



# School of Marine and Atmospheric Sciences Graduate Student Handbook 2021-2022



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## 1. INTRODUCTION

Welcome! You are about to start the next phase of your career in marine, atmospheric, sustainability, and conservation science or policy. These are dynamic and exciting fields that will present new and interesting challenges for you. Stony Brook University's School of Marine and Atmospheric Sciences (SoMAS) is glad you have chosen to pursue your advanced studies with us, and we look forward to interacting with you for years to come.

SoMAS has more than 60 faculty members and 145 graduate students, each contributing uniquely to the diversity of our collective interests and experience. You will meet people studying everything from bacterial genetic sequences to global climate models. We are all passionate about our work and you are encouraged to talk to students and faculty in fields other than your own – you would be surprised how often students discover an area of marine or atmospheric science they have never heard of before, yet that new area turns into their thesis, dissertation, capstone, or internship project.

Many of you will be making the initial transition from student to scientist during your SoMAS tenure. Unlike most undergraduate studies that focus on presenting you with new information, graduate studies actively involve applying your knowledge to problems and questions for which we do not already have answers. We are training you to be our scientific peers – former SoMAS students regularly collaborate with their advisors on new projects years after graduation.

Expectations of you and corresponding standards are high. Ours are demanding fields, and dedication and effort are prerequisites for success. The magnitude of the difference in expectations between undergraduate studies and graduate studies is comparable to the expectation difference between high school and college. You will need to work hard, but we have every confidence that you will succeed!

This handbook provides information essential to completing your career at SoMAS and avoiding unnecessary bureaucratic challenges. The handbook's length might be initially daunting, but not every section applies to every student. In the following pages you will find information about various people and groups at SoMAS, degree requirements and recommended timelines, forms that must be submitted along the way, and general SoMAS policies. Please contact your counselor, the Educational Programs Office, or the Graduate Programs Director when you have questions.

Again, welcome, and let's get started!

## 2. People, Committees, Groups, and Organizations

There are a number of people and groups you will interact with during your career at SoMAS. You might not interact with all of these people and this is not an all-inclusive list, but below is a description of most of the key people and groups associated with your tenure at SoMAS.

### 2.1 The List (in Alphabetical Order)

*Advisor:* Your advisor is a member of the faculty chosen by each student in the SoMAS M. S. and Ph. D. programs (M. A. students, please see the next paragraph below). Advisors guide research, approve course selections, and oversee all efforts towards degree completion. Advisors are also concerned with you as a person, and are ready to help solve non-academic difficulties. You may choose to have co-advisors, where two faculty members jointly guide your academic career. The choice of advisor is a critical one, and is perhaps the most important choice you will make as a graduate student. You must choose an advisor by the end of your second semester – the arrangement is by the mutual consent of you and your potential advisor. You must complete the **Advisor Declaration form** (see Forms folders on your Orientation flash drive; SoMAS forms can also be found on the SoMAS web page) once an advisor has been found. If you choose to change your advisor at a later date, an **Advisor Change form** (see Forms folders on your Orientation flash drive; SoMAS forms can also be found on the SoMAS web page) must be submitted. You will not be allowed to register for your third semester without an official advisor except under exceptional circumstances.

*Center for Inclusive Education:* The CIE is a unit of the Stony Brook University Graduate School (see below) dedicated to bringing diverse perspectives into the broad range of research and scholarly activity done here. <https://www.stonybrook.edu/commcms/cie/> The CIE works to provide resources and community for anyone at SBU interested in diversity and inclusion.

*Coordinating Committee for the Marine Conservation and Policy (MCP) Program:* Students in the MCP program will be collectively advised by this committee. The committee consists of the MCP Faculty Director (currently Ellen Pikitch, with Anne McElroy serving as interim director for 2021-22) and other faculty members with interest in marine conservation. Students in the MCP program can go to any of the coordinating committee members for advice, but one faculty member will be assigned as their counselor in the first semester. Counselors help students design their curricula to best meet their interests, satisfy the requirements of the MCP program, and to help students find mentors for their capstone projects or internships.

*Counselor:* Your counselor is a faculty member assigned to each student upon admission to the SoMAS M. S. or Ph. D. program. The counselor's principal duties are to help you decide what courses to take your first year, to help interpret and clarify degree requirements, and to assist in identifying an advisor (who will assume the counselor's duties). Counselors are available for discussion and advice about any problems you might experience. While you have been

matched with your counselor because they are a likely faculty member to serve as your advisor, students are not obligated to choose their counselor as their advisor.

*Educational Programs Office:* This office maintains student records and provides support for almost all student activities. In addition to records, this office also coordinates graduate student payroll, tuition scholarships, registration, applications and admission, and course scheduling. Questions regarding academic procedure can be directed to Ginny Clancy in this office as well as to the Graduate Program Director (see below).

*Faculty and Graduate Faculty:* The faculty of SoMAS are the best resource available to you in your progress towards an advanced degree. You will likely interact with faculty through lectures, seminars, research, and informal discussions. All members of the faculty have a vested interest in the progress of our students; they differ only in personal style. There are several categories of faculty associated with SoMAS, including tenure-track faculty, adjunct faculty, and joint and affiliated faculty. Only faculty who have Graduate Faculty status may serve as advisors to M. S. and Ph. D. students, or serve as internal members of Ph. D. dissertation committees.

*Division Director, Atmospheric Sciences:* The current Director of Atmospheric Sciences is Brian Colle, who also serves as coordinator for students in the M. S. and Ph. D. Atmospheric Sciences tracks. He also serves as an academic advisor to all atmospheric science graduate students.

*Division Director, Marine Sciences:* The current Director of Marine Sciences is Gordon Taylor.

*Division Director, Sustainability:* The current Director of Sustainability is Kate Aubrecht.

*Graduate Programs Committee (GPC):* This committee provides advice on policy issues directly related to the SoMAS graduate programs. The committee also approves Ph. D. dissertation committees, all student petitions, proposals for teaching practicums, and new and revised course offerings. The GPC includes equal numbers of faculty and M. S./Ph. D. students, so volunteering to serve on this committee is a great way to support SoMAS and ensure your voice is heard.

*Graduate Programs Director (GPD):* The GPD, currently Jackie Collier, has overall responsibility and authority for the SoMAS graduate program, including distribution of teaching assistantships (TAs), graduate assistantships (GAs), waivers of SoMAS requirements, changes in student status, approvals for students to take courses outside SoMAS, and more.

*Graduate School, The:* All SoMAS graduate programs operate under the authority of the Stony Brook University Graduate School. SoMAS has some latitude in the details of how our graduate program is run, but there are campus-wide rules set by the Graduate School that all students must follow. Information on Graduate School policies and procedures, and the Graduate Bulletin, can be found on the Graduate School web page: <https://grad.stonybrook.edu/>. The

Graduate School offers access to a variety of resources ranging from student housing listings to the format required for theses and dissertations.

*Graduate School International Services:* The Graduate School provides extensive support for foreign students at Stony Brook dealing with immigration and other issues. Please visit <http://www.stonybrook.edu/commcms/visa/> for more information. An International Student Advisor will be assigned to international students based on the student's last name.

*Graduate Student Advocate:* The Advocate is a graduate student working in the Graduate School who answers directly to the Dean of the Graduate School (not to be confused with the Dean of SoMAS). The Advocate will aid students experiencing difficulties in academic or administrative matters. This person can act as a mediator, ombudsperson, bureaucratic trouble-shooter, and more. If you encounter a problem during your graduate studies that you can not resolve through SoMAS, please feel free to contact the Graduate Student Advocate at [www.grad.stonybrook.edu/about/advocate.php](http://www.grad.stonybrook.edu/about/advocate.php).

*Graduate Student Organization (GSO):* The 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. You pay dues to the GSO through your activity fee. The GSO has elected members on most university committees, and it provides students interested in serving the university an opportunity to do so. SoMAS usually has a student representative in the GSO ([www.sbgso.org](http://www.sbgso.org)).

*International Student Advisor:* Sultan Hameed serves as a resource for international students to help them adjust to the United States educational system.

*SoMAS Graduate Student Club (GSC):* The SoMAS GSC exists to build a sense of community among graduate students, faculty, and staff. The club hosts the annual Okubo Visiting Scholar, and helps organize traditional SoMAS activities such as the annual Pot Luck dinner, Vax to Flax race, and Recruitment Weekend. All SoMAS graduate students are welcome to participate in the club and its activities. Students interested in taking an active role in the club should email [somasgradclub@gmail.com](mailto:somasgradclub@gmail.com) for additional information or speak to a club officer.

### 3. GENERAL UNIVERSITY DEGREE REQUIREMENTS

There are some general university requirements that all SoMAS graduate students must meet. Failure to meet these requirements may result in not being allowed to register for classes, losing financial support, and even dismissal from the program. Information about these Stony Brook University degree requirements can be found in the Graduate Bulletin under Academic Regulations and Procedures and Degree Requirements.

#### 3.1 Registration

All students must be registered continuously from the time they start the program until they complete the degree requirements and submit their thesis, or withdraw from the program. The only exception to this registration requirement is a Leave of Absence (see Section 9). 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 (Fall or Spring), unless you graduate in Summer or Winter when you can be registered for zero credits of summer or winter 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. All students are encouraged to register for zero credits of MAR 800 in the summer, as there are potential tax liabilities for not being registered for study in the summer if you are supported on a Research Assistantship. 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. You must be registered for at least one credit by the beginning of the Fall and Spring semester or you will have to pay a late-fee; similar fees apply in the summer.

#### **Full-time enrollment status for M. A. and M. S. students:**

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

#### **Ph. D. students:**

First year with less than 24 graduate credits complete (G3 status)	12 credits
Second year and beyond, but before advancement to candidacy (G4 status)	9 credits
After advancement to candidacy (G5 status)	9 credits

#### 3.2 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 grade point average (GPA) greater than 3.0 for courses numbered 500 or greater. Students with a GPA below 3.0 will be placed on academic probation, and students who have not raised their GPA above 3.0 after two semesters on probation will not be permitted to re-enroll. No grade less than a "C" can be used to complete degree requirements. There is no grade of "D".

### 3.3 Administrative Requirements for Graduation

Students expecting to graduate in a given semester must be registered, apply for graduation before the university deadline (online with the Graduate School, and the deadline is very early in the semester!), and complete all university and SoMAS requirements on time. Timeliness is important so the GPD can review your records and 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 semester. Avoid applying for graduation unless you and your advisor are confident you will finish; changing your graduation application requires a special form, which must be submitted timely because you will not be able to register until it is processed and there is often a lot of other paperwork to continue your status.

### 3.4 Credit Requirements and Time Limits

At least two semesters of full-time study must be spent at Stony Brook.

The Graduate School requires at least thirty graduate credits with an overall B average to obtain a degree. The M. A. and M. S. degree must be completed within three years. An extension may be requested from the Graduate School, but approval is not automatic.

Ph. D. students should complete all requirements for their degrees within four years after advancing to candidacy. The Graduate School requires that all Ph. D. candidates satisfy all requirements for the Ph. D. degree within seven years after completing twenty-four graduate credit hours at SoMAS. A petition can be submitted to the Graduate School to extend the time limit, but approval is not automatic.

### 3.5 Residency (only applies to domestic students)

All domestic students must become New York state residents before the start of their second year. Graduate tuition scholarships will only pay for in-state tuition rates, and you will receive a substantial tuition bill if you do not establish New York residency before the beginning of your second year. More information about residency requirements, including the form you will need to eventually submit to the university can be found here:

<https://www.stonybrook.edu/commcms/bursar/residency/graduate-professional-students>

## 4. M. A. in MARINE CONSERVATION AND POLICY (MCP) REQUIREMENTS

In addition to the general university requirements (Section 3)...

