc.): _____ for _____ class periods (must be at least 3 hours of class)
4. **Prepare and grade** the following type of assignment (exam questions, homework assignment, etc.) on the material covered during these lectures or discussion sections:
_____.
5. If additional duties are to be performed (which would require enrolling in extra credits of MAR 670), they should be specified below, along with an estimation of associated time commitments:

If the student will not perform one or more of the above requirements, please indicate which one(s) and provide justification below.

If the student is applying for a waiver of the teaching practicum, please describe in detail the student's previous teaching experience (indicating how the above requirements have already been met) and attach a letter of evaluation from someone who supervised the student in his/her duties. (Additional sheets may be attached.):

Signed: _____ , _____
(Student) (Date) (Supervising Faculty Member) (Date)

Accepted and approved: _____
(Graduate Programs Committee) (Date)

Accepted and approved: _____
(Graduate Programs Director) (Date)

Rev. 10/15

MEMORANDUM – TEACHING PRACTICUM EVALUATION

To: Graduate Programs Director, SoMAS
From: Faculty Advisor: _____
Subject: Teaching Practicum of student: _____

This student completed the teaching practicum in the following University-level class:
_____ (class name and number)

The duties included:

Observing _____ lectures/classes given by Course Instructor(s)

Performing the following duties (lecture, lead discussion section, etc.):

_____ for _____ class periods.

Preparing the following type of assignment (exam questions, homework assignment, etc.) on the material covered during these lectures or discussion sections:

Performing the following additional (if any):

My evaluation of the student's performance is as follows (describe thoroughness of preparation, work ethic, teaching ability, quality of lectures, ability to interact with students, etc.) attach additional sheet if necessary:

Signed: _____ (Date)
(Supervising Faculty member)

(Student) (Date)

Accepted and approved: _____ (Date)
(Graduate Programs Director)

Check Sheet – MCP Program Name: _____ **Date:** _____

□A. Marine Sciences - 2 courses, one in a basic biological field plus any other MAR course

The following courses fulfill the requirement for a course in a basic biological field, other courses could as well:

- MAR 515 Phytoplankton Ecology Fall
- MAR 540 Marine Microbial Ecology Spring
- MAR 560 Ecology of Fishes_ Fall _____

□B. Conservation - 2 courses

- MAR 507 Marine Conservation Biology (**required**) Fall

The following courses fulfill the requirement for a second course in a conservation area:

- MAR 512 Marine Pollution Fall
- MAR 522 Environmental Toxicology and Public Health Spring
- MAR 554 Aquatic Animal Diseases Spring
- MAR 578 Biology and Conservation of Seabirds Spring
- MAR 552-T11 Marine Mammal Biology (offered as a special topics course) Fall
- MAR 588 Marine Molecular Ecology Spring _

□C. Communications - 2 courses

- MAR 557 Case Study and Project Planning Seminar (**required**) Fall **and either**
- JRN 500 Introduction to News Media Concepts and Institutions Spring **or**
- JRN 501,502,503,504,505, 508, 509 Communicating Science (any 3) Fall Spring, Summer (for some)

□D. Policy/Law/Economics/Management - 1 course

- MAR 514 Environmental Management Spring
- MAR 536 Environmental Law and Regulation Fall
- MAR 539 Economics of Coastal and Marine Ecosystems Spring
- MAR 553 Fisheries Management Spring
- POL 543 Environmental Politics and Policy Fall _____

□E. Quantitative Assessment - 1 course

- MAR 558 Remote Sensing Fall
- MAR 569 Statistics with R Fall
- MAR 587 GIS: Display and Analysis of Environmental Data Spring
- BEE 555 Mathematical Models in Population Biology Fall (note Calculus is a pre-requisite for BEE 555) _____

□F. Field Biology - 1 course

- MAR 531 Long Island Marine Habitats Summer I
- MAR 532 Marine Protected Areas – Belize Summer I
- MAR 537 Tropical Marine Ecology Winter _____

□G. Project or Internship – 6 credits

- MAR 589 Capstone Project in Marine Conservation and Policy or
- MAR 592 Internship in Marine Conservation and Policy

□Total Credits (≥ 30) _____

Approved _____ **Date** _____ **Rev. 8/14**

Prospectus for Capstone Project Credits (MAR 589)

A Capstone Project provides an opportunity for students to explore a topic in detail, usually involving independent analysis of information collected by others to address a problem of consequence in your field. It is anticipated that most students will conduct their Capstone Project during the summer, taking 3 credits of internship during each of the 2 summer sessions and working on projects developed during the required MAR 557 Case Study and Project Planning Seminar. However, it is also possible to earn Capstone Project credits during the spring or fall semesters. Students wishing to embark on their Capstone Project prior to completing MAR 557 must make the necessary arrangements and get approval from both their instructor of record for the credits and from the Coordinating Committee before commencing their project. Retroactive requests are usually not approved, except in unusual circumstances.