### 4.1 General MCP Coursework Description

The MCP program consists of advanced coursework in six skill 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. Each degree candidate will choose elective coursework under the supervision of the Coordinating Committee within all of these areas to best suit their specific postgraduate career objectives. Students must also 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. Candidates will formally present their work in a program-wide symposium.

The MCP program is designed to be completed in twelve months of full-time study, and requires a minimum of 30 credits of coursework. 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 of time; some students elect to do a more comprehensive Internship or Capstone Project thus extending their duration of study. The MCP program is not designed for part-time students who may only be able to enroll in night classes. However, part-time students can complete this program through a careful choice of courses provided they have some ability to take classes taught during working hours.

### 4.2 MCP Skill Area Requirements

There are required and elective courses from groups A through F below, plus six credits from group G.

- A) Marine Sciences: two courses, one of which has to be in a basic biological field.
- B) Conservation: two courses; MAR 507 (Marine Conservation Biology) – required, plus one elective.
- C) Communications: two courses; MAR 557 (Case Study and Project Planning Seminar) – required, and either a Journalism course sequence (either JRN 500, or any three modules within JRN 501, 502, 503, 504, 505, 508, or 509), or MAR 550 (Policy 3Rs – Read, Write, Raise \$).
- D) Policy/Law/Economics/Management: one course.
- E) Quantitative Assessment: one course.
- F) Field Biology: one course.
- G) Capstone Project (MAR 589) *or* Internship in Marine Conservation and Policy (MAR 592); six credits required for either option. The capstone project or internship can be completed during the summer or during the academic year. A prospectus must be approved by MCP Coordinating Committee prior to registration for credits if the capstone project or internship is begun before completing MAR 557.

Courses from other departments or sometimes other universities can potentially be used to fulfill MCP degree requirements with permission of the MCP Faculty Director. Some courses can fulfill more than one requirement, but students need to complete at least 30 credits to earn the degree.

#### 4.3 For Those Doing a Capstone Project: 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 three credits of internship during each of the two summer sessions and working on projects developed during the required Case Study and Project Planning Seminar (MAR 557). However, it is also possible to earn Capstone Project credits during the spring or fall semesters. Students wishing to start 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 MAR 589 credits and from the MCP Coordinating Committee before commencing their project. Retroactive requests are usually not approved except in unusual circumstances.

Discuss your project plans with members of the MCP 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 MCP 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 and requiring independent analysis on your part.
4. The number of credits for which you plan to register. A total of six credits is needed to meet the M. A. requirements. Forty-five to sixty hours of effort per semester is equal to one credit.
5. The name of your SoMAS faculty instructor of record (MAR 589) for the project. This person will usually be a member of the MCP Coordinating Committee unless another SoMAS faculty member is actively involved with 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. You are expected to write a ten- to fifteen-page, double-spaced report detailing what you learned and why it is important prior to completing your project. 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, you may register for the project credits. 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 section associated with the instructor of record.

You should provide a progress report to your MAR 589 faculty instructor of record mid-way through the semester. The MCP 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. If you complete your six 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 capstone project in an oral presentation.

#### 4.4 For Those Doing an Internship: Prospectus for Internship Credits (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 the MCP Coordinating Committee for consideration. It is anticipated that most students will conduct their internship during the summer, taking three credits of MAR 592 during each of the two summer sessions and working on projects developed during the required Case Study and Project Planning Seminar (MAR 557). However, it is also possible to earn internship credits during the spring or fall semesters. Students wishing to start internship activities prior to completing MAR 557 must get approval from the MCP Coordinating Committee and their MCP mentor/ MAR 592 instructor of record before commencing their internship. Retroactive requests are usually not approved.

Discuss your internship plans with members of the MCP 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 MCP 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 do and the project you plan to focus on.
5. The number of credits for which you plan to register. A total of six credits is needed to meet the M. A. requirements. Forty-five to sixty hours of effort per semester is equal to one credit.
6. The name and contact information for your internship supervisor at the organization. Ask this person to send an email or letter to the SoMAS faculty instructor of record for MAR 592 (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 (MAR 592) for the project. This person will usually be a member of the MCP Coordinating Committee unless another SoMAS faculty member is actively involved with your internship project.
8. A description of how your work will be assessed during the semester. Normally you will keep a journal describing your activities. All internships must have intellectual content in addition to the practical experience you will receive. As part of your internship you are expected to write a ten- to fifteen-page, double-spaced report detailing what you learned and why it is important prior to completing your project. 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, you may register for MAR 592. This must be done before the end of the add/drop period.

You should provide a progress report to your MAR 592 faculty instructor of record mid-way through the semester. The MCP Faculty Director will send out deadlines for outlines, drafts, and your final paper. Prepare and submit your journal and report at the end of the semester. If you complete your six credits of internship 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.

#### 4.5 Steps Towards Graduation and Timeline

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

Fall Semester:

- Meet with the MCP Coordinating Committee mentor and plan your courses to best address individual career goals and ensure you can complete the curriculum within the desired time (submit **MCP Curriculum Checklist form**).
- Complete Marine Conservation (MAR 507), Case Study and Project Planning Seminar (MAR 577), and usually three additional courses if full-time.
- You will prepare your capstone project or internship proposal as part of the requirements for MAR 577. This proposal must be submitted to the MCP Coordinating Committee for approval (submit Prospectus for Internship or Capstone Study).

Winter Session:

- Take a Field Biology course, e.g. Tropical Marine Ecology (MAR 537) or other approved course

Spring Semester:

- Complete required coursework and finalize plans for your capstone project or internship.

Summer Session:

- Register for Capstone Project in Marine Conservation and Policy (MAR 589) or Internship in Marine Conservation and Policy (MAR 592). You should take three credits for each summer session if you have not already completed MAR 589 or MAR 592 credits already.
- Complete Field Biology course requirement by taking Long Island Marine Habitats (MAR 531) if you did fulfill this requirement during the winter, or other MCP Director-approved course as appropriate.
- Apply online to graduate.
- Communicate with your mentor and incorporate their feedback into drafts of your capstone project or internship report.
- Submit your capstone project or internship report.
- Give your oral presentation as part of the annual MCP symposium.
- Graduate!

## 5. M. S. in MARINE SCIENCES REQUIREMENTS

In addition to the general university requirements (Section 3)...

### 5.1.0 Course Requirements

SoMAS requires that all M. S. students take and pass specific required courses with at least a B average, and with no grade falling below a C. The specific courses subject to the minimum grade average are listed in 1-3 below.

1. Foundations of Marine Sciences I: Biogeochemical Processes (MAR 508).
2. Foundations of Marine Sciences II: Physics of Oceans, Atmosphere, and Climate (MAR 509).
3. One of the following: Physical Oceanography\* (MAR 501), Biological Oceanography (MAR 502), Chemical Oceanography (MAR 503), or Geological Oceanography\* (MAR 506).
  - \* - MAR 501 and 506 may not be offered every year. Physical oceanography students may substitute one of the required courses in the Atmospheric Sciences track (see Section 6) or Dynamical Oceanography I and II (MAR 547, 548) to fulfill this requirement. Geological oceanography students should consult with their advisor and the GPC for an allowable substitution.
4. Practical Skills for Scientists (MAR 568).
5. Two semesters of Oceans, Sustainability, and Atmospheres Colloquium (OSAC) (MAR 580, section 01) – *you must register for this 0-credit course in both your first fall and spring semester.*
6. One quantitative course. Examples of current offerings that meet this requirement include, but are not necessarily limited to: Modern Methods of Data Analysis in Atmospheric and Ocean Sciences Part I (MAR 538), Remote Sensing (MAR 558), Quantitative Fisheries Ecology (MAR 561), Diagenesis of Marine Sediments I and II (MAR 562, 563), Programming Statistics in R (MAR 569), Dynamical Oceanography I and II (MAR 547, 548), Introduction to Ecological Modeling (MAR 586), GIS: Display and Analysis of Environmental Data (MAR 587), and Dynamic Models with Matlab (MAR 601). Appropriate courses from other departments, such as Biometry (BEE 552) can also be used to fulfill the quantitative course requirement with advance approval (prior to registration!) from the GPD.
7. Six credits of other courses appropriate to the student's specialty. Courses outside of SoMAS require advance approval from the GPC. JRN courses cannot count toward this requirement.

### 5.1.1 Consequences of Not Achieving at Least a B Average in the Specific Required Courses

Students 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. A written description of the remedy and a **completed petition form** should be submitted immediately to the GPC after your grades for the three required courses are available. The remedy should be developed with the help of your counselor or advisor and relevant foundation course instructors. The usual remedy will either be the

retaking of whichever course(s) is(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 you did not do well.

### 5.1.2 Seminars

All first-year students are required to attend the weekly Oceans, Sustainability, and Atmospheres Colloquium (OSAC) series during both the Fall and Spring semesters. You must register for MAR 580, section 01 for zero credits. Part-time students who cannot attend the seminar regularly can arrange with the seminar coordinator(s) to attend approved seminars at any academic institution or national meeting of a scientific society. No more than two seminars can be missed in any semester to fulfill the seminar requirement. It's good to learn stuff; you should attend the weekly seminars after your first year as well.

### 5.1.3 Research Credits

All first-year students should register for at least one to three credits of Directed Study (MAR 552) or Research (MAR 590) as an exploration of possible research topics and potential advisors. This can be done in the first and/or second semester, but must be done under the supervision of a faculty member. Sign up for the section number of these courses belonging to the appropriate faculty member.

### 5.2 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 field work, one or more days of participation in field sampling and data collection, and involvement in post-trip sample/data processing. Students doing research that lacks a field component (*e.g.*, modelers) can participate through other labs' field work with permission from the overseeing faculty member. Submit the **Field Experience form** (Forms folder on your Orientation flash drive) to the Educational Programs Office for approval by the GPC once your field experience is complete.

### 5.3.0 Research Proposal and Thesis Committee

The written proposal for your M. S. research must be completed before you begin your second year of study, and be signed by your advisor and two readers (your thesis committee). 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, approximately five single-spaced pages (not including figures, tables, and references) could suffice. A copy of the proposal with a completed and attached **M. S. Thesis Research Proposal form** (see Forms folder on your Orientation flash drive) should be turned into the Educational Programs Office. Students who fail to complete their proposal by the end of the third semester may lose their tuition scholarships.

Your thesis committee consists of an advisor who must be a SoMAS Graduate Faculty member, and at least two additional readers who usually are, but do not have to be, SoMAS Graduate Faculty. Readers who are external to SoMAS must be approved by the GPC before

the proposal is submitted along with the **M. S. Thesis Research Proposal form** (see Forms folder on your Orientation flash drive for relevant form). Your thesis committee will supervise and evaluate your research, and must approve your thesis before you can graduate. Any changes to your M. S. thesis committee after submitting your signed Research Proposal must be approved by the GPC.

### 5.3.1 Committee Meetings

You should ideally meet with your thesis committee every six months to update them on your progress. At the very least you should provide the committee with a written report describing your progress, problems, any changes in research direction, and requests for advice about specific issues.

### 5.4.0 Oral Presentation of the Thesis

Your thesis must be presented orally to the general public, and the presentation has to be made before the approved thesis is submitted to the Graduate School. Your advisor and thesis readers should attend the oral presentation and meet with you afterwards to discuss questions raised during the presentation and any other issues with the thesis. You must provide the Educational Programs Office with the day and time of the presentation at least two weeks in advance of the presentation date. A copy of the written thesis should be provided to all members of your thesis committee at least one week in advance of the presentation date.

Any formal public presentation of your thesis may be acceptable in fulfillment of the thesis presentation requirement as long as the presentation is properly advertised at least one week in advance as being presented to satisfy the M. S. presentation requirement. The presentation could be given during a specially-scheduled time, during a class or seminar course, or conference subject to the approval of the course instructor(s), thesis committee, and the above constraints.

### 5.4.1 Thesis Approval

Your thesis committee will approve your thesis by signing the thesis title page. A signed title page may be held by your advisor until any necessary revisions are completed to the satisfaction of your thesis committee. The approved thesis is then submitted to the Graduate School. The thesis must be prepared according to the Graduate School's guidelines as described in the Guide to Preparation of Theses and Dissertations ([http://grad.stonybrook.edu/academics/thesis\\_dissertation\\_guidelines.php](http://grad.stonybrook.edu/academics/thesis_dissertation_guidelines.php)). The deadline for submission of theses each semester is set by the Graduate School.

In lieu of a thesis, the Graduate School will accept a manuscript that has been officially accepted for publication in a refereed journal as long as the manuscript is in the thesis format required by the Graduate School and approved by the M. S. thesis committee. The manuscript may have multiple authors as long as your work is clearly distinguished from other elements of the paper either by a separate letter from the other authors, or within the paper itself.

### 5.4.2 M. S. Completion Form

Once you have completed the oral presentation of your thesis, and your committee members have approved your thesis, they must sign the **M.S. Thesis Completion form** (see

Forms folder on your Orientation flash drive), and you should submit it to the Educational Programs Office.

### 5.5 Steps Towards Graduation and Timeline

The schedule below describes a typical M. S. student completing their program of study in two to three years beginning in the fall.

First (fall) Semester:

- Foundation courses MAR 508 and 509 (six credits).
- One specialty course (two or three credits).
- OSAC Seminar MAR 580.01 (zero credits).
- Remainder of twelve credits made up of thesis research (MAR 590) or directed study (MAR 552) with potential advisor.

Second (spring) Semester:

- At least one of the core courses MAR 501, 502, 503, or 506 (three or more credits).
- MAR 568 (Practical Skills for Scientists; three credits).
- OSAC Seminar MAR 580.01 (zero credits).
- Remainder of twelve credits made up of thesis research (MAR 590) or directed study (MAR 552) with potential advisor.
- Apply for New York state residency (U. S. citizens only).
- Submit **“Advisor Selection” form**.

Summer:

- Submit M. S. thesis proposal with **“M. S. Thesis Research Proposal” form** before the fall semester starts.

Third (fall) Semester:

- Specialty courses and thesis research (nine credits total).
- Field experience (submit **“Completion of Field Experience” form** once completed).

Fourth (spring) Semester:

- Field experience if not already completed.
- Specialty courses and thesis research (nine credits total).
- Submit the marine science-track **“Completion of Specialty (Advanced), Quantitative, and Seminar Courses” form** if you have not already done so.

Fifth and Sixth Semesters as Needed:

- Specialty courses and thesis research (nine credits total).
- Apply to graduate in the semester you will complete your thesis.
- Must be registered for at least one credit (zero credits of MAR 800 if defending in the summer or winter).
- Present M. S. thesis seminar and submit **“M. S. Completion” form**.
- Submit signed M. S. thesis to the Graduate School and SoMAS Educational Programs Office.
- Graduate!

## 6. M. S. in ATMOSPHERIC SCIENCES REQUIREMENTS

In addition to the general university requirements (Section 3)...

### 6.1.0 Course Requirements

SoMAS requires that all M. S. students take and pass specific required courses with at least a B average, and with no grade falling below a C. The specific courses subject to the minimum grade average are listed in items 1 and 2 below.

1. Foundations of Atmospheric Sciences I (MAR 541)
2. Foundations of Atmospheric Sciences II (MAR 542)
3. One oceanography course chosen from amongst the following: Physical Oceanography\* (MAR 501), Chemical Oceanography (MAR 503), Geological Oceanography\* (MAR 506), Foundations of Marine Sciences I: Biogeochemical Processes (MAR 508), Paleoceanography and Paleoclimatology\* (MAR 545), or Dynamical Oceanography I\* (MAR 547).
  - \* - MAR 501, 506, and 547 may not be offered every year, and MAR 545 is offered every other year.
4. Four\*\* of the following advanced courses: General Circulation of the Atmosphere (MAR 505), Modern Methods of Data Analysis in Atmospheric and Marine Sciences (MAR 538), Atmospheric Radiation (MAR 544), Dynamical Oceanography II\*\*\* (MAR 548), Tropical Meteorology (MAR 565), Geophysical Simulation (MAR 572), Doppler Weather Radar (MAR 583), Atmospheric Physics (MAR 593), Atmospheric Dynamics (MAR 594), Atmospheric Chemistry (MAR 596), and Synoptic Mesoscale Meteorology (MAR 598).
  - \*\* - this is a small change from the previously required number of advanced courses and is awaiting final approval from the Graduate School. All incoming M. S. students should take four of the listed advanced courses as described.
  - \*\*\* - MAR 548 may not be offered every year.
5. Two semesters of Atmospheric Sciences Graduate Student Seminar (MAR 595)
6. Two semesters of Oceans, Sustainability, and Atmospheres Colloquium (OSAC) (MAR 580, section 02) – *you must register for this 0-credit course in both your first fall and spring semester.*

### 6.1.1 Consequences of Not Achieving at Least a B Average in the Specific Required Courses

M. S. students who fail to obtain a B average in the two foundation courses (MAR 541 and 542) are required to take one or both of the courses again and achieve a combined average of B or higher.

### 6.1.2 Seminars

All first-year students are required to attend the weekly Oceans, Sustainability, and Atmospheres Colloquium (OSAC) series during both the Fall and Spring semesters. You must register for MAR 580, section 02 for zero credits. Part-time students who cannot attend the

seminar regularly can arrange with the seminar coordinator(s) to attend approved seminars at any academic institution or national meeting of a scientific society. No more than two seminars can be missed in any semester to fulfill the seminar requirement. It's good to learn stuff; you should attend the weekly seminars after your first year as well.

### 6.1.3 Research Credits

All first-year students should register for at least one to three credits of Directed Study (MAR 552) or Research (MAR 590) as an exploration of possible research topics and potential advisors. This can be done in the first and/or second semester, but must be done under the supervision of a faculty member. Sign up for the section number of these courses belonging to the appropriate faculty member.

### 6.2.0 Research Proposal and Thesis Committee

The written proposal for your M. S. research must be completed before you begin your second year of study, and be signed by your advisor and two readers. 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, approximately five single-spaced pages (not including figures, tables, and references) could suffice. A copy of the proposal with a completed and attached **M. S. Thesis Research Proposal form** (see Forms folder on your Orientation flash drive) should be turned into the Educational Programs Office. Students who fail to complete their proposal by the end of the third semester may lose their tuition scholarships.

Your thesis committee consists of an advisor who must be a SoMAS Graduate Faculty member, and at least two additional readers who usually also are, but do not have to be, SoMAS Graduate Faculty. Readers who are external to SoMAS must be approved by the GPC before the proposal is submitted along with the **M. S. Thesis Research Proposal form** (see Forms folder on your Orientation flash drive for relevant form). Your thesis committee will supervise and evaluate your research, and must approve your thesis before you can graduate. Any changes to your M. S. committee after submitting your signed Research Proposal must be approved by the GPC.

### 6.2.1 Committee Meetings

You should ideally meet with your thesis committee every six months to update them on your progress. At the very least you should provide the committee with a written report describing your progress, problems, any changes in research direction, and requests for advice about specific issues.

### 6.2.2 Oral Presentation of the Thesis

Your thesis must be presented orally to the general public, and the presentation has to be made before the approved thesis is submitted to the Graduate School. Your advisor and thesis readers should attend the oral presentation and meet with you afterwards to discuss questions raised during the presentation and any other issues with the thesis. You must provide the Educational Programs Office with the day and time of the presentation at least two

weeks in advance of the presentation date. Similarly, a copy of the written thesis should be provided to all members of your thesis committee at least one week in advance of the presentation date.

Any formal presentation of your thesis at SoMAS may be acceptable in fulfillment of the thesis presentation requirement as long as the presentation is properly advertised at least one week in advance and is to satisfy the M. S. presentation requirement. The presentation could be given during a specially-scheduled time, or during a class or seminar course subject to the approval of the course instructor(s), thesis committee, and the above constraints.

### 6.2.3 Thesis Approval

Your thesis committee will approve your thesis by signing the thesis title page. A signed title page may be held by your advisor until any necessary revisions are completed to the satisfaction of your thesis committee. The approved thesis is then submitted to the Graduate School. The thesis must be prepared according to the Graduate School's guidelines as described in the Guide to Preparation of Theses and Dissertations ([http://grad.stonybrook.edu/academics/thesis\\_dissertation\\_guidelines.php](http://grad.stonybrook.edu/academics/thesis_dissertation_guidelines.php)). The deadline for submission of theses each semester is set by the Graduate School.

In lieu of a thesis, the Graduate School will accept a manuscript that has been officially accepted for publication in a refereed journal as long as the manuscript is in the thesis format required by the Graduate School and approved by the M. S. thesis committee. The manuscript may have multiple authors as long as your work is clearly distinguished from other elements of the paper either by a separate letter from the other authors, or within the paper itself.

### 6.2.4 M. S. Completion Form

Once you have completed the oral presentation of your thesis, and your committee members have approved your thesis, they must sign the **M.S. Thesis Completion form** (see Forms folder on your Orientation flash drive), and you should submit it to the Educational Programs Office.

## 6.3 Steps Towards Graduation and Timeline

The schedule below describes a typical student completing their program of study in two to three years beginning in the fall.

First (fall) Semester:

- Foundation courses MAR 541 and 542 (six credits).
- OSAC Seminar MAR 580.02 (zero credits).
- One specialty course and/or one oceanography course (two or three credits each)
- Remainder of twelve credits made up of thesis research (MAR 590) or directed study (MAR 552) with potential advisor.

Second (spring) Semester:

- Two required specialty core courses (six credits).
- Graduate Seminar MAR 595 (one credit).
- OSAC Seminar MAR 580.02 (zero credits).

- Remainder of twelve credits made up of thesis research (MAR 590) or directed study (MAR 552) with potential advisor, or one specialty course.
- Apply for New York state residency (U. S. citizens only).
- Submit **“Advisor Selection” form**.

Summer:

- Submit M. S. thesis proposal with **“M. S. Thesis Research Proposal” form** before the fall semester starts.

Third (fall) Semester:

- One required specialty course or one oceanography course (three credits).
- One elective course (three credits).
- Graduate Seminar MAR 595 (one credit)
- Specialty courses and thesis research (nine credits total).
- Submit atmospheric-track **“Completion of Additional Specialty (Advanced) and Seminar Courses” form**.

Fourth (spring) Semester:

- Thesis research (MAR 590).

Fifth and Sixth Semesters as Needed:

- Thesis research (MAR 590).
- Apply to graduate.
- Must be registered for at least one credit (zero credits of MAR 800 if defending in the summer or winter).
- Present M. S. thesis seminar and submit **“M. S. Completion” form**.
- Submit signed M. S. thesis to the Graduate School and SoMAS Educational Programs Office.
- Graduate!

## 7. PH. D. in MARINE SCIENCES REQUIREMENTS

In addition to the general university requirements (Section 3)...

### 7.1.0 Course Requirements

SoMAS requires that all Ph. D. students take and pass specific required courses with at least a B average, and with no grade falling below a C. The specific courses subject to the minimum grade average are listed in 1-3 below.