The procedure is as follows:

Discuss your plans with members of the Coordinating Committee. Once the plan has reached the point of approval, **prepare a one-page prospectus providing the following information and submit it to the Coordinating Committee:**

1. Title of Project
2. Your name and contact information
3. A description of the study you expect to undertake. The study should explore a problem or issue in depth requiring independent analysis on your part.
4. The number of credits you plan to register for. A total of six credits is needed to meet the MA requirements. Typically 45-60 hours of effort per semester is equal to one credit.
5. The name of your SOMAS faculty instructor of record for the project. This will usually be a member of the Coordinating Committee, unless another SoMAS faculty member is actively involved in your project. If another member of the SoMAS faculty is going to supervise your project, they must provide a letter or email endorsing your plan.
6. A description of how much of your project you anticipate completing during the semester in question, and how you will demonstrate completion of this aspect of your project. Normally you will keep a journal describing your activities. Prior to completing your project you will be expected to write a 10-15 page, double-spaced report detailing what you learned and why it is important. Further details of expectations for these papers will be discussed in MAR 557. All students will give an oral presentation on their capstone projects, usually during the annual MCP symposium in August.

Once the Coordinating Committee approves your prospectus, the faculty instructor of record should contact the SoMAS education office (Carol Dovi) and give you permission to register for the internship. **THIS MUST BE DONE BEFORE THE END OF THE ADD/DROP PERIOD. When you have permission, YOU MUST GO INTO SOLAR AND REGISTER FOR MAR 589 UNDER THE INSTRUCTOR OF RECORD'S SECTION NUMBER.**

You should provide a progress report to your faculty instructor of record midway during the semester. The Faculty Director will send out deadlines for outlines, drafts, and your final paper. At the end of the semester, prepare and submit your journal and report. You will also typically present your work in the annual MCP Symposium in August. If you complete your 6 credits of Capstone Project at a time other than the summer, and cannot participate in the Symposium, you will also need to schedule a time to present your internship project in an oral presentation.

Prospectus for Internship in Marine Conservation and Policy (MAR 592)

An internship is a valuable way for students to obtain real world experience with a company, governmental organization, non-governmental organization (NGO), educational facility, etc. Although we will suggest possible internship opportunities, students often discover opportunities on their own and bring them to us for consideration. It is anticipated that most students will conduct their internship during the summer, taking 3 credits of internship during each of the 2 summer sessions and working on projects developed during the required MAR 557 Case Study and Project Planning Seminar. However, it is also possible to earn internship credits during the spring or fall semesters. Students wishing to embark on internship activities prior to completing MAR 557 must get approval from the Coordinating Committee and their MCP mentor/instructor of record before commencing their internship. Retroactive requests are usually not approved.

The procedure is as follows:

Discuss your plans with members of the Coordinating Committee. Once the plan has reached the point of approval, **prepare a one-page prospectus providing the following information and submit it to the Coordinating Committee:**

1. Title of Project
2. Your name and contact information
3. The organization you will be interning with
4. A description of the work you expect to be doing and the project you plan to focus on.
5. The number of credits you plan to register for. A total of six credits is needed to meet the MA requirements. Typically 45-60 hours of effort per semester is equal to one credit.
6. The name and contact information for your internship supervisor at this organization. Ask this person to send an email or letter to the SoMAS faculty instructor of record (see below) verifying their willingness to serve as your internship supervisor and their acceptance of your prospectus.
7. The name of your SOMAS faculty instructor of record for the project. This will usually be a member of the Coordinating Committee, unless another SoMAS faculty member is actively involved in your internship project.
8. A description of how your work be assessed during the semester. Normally you will keep a journal. All internships must have intellectual content in addition to the practical experience you will receive. As part of your internship you will be expected to explore a problem or issue in depth requiring independent analysis on your part. Prior to completing your internship you will be expected to write a 10-15 page, double-spaced report on your project detailing what you learned and why it is important. All students will give an oral presentation on their internship projects, usually during the annual MCP symposium in August.

Some students are fortunate to receive pay from the organization while undertaking an internship. Others do not.

Once the Coordinating Committee approves your prospectus, the faculty instructor of record should contact the SoMAS education office (Carol Dovi) and give you permission to register for the internship. **THIS MUST BE DONE BEFORE THE END OF THE ADD/DROP PERIOD.** When you have permission **YOU MUST GO INTO SOLAR AND REGISTER FOR MAR 592 UNDER THE INSTRUCTOR OF RECORD'S SECTION NUMBER.**

You should provide a progress report to your faculty instructor of record midway during the semester. The Faculty Director will send out deadlines for outlines, drafts, and your final paper. At the end of the semester, prepare and submit your journal and report. You will also typically present your work in the annual MCP Symposium in August. If you complete your 6 credits of Capstone Project at a time other than the summer, and cannot participate in the Symposium, you will also need to schedule a time to present your internship project in an oral presentation.