1. Foundations of Marine Sciences I: Biogeochemical Processes (MAR 508).
2. Foundations of Marine Sciences II: Physics of Oceans, Atmosphere, and Climate (MAR 509).
3. One of the following: Physical Oceanography\* (MAR 501), Biological Oceanography (MAR 502), Chemical Oceanography (MAR 503), or Geological Oceanography\* (MAR 506).
  - \* - MAR 501 and 506 may not be offered every year. Physical oceanography students may substitute one of the required courses in the Atmospheric Sciences track (see Section 8.1.0) or Dynamical Oceanography I and II (MAR 547, 548) to fulfill this requirement. Geological oceanography students should consult with their advisor and the GPC for an allowable substitution.
4. Practical Skills for Scientists (MAR 568).
5. Two semesters of Oceans, Sustainability, and Atmospheres Colloquium (OSAC) (MAR 580, section 01) – *you must register for this 0-credit course in both your first fall and spring semester.*
6. One quantitative course. Examples of current offerings that meet this requirement include, but are not necessarily limited to: Modern Methods of Data Analysis in Atmospheric and Ocean Sciences Part I (MAR 538), Remote Sensing (MAR 558), Quantitative Fisheries Ecology (MAR 561), Diagenesis of Marine Sediments I and II (MAR 562, 563), Programming Statistics in R (MAR 569), Dynamical Oceanography I and II (MAR 547, 548), Introduction to Ecological Modeling (MAR 586), GIS: Display and Analysis of Environmental Data (MAR 587), and Dynamic Models with Matlab (MAR 601). Appropriate courses from other departments, such as Biometry (BEE 552) can also be used to fulfill the quantitative course requirement with advance approval from the GPC.
7. Six credits of other courses appropriate to the student's specialty. JRN courses cannot count toward this requirement.
8. Four credits of seminar courses. Seminar courses are those taught primarily by discussion, usually requiring student presentations.
9. At least one credit of Teaching Practicum (MAR 670) – see Section 7.1.4 below for more information.

### 7.1.1 Consequences of Not Achieving at Least a B Average in the Specific Required Courses

Students 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. A written description of the remedy and a completed petition form should be submitted immediately to the GPC after your grades for the three required

courses are available. The remedy should be developed with the help of your counselor or advisor and relevant foundation course instructors. The usual remedy will either be the retaking of whichever course(s) is(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 you did not do well.

Please note that students who fail to achieve the B average in the courses listed in 1-3 above will be required to either delay taking the Comprehensive Exam (Section 7.2.0) to allow time to remedy the course grade average, or switch to the M. S. program.

### 7.1.2 Seminars

All first-year students are required to attend the weekly Oceans, Sustainability, and Atmospheres Colloquium (OSAC) series during both the Fall and Spring semesters. You must register for MAR 580, section 01 for zero credits. Part-time students who cannot attend the seminar regularly can arrange with the seminar coordinator(s) to attend approved seminars at any academic institution or national meeting of a scientific society. No more than two seminars can be missed in any semester to fulfill the seminar requirement. It's good to learn stuff; you should attend the weekly seminars after your first year as well.

### 7.1.3 Research Credits

All first-year students should register for at least one to three credits of Directed Study (MAR 655) or Research (MAR 650 for Ph. D. students prior to advancing to candidacy) as an exploration of possible research topics and potential advisors. This can be done in the first and/or second semester, but must be done under the supervision of a faculty member. Sign up for the section number of these courses belonging to the appropriate faculty member. Doctoral students register for MAR 699 after advancing to candidacy (G5 status).

### 7.1.4 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 and leading discussions, and preparing/grading learning assessments (usually exams and assignments)
3. *Communication* with the supervising faculty member to help the student prepare their 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 the faculty member 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 teaching practicum can be completed any time after the Comprehensive Exam (Section 7.2.0), but no later than the end of your third year at SoMAS and must be completed before advancing to candidacy.

The following is a list of the requirements you must fulfill to complete the teaching practicum:

1. Submit the **Teaching Practicum form** (see Forms folder on your Orientation flash drive) to the GPC at least one month in advance of your student teaching. The form must describe how and when the teaching practicum requirements will be met, and signed by the supervising faculty member.
2. Once the Teaching Practicum form has been approved by the GPC, register for at least one credit of MAR 670 (more than one credit only if your approved plan involves more than the minimum required effort; see below) in the section corresponding to the supervising faculty member.
3. Attend six to nine hours of the course to observe the teaching strategies employed by the instructor(s) and gain a sense of the level of material appropriate to the course.
4. Meet with the supervising faculty member(s) to discuss the lesson plan, and provide a written copy of the lesson plan, notes, or slides before delivering any lectures or leading discussion.
5. Lecture or lead a discussion for a total duration of at least 160 minutes (*i.e.*, two one hour and twenty minute classes, three one hour classes, *etc.*).
6. Prepare learning assessments (typically exam questions or a homework assignment) on the material covered during the lectures or discussion you gave/lead.
7. Grade all students' responses to the assessment.
8. Meet with the supervising faculty member(s) after delivering the lectures or leading discussions to obtain feedback. It is advantageous to meet after the first lecture but before the second lecture if several lectures are given. Meet again with the supervising faculty member(s) after grading the assessments to debrief about how well the students achieved the learning you had hoped for, and what you might have done differently in hindsight.

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

Faculty members should not take advantage of the teaching practicum by asking students to perform routine TA duties such as grading all class assignments, making photocopies, *etc.*

The supervising faculty member should award a pass/fail grade to the student for MAR 670 at the completion of the teaching practicum.

### 7.2.0 Comprehensive Exam

The goals of the marine track comprehensive exam are to determine if you can: 1) write clearly and succinctly, 2) develop/formulate a scientific question (hypothesis) and approaches to successfully test it, 3) synthesize information learned from the 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 (and for many other life paths down which a Ph. D. might take you).

The foundation courses are expected to provide enough general knowledge of oceanography and atmospheric sciences for you to participate successfully in this 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 MAR Comprehensive Exam requires using this information to demonstrate the ability to address scientific questions and to articulate the multidisciplinary nature of many questions in marine sciences. The exam is as much about your ability to think and to express yourself clearly, both in writing and in speaking, as it is about knowledge of specific facts.

If you have special needs that would require testing accommodations, these must be communicated to the Graduate Programs Director and chair of the Comprehensive Examination Committee as soon as the exams are scheduled, but at least two months before administration of the exam.

The exam will typically be offered near the start of the Fall semester. Students who start at SoMAS in the Fall will take the exam near the beginning of their third semester. Students entering SoMAS in the Spring will likely take the exam near the beginning of their fourth semester. Students who complete their M. S. at SoMAS in May and enter the Ph. D. program in the Fall will take the exam during their first semester. Students who complete their M. S. at SoMAS in August and enter the Ph. D. program in the Fall will consult with their advisor and have the choice of taking the exam either their first semester or the next time the exam is given.

### 7.2.1 Comprehensive Exam Format

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

In the written exam, students will be given a made-up scenario, real event, or recent paper and will be asked to respond to the scenario/event/paper with a research proposal that contains 1) background information including citations/references that examines biological, chemical, geological, physical, and if appropriate, atmospheric context and processes that are important to consider in the context, and 2) identifies and describes an important scientific question/study/hypothesis relevant both to the scenario/event/paper and to student's own discipline (*e.g.*, biology, chemistry, geology, physics, or others), including at least one testable hypothesis with a research plan to test it, plus relevant background information on the literature in this area. More detailed instructions (including formatting requirements and page limitations) will be provided. You will be free to consult any published material but are expected to work alone without consulting anyone else. You will have one week to complete the written exam.

The oral portion of the exam will begin approximately one week after the conclusion of the written portion of the exam. You will be examined by a committee consisting of marine science (and sustainability, as appropriate) faculty members. You will prepare and deliver a less than ten minute presentation on your written exam, and will then answer questions from the oral exam committee for approximately two hours. Your advisor will be invited to observe the oral exam, but may not participate in any way.

### 7.2.2 Assessment of the Comprehensive Exam

The written portion of the exam will be judged by all members of the larger exam committee on how well you demonstrate the ability to:

- synthesize information from classes and primary literature
- conduct a thorough literature search on a topic
- formulate a meaningful scientific question with a testable hypothesis and develop a research plan to test it
- write clearly and succinctly to a general scientific audience (not necessarily experts in your field, but experts in other aspects of marine science)

The oral portion of the exam will be judged on how well you demonstrate the ability to:

- clearly communicate your ideas and thoughts
- display your knowledge of the background material in your proposed study
- defend your choice of proposed work and approach(es)

The complete exam committee will discuss your performance on both the written and oral portions of the exam, and then vote to either pass or fail your exam.

Students who fail the exam will have the option of retaking the exam a second, final time the next time the exam is offered. However, students who fail to pass the exam on their first attempt should consult with their advisor as to whether it is best to take the exam a second time or to instead devote their energy into completing a M. S. degree.

### 7.3 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 field work, one or more days of participation in field sampling and data collection, and involvement in post-trip sample/data processing. Students doing research that lacks a field component (*e.g.*, modelers) can participate through other students' field work with permission from the overseeing faculty member. Submit the **Field Experience form** (Forms folder on your Orientation flash drive) to the Educational Programs Office for approval by the GPC once your field experience is complete.

### 7.4.0 Dissertation Committee

The dissertation committee advises you on your research and career, serves as examiners for your oral Qualifying (Preliminary) Exam and oral Dissertation Defense, and must approve the final written dissertation. You and your advisor will select the members of your dissertation committee; the GPC must approve your committee (**Approval of Ph.D. Dissertation Committee form** in Forms folder on your Orientation flash drive) before you schedule your oral

Qualifying Exam, and you should seek GPC approval as soon as your committee members are identified. Any changes to your dissertation committee must be approved by the GPC, and the Graduate School generally prohibits changes to your committee within six months of your Dissertation Defense.

SoMAS requires that the dissertation committee be composed of five specialists in your field of research, or in closely related fields. The committee composition specifically includes:

1. Your advisor, who will act as your advocate and is prepared to supply any information that the committee may reasonably require.
2. At least two other members of the SoMAS Graduate Faculty. If you have co-advisors, only one additional SoMAS Graduate Faculty member is required. One of these other Graduate Faculty members (not your advisor or co-advisor) will be designated as Chair of the committee. The Chair is responsible for ensuring the Qualifying Exam and Dissertation Defense are conducted appropriately.
3. An outside scholar who has not been recently affiliated with SoMAS (which excludes SoMAS Adjunct Faculty, many of whom are members of the SoMAS Graduate Faculty and therefore serve as internal committee members). Your committee approval form should be submitted along with the C. V. of the outside person to verify their status and qualifications. Generally, the outside scholar should hold the rank of tenured faculty or equivalent at their institution, be sufficiently well-established to provide an independent assessment of the quality of your research, and be actively involved in research relevant to your dissertation.
4. The fifth member of your committee can be either SoMAS Graduate Faculty or from outside of SoMAS. If desired, dissertation committees can have more than five members, but only five are required.

#### 7.4.1 Dissertation Committee Meetings

You are expected to meet with your committee at least once a year to provide the committee with an update on your research progress, problems, any changes in research direction, and requests for advice about specific issues. At the very least, you are required to annually update your dissertation committee in writing of progress made during the preceding year. You may be in for some very unpleasant surprises at your Dissertation Defense if you have not updated your entire dissertation committee on at least an annual basis. One of the committee's main roles is to provide advice about your research, and you can not get that advice without meeting with your committee.

#### 7.5.0 Dissertation Proposal

The written proposal for your Ph. D. research is due to your Dissertation Committee before your Qualifying Exam (Section 7.5.1), which must be completed before the end of your third year at SoMAS. The proposal should include at minimum a statement of your project's objectives, background to the research problem, clear and testable hypotheses, a description of the approach to be taken, expected results, a timeline for accomplishments, and appropriate figures and references. It will likely also contain preliminary data from research you've done during your first 1-3 years at SoMAS. Your dissertation proposal should be submitted to your

committee members at least two weeks (three or four weeks would be better) before your Qualifying Exam.

### 7.5.1 Oral Qualifying (Preliminary) Exam (Proposal Defense)

You must formally present and defend your dissertation proposal to your dissertation committee in order to pass the Qualifying Exam. This exam focuses specifically on your research proposal and your preparation to carry out the independent research you propose. You should expect questions directly related to your research as well as more general questions designed to determine if you have acquired sufficient knowledge in fields specifically relevant to your thesis area.

Successful completion of the Qualifying Exam and Advancement to Candidacy (Section 7.6.0) must occur before the end of your third year of study. Failure to meet this requirement may result in the loss of your tuition scholarship.

Your dissertation committee may proceed in any way it sees fit to determine if you are qualified to perform your proposed research. All five committee members should be present for the exam; electronic means (*e.g.*, teleconferencing) of attendance are allowed. In exceptional circumstances, one of your committee members may participate in absentia, but this option must be discussed with the Graduate Program Director in advance. Your committee will submit its conclusions about your exam in writing to the Educational Programs Office (see **Dissertation Defense Outcome form** in Forms folder on your Orientation flash drive).

### 7.6 Advancement to Candidacy

Stony Brook University stipulates that a student may not be advanced to candidacy until all requirements for the degree except writing and defending the dissertation itself (Section 7.7) have been met. The only exception is that you may advance to candidacy before completing the MAR track seminar course requirement (Section 7.1.0, Item 8), but all other coursework and degree requirements including the teaching practicum must have been met. You must advance to candidacy before the end of your third year or risk losing your tuition scholarship. As such, you should try to advance to candidacy as soon as reasonably possible. Furthermore, you can not defend your dissertation within one year of advancing to candidacy (this is a Stony Brook University rule, not a SoMAS rule, and there are no exceptions).

You may request to be awarded the degree of Master of Philosophy one year after advancing to candidacy. Please note that you should not refer to yourself in any correspondence as a Ph. D. candidate until you have formally advanced to candidacy – doing so implies you have fulfilled all requirements for your degree except defending your dissertation (frequently referred to as “all but dissertation,” or ABD).

### 7.7 Oral Dissertation Defense

Stony Brook University sets some very specific rules about your dissertation defense:

- 1) Your oral dissertation defense must take place at least one academic year after advancing to candidacy.
- 2) The composition of your dissertation committee (which should already have been approved by the GPC prior to your Qualifying Exam) must be submitted to the Graduate School for approval through the SoMAS Education Programs

Office before the beginning of the semester in which the defense will occur and at least four weeks prior to the defense date, whichever is earlier. Any changes to your committee since your Qualifying Exam must be approved by the GPC before the dissertation committee composition is submitted to the Graduate School. The Graduate School generally prohibits changes to your committee within six months of your defense.

- 3) The Dissertation Abstract/Announcement form must be prepared by the student and submitted to the SoMAS Educational Programs Office at least one month in advance of your defense date (and, why wait until the last minute?). The Educational Programs Office will then forward your Abstract/Announcement form to the GPD and the Graduate School.
- 4) The defense will be open to the public and properly advertised. The defense begins with a presentation by you followed by questions from the audience. Your dissertation committee will usually hold their questions until a closed session after the public presentation.
- 5) The signature page of your thesis should be prepared and brought to the defense along with the **Dissertation Defense Outcome form**, which is a different thing (Forms folder on your Orientation flash drive). If you pass, the signature page should be signed immediately by your committee – it is recommended that you get two to three copies of your signature page signed in case one gets lost, coffee spilled on it, *etc.* All signatures must be original – scanned, faxed, emailed, *etc.* signatures will not be accepted by the Graduate School. (This rule has been relaxed during the pandemic, but plan for it to return.) Plan accordingly to collect signatures if one or more of your committee members will not be physically present at the defense. If you pass with conditions (e.g., revisions to your dissertation), your advisor should hold the signature page until the conditions have been met. If you fail, the outcome should be noted on the **Dissertation Defense Outcome form** and submitted to the Educational Programs Office. Please note this form is for SoMAS use only, and as such, a signed PDF is acceptable in lieu of original signatures of committee members who may be remotely participating.
- 5) You must submit the final signed copy of your dissertation to the Graduate School no later than three months of your defense date, or the Graduate School will require you to repeat your defense (this is a Stony Brook University rule, not a SoMAS rule, and there are no exceptions).

### 7.8 Steps Towards Graduation and Timeline

The schedule below describes a typical student completing their program of study beginning in the fall.

First (fall) Semester:

- Foundation courses MAR 508 and 509 (six credits).
- One specialty course (two or three credits).
- OSAC Seminar MAR 580.01 (zero credits).

- Remainder of nine or twelve credits (depending upon G status) made up of thesis research (MAR 655) or directed study (MAR 650) with potential advisor.

#### Second (spring) Semester:

- At least one of the core courses MAR 501, 502, 503, or 506 (three or more credits).
- MAR 568 (Practical Skills for Scientists; three credits).
- OSAC Seminar MAR 580.01 (zero credits).
- Remainder of nine or twelve credits (depending upon G status) made up of thesis research (MAR 655) or directed study (MAR 650) with potential advisor.
- Apply for New York state residency (U. S. citizens only).
- Submit **“Advisor Selection” form**.

#### Third (fall) Semester:

- Comprehensive Exam
- Specialty courses and thesis research (nine credits total).
- Field experience (submit **“Completion of Field Experience” form** once completed).
- Start working on dissertation proposal.
- You may also complete your Teaching Practicum (see below)

#### Fourth (spring) Semester:

- Teaching Practicum MAR 670 (credits vary with teaching amount; submit **“Teaching Practicum” form** to the GPC at least one month in advance of actual teaching). Submit **“Teaching Practicum Evaluation” form** after the practicum has been completed.
- Field experience if not already completed.
- Specialty and/or Seminar courses, and dissertation research (nine credits total).
- Continue working on dissertation proposal; ideally complete dissertation proposal this semester.

#### Fifth and Sixth Semesters:

- Complete Teaching Practicum MAR 670 if you have not already done so.
- Complete dissertation proposal if you have not already done so.
- Form dissertation committee (submit **“Approval of Ph. D. Dissertation Committee” form** to the GPC; please make sure all requested information on the form is included with the submission).
- Take Qualifying Exam and submit **“Ph. D. Qualifying (Preliminary) Exam (Proposal Defense) Outcome” form**.
- Advance to Candidacy.
- Specialty and/or seminar courses as appropriate, and Dissertation Research MAR 650 or MAR 699 (MAR650 before and MAR699 after advancing to candidacy; nine credits total).

- Submit the marine science-track **“Completion of Specialty (Advanced), Quantitative, and Seminar Courses” forms** if you have not already done so.

Seventh Semester and Beyond:

- Dissertation research and seminar courses as appropriate (nine credits total if full-time in residence, at least one credit if part-time unless a Leave of Absence is requested). Other than the required seminar courses (7.1.0#8 above), additional coursework after advancement to candidacy must be approved by the GPD.

Final Semester:

- Apply to graduate (please don't do this unless confident you will actually be ready to defend that semester)
- Must be registered for at least one credit (zero credits of MAR 800 if defending in the summer or winter).
- Submit **“Doctoral Defense Announcement” form** (this form can be gotten through the Graduate School's web page).
- Defend dissertation (submit **“Ph. D. Dissertation Defense Outcome” form**).
- Get dissertation approved by your dissertation committee.
- Graduate! Go to the Hooding Ceremony because you'll only do it once!

## 8. Ph. D. in ATMOSPHERIC SCIENCES REQUIREMENTS

In addition to the general university requirements (Section 3)...

### 8.1.0 Course Requirements

SoMAS requires that all Ph. D. students take and pass specific required courses with at least a B average, and with no grade falling below a C. The specific courses subject to the minimum grade average are listed in items 1 and 2 below.

1. Foundations of Atmospheric Sciences I (MAR 541)
2. Foundations of Atmospheric Sciences II (MAR 542)
3. One oceanography course chosen from amongst the following: Physical Oceanography\* (MAR 501), Chemical Oceanography (MAR 503), Geological Oceanography\* (MAR 506), Foundations of Marine Sciences I: Biogeochemical Processes (MAR 508), Paleoceanography and Paleoclimatology\* (MAR 545), or Dynamical Oceanography I\* (MAR 547).
  - \* - MAR 501, 506, and 547 may not be offered every year, and MAR 545 is offered every other year.
4. Six\*\* of the following advanced courses: General Circulation of the Atmosphere (MAR 505), Modern Methods of Data Analysis in Atmospheric and Marine Sciences (MAR 538), Atmospheric Radiation (MAR 544), Dynamical Oceanography II\*\*\* (MAR 548), Tropical Meteorology (MAR 565), Geophysical Simulation (MAR 572), Doppler Weather Radar (MAR 583), Atmospheric Physics (MAR 593), Atmospheric Dynamics (MAR 594), Atmospheric Chemistry (MAR 596), and Synoptic Mesoscale Meteorology (MAR 598).
  - \*\* - this is a small change from the previously required number of advanced courses and is awaiting final approval from the Graduate School. All incoming Ph. D. students should take six of the listed advanced courses as described.
  - \*\*\* - MAR 548 may not be offered every year.
5. Two semesters of Atmospheric Sciences Graduate Student Seminar (MAR 595)
6. Two semesters of Oceans, Sustainability, and Atmospheres Colloquium (OSAC) (MAR 580, section 02) – *you must register for this 0-credit course in both your first fall and spring semester.*
7. At least one credit of Teaching Practicum (MAR 670) – see Section 8.1.4 below for more information.
8. A minimum of twenty-four course credits.

### 8.1.1 Consequences of Not Achieving at Least a B Average in the Specific Required Courses

Ph. D. students who fail to obtain a B average in the two foundation courses (MAR 541 and 542) must petition the Atmospheric Sciences Comprehensive Exam Committee before being allowed to take the Comprehensive Exam (see Section 8.2 below). The petition must be filed before the start of the next semester after completion of both foundation courses. The Comprehensive Exam Committee will decide on a recommendation that can include: 1)

permission to take the Comprehensive Exam with conditions (*i.e.*, additional requirements to fill knowledge gaps), or 2) 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.

### 8.1.2 Seminars

All first-year students are required to attend the weekly Oceans, Sustainability, and Atmospheres Colloquium (OSAC) series during both the Fall and Spring semesters. You must register for MAR 580, section 02 for zero credits. Part-time students who cannot attend the seminar regularly can arrange with the seminar coordinator(s) to attend approved seminars at any academic institution or national meeting of a scientific society. No more than two seminars can be missed in any semester to fulfill the seminar requirement. It's good to learn stuff; you should attend the weekly seminars after your first year as well.

### 8.1.3 Research Credits

All first-year students should register for at least one to three credits of Directed Study (MAR 655) or Research (MAR 650 for Ph. D. students prior to advancing to candidacy) as an exploration of possible research topics and potential advisors. This can be done in the first and/or second semester, but must be done under the supervision of a faculty member. Sign up for the section number of these courses belonging to the appropriate faculty member. Doctoral students register for MAR 699 after advancing to candidacy (G5 status).

### 8.1.4 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 and leading discussions, and preparing/grading learning assessments (usually exams and assignments).
3. *Communication* with the supervising faculty member to help the student prepare their 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 the faculty member 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 teaching practicum can be completed any time after the Comprehensive Exam (Section 8.2), but no later than the end of your third year at SoMAS and must be completed before advancing to candidacy.

The following is a list of the requirements you must fulfill to complete the teaching practicum:

1. Submit the **Teaching Practicum form** (see Forms folder on your Orientation flash drive) to the GPC at least one month in advance of your student teaching. The

form must describe how and when the teaching practicum requirements will be met, and signed by the supervising faculty member.

2. Once the Teaching Practicum form has been approved by the GPC, register for at least one credit of MAR 670 (more than one credit only if your approved plan involves more than the minimum required effort; see below) in the section corresponding to the supervising faculty member.
3. Attend six to nine hours of the course observe the teaching strategies employed by the instructor(s) and gain a sense of the level of material appropriate to the course.
4. Meet with the supervising faculty member(s) to discuss the lesson plan, provide a written copy of the lesson plan, notes, or slides before delivering any lectures or leading discussion.
5. Lecture or lead a discussion for a total duration of at least 160 minutes (*i.e.*, two one hour and twenty minute classes, three one hour classes, *etc.*).
6. Prepare learning assessments (typically exam questions or a homework assignment) on the material covered during the lectures or discussion you gave/lead.
7. Grade all students' responses to the assessment.
8. Meet with the supervising faculty member(s) after delivering the lectures or leading discussions to obtain feedback. It is advantageous to meet after the first lecture but before the second lecture if several lectures are given. Meet again with the supervising faculty member(s) after grading the assessments to debrief about how well the students achieved the learning you had hoped for, and what you might have done differently in hindsight.

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

Faculty members should not take advantage of the teaching practicum by asking students to perform routine TA duties such as grading all class assignments, making photocopies, *etc.*

The supervising faculty member should award a pass/fail grade to the student for MAR 670 at the completion of the teaching practicum.

### 8.2.0 Comprehensive Exam

The atmospheric sciences comprehensive exam is given in November of your second year at SoMAS. The timing of the exam for students who completed their M. S. at SoMAS or who are part-time will follow that described for the marine science-track exam (Section 7.2.0)

### 8.2.1 Comprehensive Exam Format

The comprehensive exam will have two parts – a written exam, and an oral exam. The written exam is given first, and the questions for the exam are based on material covered in the

foundation courses (MAR 541 and 542). However, the goal of the exam is not to simply retest information that was already tested in the courses. Instead, success in the comprehensive exam requires using the foundation course information to demonstrate an ability to think independently and solve problems.

Students will be given a journal article to read one week before the oral exam. 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 also include a whole range of basic concepts in atmospheric science that a doctoral student is expected to have mastered. The examination committee consists of three or more faculty members.

### 8.2.2 Assessment of the Comprehensive Exam

The outcome of the exam can be 1) passing both sections, 2) failing both sections, or 3) pass one part only. Passing both parts of the exam is required for the student to continue in the Ph. D. program. If one or both parts are failed, the relevant part of the exam may be retaken once at the next scheduled opportunity upon the recommendation of your advisor and concurrence of the comprehensive exam committee. The results of the exam and evaluation of the student's performance will be given to you in writing and included in your file.

### 8.3.0 Dissertation Committee

The dissertation committee advises you on your research and career, serves as examiners for your oral Qualifying (Preliminary) Exam and oral Dissertation Defense, and must approve the final written dissertation. You and your advisor will select the members of your dissertation committee; the GPC must approve your committee (**Approval of Ph.D. Dissertation Committee form** in Forms folder on your Orientation flash drive) before you schedule your oral Qualifying Exam, and you should seek GPC approval as soon as your committee members are identified. Any changes to your dissertation committee must be approved by the GPC, and the Graduate School generally prohibits changes to your committee within six months of your Dissertation Defense.

SoMAS requires that the dissertation committee be composed of five specialists in your field of research, or in closely related fields. The committee composition specifically includes:

1. Your advisor, who will act as your advocate and is prepared to supply any information that the committee may reasonably require.
2. At least two other members of the SoMAS Graduate Faculty. If you have co-advisors, only one additional SoMAS Graduate Faculty member is required. One of these other Graduate Faculty members (not your advisor or co-advisor) will be designated as Chair of the committee. The Chair is responsible for ensuring the Qualifying Exam and Dissertation Defense are conducted appropriately.
3. An outside scholar who has not been recently affiliated with SoMAS (which excludes SoMAS Adjunct Faculty, many of whom are members of the SoMAS Graduate Faculty and therefore serve as internal committee members). Your committee approval form should include the C. V. of the outside person to verify their status and qualifications. Generally, the outside scholar should hold the rank of tenured faculty or equivalent at their institution, be sufficiently well-established to provide an independent

assessment of the quality of your research, and be actively involved in research relevant to your dissertation.

4. The fifth member of your committee can be either SoMAS Graduate Faculty or from outside of SoMAS. If desired, dissertation committees can have more than five members, but only five are required.

### 8.3.1 Dissertation Committee Meetings

You are expected to meet with your committee at least once a year to provide the committee with an update on your research progress, problems, any changes in research direction, and requests for advice about specific issues. At the very least, you are required to annually update your dissertation committee in writing of progress made during the preceding year. You may be in for some very unpleasant surprises at your Dissertation Defense if you have not updated your entire dissertation committee on at least an annual basis. One of the committee's main roles is to provide advice about your research, and you can not get that advice without meeting with your committee.

### 8.4.0 Dissertation Proposal

The written proposal for your Ph. D. research is due to your Dissertation Committee before your Qualifying Exam (Section 8.4.1), which must be completed before the end of your third year at SoMAS. The proposal should include at a minimum a statement of your project's objectives, background to the research problem, clear and testable hypotheses, a description of the approach to be taken, expected results, a timeline for accomplishments, and appropriate figures and references. It will likely also contain preliminary data from research you've done during your first 1-3 years at SoMAS. Your dissertation proposal should be submitted to your committee members at least two weeks (three or four weeks would be better) before your Qualifying Exam.

### 8.4.1 Oral Qualifying (Preliminary) Exam (Proposal Defense)

You must formally present and defend your dissertation proposal to your dissertation committee in order to pass the Qualifying Exam. This exam focuses specifically on your research proposal and your preparation to carry out the independent research you propose. You should expect questions directly related to your research as well as more general questions designed to determine if you have acquired sufficient knowledge in fields specifically relevant to your thesis area.

Successful completion of the Qualifying Exam and Advancement to Candidacy (Section 8.5) must occur before the end of your third year of study. Failure to meet this requirement may result in the loss of your tuition scholarship.

Your dissertation committee may proceed in any way it sees fit to determine if you are qualified to perform your proposed research. All five committee members should be present for the exam; electronic means (*e.g.*, teleconferencing) of attendance are allowed. In exceptional circumstances, one of your committee members may participate in absentia, but this option must be discussed with the Graduate Program Director in advance. Your committee will submit its conclusions about your exam in writing to the Educational Programs Office (see **Dissertation Defense Outcome form** in Forms folder on your Orientation flash drive).

### 8.5 Advancement to Candidacy

Stony Brook University stipulates that a student may be advanced to candidacy when all requirements for the degree except writing and defending the dissertation itself (Section 8.6) have been met. You must advance to candidacy before the end of your third year or risk losing your tuition scholarship. As such, you should try to advance to candidacy as soon as reasonably possible. Furthermore, you can not defend your dissertation within one year of advancing to candidacy (this is a Stony Brook University rule, not a SoMAS rule, and there are no exceptions).

You may request to be awarded the degree of Master of Philosophy one year after advancing to candidacy. Please note that you should not refer to yourself in any correspondence as a Ph. D. candidate until you have formally advanced to candidacy – doing so implies you have fulfilled all requirements for your degree except defending your dissertation (frequently referred to as “all but dissertation,” or ABD).

### 8.6 Oral Dissertation Defense

Stony Brook University sets some very specific rules about your dissertation defense:

- 1) Your oral dissertation defense must take place at least one academic year after advancing to candidacy.
- 2) The composition of your dissertation committee (which should already have been approved by the GPC prior to your Qualifying Exam) must be submitted to the Graduate School for approval through the SoMAS Education Programs Office before the beginning of the semester in which the defense will occur and at least four weeks prior to the defense date, whichever is earlier. Any changes to your committee since your Qualifying Exam must be approved by the GPC before the dissertation committee composition is submitted to the Graduate School. The Graduate School generally prohibits changes to your committee within six months of your defense.
- 3) The Dissertation Abstract/Announcement form must be prepared by the student and submitted to the SoMAS Educational Programs Office at least one month in advance of your defense date (and, why wait until the last minute?). The Educational Programs Office will then forward your Abstract/Announcement form to the GPD and the Graduate School.
- 4) The defense will be open to the public and properly advertised. The defense begins with a presentation by you followed by questions from the audience. Your dissertation committee will usually hold their questions until a closed session after the public presentation.
- 5) The signature page of your thesis should be prepared and brought to the defense along with the **Dissertation Defense Outcome form**, which is a different thing (Forms folder on your Orientation flash drive). If you pass, the signature page should be signed immediately by your committee – it is recommended that you get two to three copies of your signature page signed in case one gets lost, coffee spilled on it, *etc.* All signatures must be original – scanned, faxed, emailed, *etc.* signatures will not be accepted by the Graduate School. (This rule was relaxed during the pandemic, but plan for it to return.)

Plan accordingly to collect signatures if one or more of your committee members will not be physically present at the defense. If you pass with conditions (e.g., revisions to your dissertation), your advisor should hold the signature page until the conditions have been met. If you fail, the outcome should be noted on the **Dissertation Defense Outcome form** and submitted to the Educational Programs Office. Please note this form is for SoMAS use only, and as such, a signed PDF is acceptable in lieu of original signatures of committee members who may be remotely participating.

- 5) You must submit the final signed copy of your dissertation to the Graduate School within three months of your defense date, or the Graduate School will require you to repeat your defense (this is a Stony Brook University rule, not a SoMAS rule, and there are no exceptions).

### 8.7 Steps Towards Graduation and Timeline

The schedule below describes a typical student completing their program of study beginning in the fall.

First (fall) Semester:

- Foundation courses MAR 541 and 542 (six credits).
- OSAC Seminar MAR 580.02 (zero credits).
- One specialty course and/or one oceanography course (two or three credits each)
- Remainder of nine or twelve credits (depending upon G status) made up of thesis research (MAR 650) or directed study (MAR 665) with potential advisor.

Second (spring) Semester:

- Two required specialty core courses (six credits).
- Graduate Seminar MAR 595 (one credit).
- OSAC Seminar MAR 580.02 (zero credits).
- Remainder of nine or twelve credits (depending upon G status) made up of thesis research (MAR 650) or directed study (MAR 655) with potential advisor, or one specialty course.
- Apply for New York state residency (U. S. citizens only).
- Submit **“Advisor Selection” form**.

Third (fall) Semester:

- One required specialty course or one oceanography course (three credits).
- One elective course (three credits).
- Graduate Seminar MAR 595 (one credit).
- Specialty courses and thesis research (nine credits total).
- Comprehensive Exam.
- Start working on dissertation proposal if you have not already begun.

Fourth (spring) Semester:

- One or two specialty courses, and dissertation research (nine credits total).

- Teaching Practicum MAR 670 (credits vary with teaching amount; submit **“Teaching Practicum” form** to the GPC at least one month in advance of actual teaching). Submit **“Teaching Practicum Evaluation” form** after the practicum has been completed.
- Continue working on dissertation proposal; ideally complete dissertation proposal this semester.

Fifth and Sixth Semesters:

- Complete Teaching Practicum MAR 670 if you have not already done so.
- Submit the atmospheric science-track **“Completion of Additional Specialty (Advanced) and Seminar Courses” form** if you have not already done so.
- Complete dissertation proposal if you have not already done so.
- Form dissertation committee (submit **“Approval of Ph. D. Dissertation Committee” form** to the GPC; please make sure all requested information on the form is included with the submission).
- Take Qualifying Exam and submit **“Ph. D. Qualifying (Preliminary) Exam (Proposal Defense) Outcome” form**.
- Advance to Candidacy.
- Specialty and/or seminar courses as appropriate, and Dissertation Research MAR 650 or MAR 699 (MAR650 before and MAR699 after advancing to candidacy; nine credits total).

Seventh Semester and Beyond:

- Dissertation research (nine credits total if full-time in residence, at least one credit if part-time unless a Leave of Absence is requested). Additional coursework after advancement to candidacy must be approved by the GPD.

Final Semester:

- Apply to graduate (please don't do this unless confident you will actually be ready to defend that semester)
- Must be registered for at least one credit (zero credits of MAR 800 if defending in the summer or winter).
- Submit **“Doctoral Defense Announcement” form** (this form can be gotten through the Graduate School's web page).
- Defend dissertation (submit **“Ph. D. Dissertation Defense Outcome” form**).
- Get dissertation approved by your dissertation committee.
- Graduate! Go to the Hooding Ceremony because you'll only do it once!

## 9. OTHER POLICIES

There are a variety of Stony Brook University and SoMAS-specific policies that may apply to you during your graduate studies at SoMAS. Many policies exist in other specific sections of this handbook. This section includes policies that do not clearly fit into other handbook sections but are still very important. Please read through the following policies so that you are familiar with all of them. Contact the Graduate Programs Director or the Education Programs Office if you can not determine the appropriate person to contact with concerns after reading this handbook.

### 9.1 Sexual Harassment Policy

If you think that you have observed or been the victim of sexual harassment or any other type of discrimination, you should feel free to contact any faculty member, and there are several SoMAS faculty members who have specifically volunteered to be available discuss these types of concerns: Bob Cerrato, Jackie Collier, Anne McElroy, and David Black among them. These individuals know the university regulations about harassment and can discuss them with you. Other resources available include the Wo/Men's Center (<https://www.stonybrook.edu/commcms/studentaffairs/cpo/wgrc/>), the Ombudsman Office ([www.stonybrook.edu/ombuds/](http://www.stonybrook.edu/ombuds/)) and the Office of Diversity and Affirmative Action ([www.stonybrook.edu/diversity/index.html](http://www.stonybrook.edu/diversity/index.html)).

### 9.2 Responsible Conduct of Research and Scholarship (RCRS)

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, 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 MAR 568 (Practical Skills for Scientists). 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 University of California, Davis web site [sja.ucdavis.edu/files/plagiarism.pdf](http://sja.ucdavis.edu/files/plagiarism.pdf). Students who have any uncertainty about what constitutes plagiarism, and how to avoid it, are responsible to ask questions of the faculty until the answers are clear.

Stony Brook University's definitions of academic dishonesty can be found at [www.stonybrook.edu/commcms/academic\\_integrity/index.html](http://www.stonybrook.edu/commcms/academic_integrity/index.html). Stony Brook's policy on RCRS can be found at [www.stonybrook.edu/policy/policies.shtml?ID=211](http://www.stonybrook.edu/policy/policies.shtml?ID=211). Other web sites exploring

responsible conduct in science include [ethics.agu.org](http://ethics.agu.org) and [www.aslo.org/information/code.html](http://www.aslo.org/information/code.html).

Also fitting under this general heading are the numerous regulations around various research activities, including use of radioisotopes, recombinant DNA, and vertebrate research subjects. You will likely be required to attend ‘training’ – starting with basic laboratory safety training – and to comply with other rules if your research involves these activities. Learning to manage these regulations is part of learning to do science, and in the long run it is advantageous to be proactive and compliant. Your advisor will be able to provide guidance.

### 9.3 Grievance Policies

If you are having problems of any kind, please first approach someone you are comfortable with – for example, your advisor or counselor, a member of your thesis or dissertation committee, the Graduate Program Director, the MCP Program Director or a member of the MCP Coordinating Committee - as they can usually help you resolve problems informally. The Graduate School’s Graduate Student Advocate (Section 2.0) is also available to assist you, as is the Stony Brook University Ombudsman. We may not be able to solve all problems (however much we want to), but we certainly cannot solve problems we are not aware of.

If informal channels fail, a formal grievance procedure is available to you through the SoMAS Grievance Committee. The SoMAS Grievance Committee is formed when necessary and is composed of two faculty and two student members of the Graduate Programs Committee selected to avoid conflicts of interest. The Grievance Committee will hear and attempt to resolve conflicts between SoMAS parties according to university procedures. Contact the chair of the GPC or the GPD about filing a formal grievance. If any involved party is dissatisfied with the outcome of the SoMAS Grievance process, they may appeal to the Dean of the Graduate School, who will empanel a similar ad hoc Appeals Committee selected from among the members of the Graduate Council for guidance in formulating a final decision.

The SoMAS Grievance Committee process will also be used when necessary to adjudicate accusations of academic dishonesty.

### 9.4 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 – which means just dropping out of communication without requesting a leave - 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, you should formally withdraw from the university.

A Leave of Absence request form may be obtained from the Graduate School web page. 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 set by the Graduate School (not by SoMAS) and 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 GPD and the Graduate School.

### 9.5 Childbirth Accommodation

The Graduate School provides a variety of support programs for students. The Childbirth Accommodation policy provides relief from regular teaching or research assignments by providing support directly from Graduate School funds. One semester of relief for students on a Teaching Assistantship, or up to twelve weeks of relief for students on a Research Assistantship, is available. Leaves are requested through the GPD, and students interested in requesting leave should initiate discussions with their advisor and the GPD as early as possible, and no later than the twenty-fourth week of pregnancy.

### 9.6 Required Course Waiver

The requirement to take any or all of the foundation courses, or advanced courses in a student's specialty area, may be waived if proficiency in the course material can be demonstrated to the satisfaction of the instructor(s) as follows:

1. 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. For example, 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.
2. The student should meet with the appropriate course instructor(s), bringing copies of the prior course syllabus and any course notes, including the student's own handwritten notes. The instructor will decide whether or not the course should be waived based on the supplied material and a discussion with the student.
3. If the decision is that the course(s) already taken adequately covers a significant part of the material in a SoMAS course, then the student and instructor(s) should provide a written statement (see Forms folder on your Orientation flash drive for the appropriate form) 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.
4. The GPC considers the recommendation of the course instructor(s). The GPC's decision, together with the written statement from the instructor(s), will be recorded in the student's file.

### 9.7 Annual Student Review

SoMAS faculty will review the progress of all graduate students, usually during early summer. 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!).

### 9.8 Changing One's Advisor

While generally discouraged, circumstances occasionally arise that lead to a student changing advisors. Those circumstances include, but are not limited to, a project not working, lack of funding, or personality conflicts. Separating from your initial advisor should be done by mutual agreement between you and your advisor, and should not be done until a new advisor has agreed to accept you into their lab. If all parties are in agreement, submit the "Advisor Change" form (Forms folder on your Orientation flash drive) to the EPO. The GPD should be notified of the change as well.

### 9.9 Admission to the Ph. D. Program from the SoMAS M. S. 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 before completing the M. S. Such students may also 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. It is extremely unlikely for a bypass to be permitted if a student has less than a B average in the foundation courses or difficulty with other requirements. 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, identify their prospective Ph. D. thesis advisor, and briefly describe 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.

### 9.10 Other Policies

There are many other SoMAS-related policies, but they tend to apply to a relatively narrow range of students. Such policies address things like the SoMAS Research Diving, SoMAS Ship Safety and Use, *etc.* Please search the SoMAS web page or consult with appropriate faculty for more information.

## 10. FINANCIAL MATTERS

Financial support for graduate students comes primarily from three sources: 1) teaching and graduate assistantships (TAs and GAs) from the university, 2) research assistantships (RAs) from grants and contracts held by faculty members, and 3) fellowships and scholarships. Students must be registered full-time or obtain an approved under-load (available to M. S. students only) to receive support; some fellowships are exceptions to this rule.

### 10.1 Teaching Assistantships (TAs) and Graduate Assistantships (GAs)

Students who perform teaching-related duties are assigned TAs, and students who provide other services are assigned GAs. Teaching Assistantships are generally only available for fall and spring semesters when university classes are in session. Most TA support for SoMAS is dedicated to first-year students in the M. S. and Ph. D. programs. Occasionally, and certainly not always, there are some additional TAs available for continuing M. S. and Ph. D. students in need of financial support. The continuing support TA lines are highly limited, if available at all, in any given semester. They are awarded at the discretion of SoMAS based on the availability of funds and generally only available to previously-funded students in good standing.

### 10.2 Research Assistantships (RAs)

Support for M. S. and Ph. D. students after their first year (usually the end of the spring semester) is expected to come from research grants of SoMAS faculty. Grants support the work of a particular faculty member where money has been budgeted to hire students to carry out parts of the proposed research. Research Assistantships can be awarded during the academic year and over the summer. All such awards are at the discretion of the principal investigator (faculty member running the project). A student may be required to do work that is not directly related to the student's own research when supported by an RA. Requests for RA support should be made directly to the principal investigator responsible for the grant or contract. Students should consider the ability of a faculty member to provide support when choosing an advisor.

There are minor differences in the health insurance available to TA/GAs versus RAs. We try to minimize 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 Human Resources.

### 10.3 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 and awarded based on a student's research or academic performance - winning one is a source of prestige and a good addition to your academic resume or curriculum vitae. Information about some available fellowships and scholarships can be found on the internal (Intranet) portion of the SoMAS web site and at the Graduate School web site. You should look into the following programs for fellowship examples

and opportunities: the National Science Foundation Graduate Research Fellowship, the Environmental Protection Agency STAR Fellowship through the National Center for Environmental Research, the Office of Naval Research, and the Long Island Sound Fellowship. Scientific societies, private clubs, museum associations and similar groups often have small grant programs that your research idea might be perfect for.

There are SoMAS-specific fellowship and scholarship opportunities as well, and requests for applications are sent out annually via email to students:

- *J. R. Schubel Fellowship* – this fellowship provides an annual stipend supplement for SoMAS graduate students committed to translating science into forms accessible to the public and/or inform public policy. Schubel Fellows will serve as “ambassadors” for SoMAS in its mission to employ scientific research to address environmental problems that confront society.
- *Liblit Scholarship* – this scholarship supports M. S. and Ph. D. students working the field of waste management and/or marine, terrestrial, or atmospheric pollution.
- *Pikitch Family Endowed Student Award* – this award is open to M. S. and Ph. D. students who have demonstrated outstanding research proposals and a commitment to environmental conservation.
- *Sigma Xi Awards* – Stony Brook’s chapter of Sigma Xi, a scientific honor society, sponsors several awards. The Excellence in Research Award provides students with a one-year membership in Sigma Xi. The Grants in Aid of Research Award provides up to \$1000 to exceptional students. Email announcements about these awards are usually sent to students each year.

#### 10.4 Working Hours

Your graduate education is your responsibility – you are shifting from pedagogy (children’s leaning) to andragogy (adults learning) to heutagogy (self-directed learning). Most people find graduate school to be notably more demanding than a full-time (forty hours per week) job. Breaks between semesters are no longer automatic time off; in fact, you will find that breaks between semesters are often your best opportunity to focus on lab work. 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.

All assistantships (TAs, RAs, and GAs) require performance of services. The Graduate School has stated that no assistantship may require more than twenty hours per week, but the assistantship can require you to work up to the full twenty hours per week. The work you do for your own courses and thesis research is in addition to your TA, RA, or GA commitment. If you are not yet in the habit, keeping track of the time you spend on each activity can be very helpful in learning to balance all these commitments.

#### 10.5 Summer Work at SoMAS

All students are expected to continue their independent study and research during the summer. Summer support is almost entirely derived from research grants – ask your counselor or advisor about what sort of summer support is likely to be available. Some jobs may also be available that pay hourly wages.

### 10.6 Graduate Tuition Scholarships

Students receiving stipend support (as TA, RA, or GA) may be eligible for Graduate Tuition Scholarships (GTS). Students in the MCP program are not eligible for a GTS. United States citizens receiving a GTS are required to apply to become New York State residents during their first year of study to minimize tuition costs, and GTS beyond the first year will only cover tuition at the in-state tuition rate - please see the Educational Programs Office for the necessary forms. Students not making appropriate degree progress may lose their GTS. Students are ultimately responsible for paying their own tuition in cases where departmental funds are insufficient to provide full tuition scholarships for all students. Tuition scholarships may not be used for tuition for winter or summer session courses.

Historically the GTS has not covered Stony Brook University fees, which students have been responsible to pay themselves. This system is just changing, and very little information about how fees will work in the future is yet available – so if you find this issue confusing, welcome to the club, and we'll work to provide clarity as soon as we have some to offer.

### 10.7 JRN and other courses outside SoMAS

Unless a course from outside SoMAS is already listed as an approved option (or required course), M. S. and Ph. D. students must have the permission of both their advisor and the GPD to enroll (email including both is a good way to approach that). Permission of the instructor may also be required.

There are limitations on non-SoMAS courses; for example, JRN courses are not acceptable as 'advanced' or 'specialty' courses for M. S. and Ph. D. students. Courses outside SoMAS can't be taken as an 'overload' by students with GTS - you must keep your total credits to the regular limit. Ph. D. students cannot enroll in JRN courses (or anything other than MAR699) after advancing to candidacy. Courses outside SoMAS will be covered by the GTS as long as all other conditions are met.

### 10.8 Outside Employment

Graduate School policies govern on-campus employment. Only full-time students may have TA, RA, or GA support, and can not have more than one full Assistantship at a time. Fellowships and scholarships may carry special restrictions on other employment. All international students are governed by immigration regulations that limit total employment of F-1 students to no more than twenty hours per week when classes are in session.

You should discuss in advance with your counselor or advisor if you wish to seek employment in addition to your assistantship, whether on- or off-campus, and you must consult with the Assistant Dean to make sure your paperwork is properly adjusted so that you are not in violation of any rules. Any outside employment must not interfere with your responsibilities as a full-time student or as a TA, RA, or GA. The time you spend at another job will likely lengthen the time it takes for you to complete your degree.

### 10.9 Travel Awards

There are a number of awards available to support student travel for which you can apply:

- *Marine Conservation and Policy Foreign Travel Award* – students in the MCP program taking a SoMAS international field course or embarking on an approved international internship may apply for travel awards of \$1000 to help reduce costs. Students may only receive one foreign travel award during their tenure at SoMAS.
- *SoMAS Conference Travel Award* – SoMAS graduate students can apply for support to reduce the costs of attending scientific meetings. Applications are solicited twice a year. Students requesting aid will need to provide detailed information such as the name of the meeting, location, dates, and the abstract of the planned presentation. The award will be up to \$350, and is subject to funding availability. Students can re-apply if not successful the first time, but are only eligible to receive the award once during their degree program.
- *Graduate Student Organization Travel Fund (Research Access Program)* – Graduate students can apply for travel funds from the Research Access Program supported by the GSO. Up to \$350 may be awarded to students presenting a paper, poster, or talk at a conference or meeting. You must be a registered graduate student and have paid your activity fee to be eligible. Currently, students are eligible to receive this award once per year.
- *Sigma Xi Award Travel Award* – This award provides up to \$250 in travel expenses for students to attend meetings and conferences.

#### 10.10 Additional General Financial Information

Additional information about tuition, fees, and Stony Brook's financial aid system can be found in the Graduate Bulletin and on Stony Brook University web pages. Students wishing to apply for financial aid must submit the Free Application for Federal Student Aid (FAFSA) form as soon as possible each calendar year. Students should follow up with the Financial Aid Office on main campus once eligibility for grants, work study, or student loans is determined.

## 11. PRACTICAL STUFF

This section covers miscellaneous information that you will still hopefully find useful. Like some of the other sections, this is not an all-inclusive list, but tries to address the more important and common issues. A more comprehensive version of many of the items below, and more, can be found in the [SoMAS Operations Manual](#) (click on the link to access the manual).

### 11.1 Student Offices

All new students are assigned an office. M. S. and Ph. D. students are assigned offices with two to four people each, and students in the MCP program are assigned a larger group office. Please remember that SoMAS student offices are shared space and are intended for academic purposes only; they should not be used as temporary living quarters, left dirty with food/drink around that will attract insects, or anything else that might disturb your office mates. Students abusing these privileges risk losing their office. That said, with the agreement of all officemates, there is flexibility to personalize student offices and make them as comfortable and supportive of everyone's work needs as possible. If you are having problems with your office mates that you can not resolve amongst yourselves, or wish to change offices for other reasons, please talk to Christina Fink in the Educational Programs Office. Office assignments can be changed when necessary, but do not change offices on your own – it is important that SoMAS knows where you are located.

### 11.2 Building and Room Keys

Requests for building and room keys (including your office) must be endorsed by the Educational Programs Office (Christina Fink) for office keys, or your advisor for lab keys. The university requires a \$10 deposit per key when you pick up your keys. Your deposit may be paid by cash or check, and will be returned to you when you return your keys.

Note that building keys (for exterior doors) are in the process of phasing out; soon your ID card will be required to gain access to any main-campus SoMAS building outside regular building hours.

### 11.3 Smoking (the Lack Thereof)

Stony Brook University prohibits smoking on campus, including any campus building and offices, as well as outside on university grounds.

### 11.4 Parking

Student parking in the lots adjacent to Endeavour, Challenger, Discovery, and Dana Halls is illegal unless your vehicle has a valid Faculty/Staff (Red) parking permit or a special one-day permit. Students supported on a TA, RA, or GA can get Red Staff parking permits. Students in the MCP program are eligible to buy Brown parking permits which allow one to park in a dedicated area behind Suffolk Hall. All vehicles without appropriate parking permits are subject to ticketing and/or towing at your expense between the hours of 7 a.m. and 4 p.m., Monday

through Friday. Please be aware that campus tickets are official New York State tickets and not a “fake” university ticket that you can ignore.

### 11.5 Campus Mail

Student mailboxes are located in the Endeavour Hall mailroom. Please check your mailbox (or have someone check for you if you are not on campus regularly) at least once per weekday – sometimes it is the only way we can get in touch with you.

### 11.6 Copiers and Fax Machines

You may use SoMAS copiers and fax machines when such use has been endorsed by your advisor or supervisor; an account code will be needed for use. You will also be given a personal account code but you will be charged for using your account. The current copy charge is seven cents per page. You will be provided a copier code dedicated to the course if you need to use SoMAS copiers as a TA for a SoMAS course. Most SoMAS copiers can also scan to a portable document format (PDF) that can be directly emailed to you. The copier in Endeavour Hall has all student emails activated. Students working in Dana Hall can ask Steve Ortega (Main Office) to add their email addresses to the Dana copy machine.

### 11.7 SOLAR

The university’s SOLAR system is used to access all sorts of information, including your university records, payroll and other university-related financial information, and is used to register for classes. Please keep your personal information (e.g., mailing address, phone numbers, emergency contacts, etc.) on SOLAR updated as necessary. You will need your Stony Brook Identification Number to login to SOLAR.

### 11.8 Two-factor authentication (Duo)

Stony Brook University has implemented two-factor security for most electronic resources. [Learn how to install and enroll into DUO Mobile](#) (have your mobile phone or device ready).

To enroll a second device, visit the [Self-Service portal](#)

More about two-factor authentication: [Guide](#) [FAQs](#)

For instructions on how to use DUO when you are [in an area without Internet access](#), please see [these instructions](#) from DoIT.

### 11.9 Email and Email Use

You should already have a functional Stony Brook University email address. Your email will likely take the form of *firstname.lastname@stonybrook.edu*, although variations on this might exist depending upon how common your name is. You will need your NetID and password to login to your Stony Brook email account and many other SBU electronic resources. Your NetID and password can be found in SOLAR under the “Security and Personal Data” section. You have a 25 GB email quota.

Email is the primary way that we communicate with students, and it is your responsibility to make sure you get email sent to students. You should check your email at least once per day. If you decide to not use your Stony Brook email account as your primary email

account, you must forward your Stony Brook email to whatever email address you regularly check.

Your Stony Brook email account should only be used for official Stony Brook business as use of the Stony Brook email address implies an official action or endorsement by the university. You should not use your Stony Brook email address for personal business, and never use it to advocate for any kind of position. You should maintain a personal email account (you likely already have at least one) for personal business. The university has also specifically instructed that Stony Brook email addresses (including the SoMAS\_All\_Hands address) may not be used for housing requests or offerings. If you have questions about appropriate use, please contact your advisor or the Dean.

#### 11.10 SoMAS Logos, University Logos, and Self-Made Letterhead

The use of university logos, including SoMAS logos, is governed by rules similar to those for Stony Brook email. Letterhead, even if self-made, that incorporates university logos is for SoMAS business only. You should not include these logos for your personal use. SoMAS and university logos included as letterhead may be used for correspondence related to your thesis work such as submitting a manuscript, applying for a fellowship or job, or corresponding with a colleague about your work. Be sure to state that you are a graduate student when using official letterhead, and never use it for personal business or advocating any kind of position. Use of the Stony Brook University name or logo, or the SoMAS name or logo, implies an official action or endorsement by the university. If you have questions about appropriate use, please contact your advisor or the Dean.

#### 11.11 Libraries

There are multiple libraries on campus, but the two you are most likely to use are the Marine and Atmospheric Sciences Information Center (MASIC) located in Challenger Hall, and the Science and Engineering Library located in the Frank Melville Jr. Memorial Library on main campus. The latter houses most journals and texts of interest to SoMAS students that are not already housed in MASIC. The university maintains access to many scientific databases and electronic journals that can be accessed through the internet with your NetID. The university's inter-library loan (ILL) system can be used to obtain books, reports, and copies of articles not held or accessible through the university libraries.

MASIC has been closed during the pandemic and it is not clear whether or when normal operations will resume. MASIC contains a large collection of journals related to oceanography, environmental science, and biology, reference books and reports, world-wide nautical charts, doctoral dissertations and masters' theses, and other SoMAS-related materials. Computers within MASIC can connect to all electronic resources available at Stony Brook University. MASIC also contains a very nice reading room with large tables that can be used as study space. Please see the MASIC librarians for information about borrowing rules, use of materials placed on-reserve, hours of operation, and other MASIC policies.

A few other campus libraries contain materials of potential interest to SoMAS students, including the Math, Astronomy and Physics Library, and the Chemistry Library. A schedule of each library's hours of operation and maps showing their locations are available on the MASIC or Stony Brook University Libraries web pages.

### 11.12 Software

Microsoft Office and Symantec Antivirus are available to every registered student for free. The latest version of Microsoft Office for Windows or Mac can be downloaded using your Stonybrook.edu email address. Please contact Mark Lang at SoMAS for more information.

A variety of other software including EndNote, SPSS, Mathematica, and Matlab is accessible through the university's SoftWeb site ([softweb.cc.stonybrook.edu](http://softweb.cc.stonybrook.edu)). You will need NetID and password to login.

### 11.13 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 of these facilities must be approved and supervised. See the SoMAS Building Manager, Mark Wiggins, for more information.

### 11.14 SoMAS Vehicles

SoMAS owns several vehicles that may be rented for research-related work. SoMAS also owns vans for transporting students to course-related field sites. Please contact Mark Wiggins for SoMAS vehicle driving requirements.