

# Graduate Student Handbook

## Department of Earth and Atmospheric Sciences 2017-2018 Academic Year

### 1.0 INTRODUCTION

The Graduate Studies Bulletin for the year you are admitted into the Graduate Program constitutes a binding contract between the University and you. The procedures that you must follow in order to graduate are in that Bulletin. Study that document closely so that you understand the rules governing your degree program. It is the final authority in all matters governed by the Office of Graduate Studies.

This reference manual consists of four parts: this introduction, some general guidelines and policies, a summary of the procedures for M.S. students, and a summary of procedures for Ph.D. students. These summaries do not supersede the Graduate Studies Bulletin. **If any information in this manual is in conflict with the Graduate Studies Bulletin, the latter document takes precedence.**

### 2.0 GENERAL GUIDELINES AND POLICIES

#### 2.1 Admission

Applicants must have a baccalaureate or graduate degree to gain admission in full standing. All applicants must submit valid GRE scores for the General Test. Applicants lacking any of these requirements may be granted provisional status until the deficiencies are cleared.

#### 2.2 Organization and Administration

Dr. Laurie Bellows is the Interim Dean of Graduate Studies.

The Earth and Atmospheric Sciences Graduate Program is administered by the Earth and Atmospheric Sciences Graduate Committee. The Chair of the Earth and Atmospheric Sciences Graduate Committee is Prof. Clinton Rowe (Bessey Hall 305C).

#### 2.3 Degrees and Specializations Offered in Earth and Atmospheric Sciences

*2.3.1 Degrees Offered:* The Department of Earth and Atmospheric Sciences (formerly Geosciences) formed during the 1997-1998 academic year from existing geology and meteorology-climatology programs in the departments of Geology and Geography. Our Department offers undergraduate degrees (B.S. and B.A.) in Geology and Meteorology and graduate degrees (M.S. and Ph.D.) in Earth and Atmospheric Sciences. All M.S. students are expected to pursue Option I (thesis). Both graduate degrees (M.S. and Ph.D.) can be obtained with specializations in Geology, Hydrogeology, Meteorology/Climatology, Geoscience Education, Environmental Studies, and Great Plains Studies. A specialization in Water

Resources Planning and Management can be obtained at the M.S. level.

*2.3.2. The Geology Specialization:* Students must complete an M.S. or Ph.D. in Earth and Atmospheric Sciences. M.S. students must complete 20-24 hours of regular course work selected from the GEOL and GEOS graduate-level course lists and a thesis. Ph.D. students must complete at least 32 hours of regular course work (12 after completion of the M.S. degree) selected from the GEOL and GEOS graduate-level course lists and a dissertation.

*2.3.3 The Meteorology-Climatology Specialization:* Students must complete an M.S. or Ph.D. in Earth and Atmospheric Sciences. M.S. students must complete 20-24 hours of regular course work selected from the Meteorology-Climatology course list and a thesis. Ph.D. students must complete at least 32 hours of regular course work (12 after completion of the M.S. degree) selected from the METR and GEOS graduate course lists and a dissertation.

*2.3.4 The Hydrogeology Specialization:* Students must complete an M.S. or Ph.D. in Earth and Atmospheric Sciences. M.S. students must complete 20-24 hours of regular course work and a thesis. At least 14 hours must be selected from the Hydrogeology course list and at least 10 must be core courses in the Hydrogeology curriculum. Ph.D. students must complete at least 32 hours of regular course work (12 after completion of the M.S. degree) with 16 hours selected from the Hydrogeology course list and a dissertation. Core courses include GEOL818, GEOL870, GEOL872, GEOL888, GEOL889, GEOL985, GEOL986, GEOL987, and GEOL988. Additional courses are offered jointly through other departments. Consult your advisor for details.

*2.3.5. The Geoscience Education Specialization:* Students must complete an M.S. or Ph.D. in Earth and Atmospheric Sciences. Students who already completed an undergraduate and/or Master's degree in Geoscience (according to National Research Council, this includes: Geology, Earth Science, Meteorology, Atmospheric Science, Climate Science, Ocean Science, Marine Science, and Environmental Science) or closely related field are eligible to pursue this interdisciplinary specialization. M.S. students must complete 20-24 hours of regular course work selected from the Geoscience, Educational Psychology, Teaching and Learning, and Psychology graduate-level course list. Ph.D. students must complete at least 32 hours of regular course work (12 after completion of the M.S. degree) selected from the aforementioned graduate-level course list.

*2.3.6 The Great Plains Studies Specialization:* Students are admitted to the specialization by the Great Plains Studies Specialization Advisory Committee after admission to the Department of Earth and Atmospheric Sciences. M.S. students must take nine credit hours of Great Plains Studies courses outside the student's major department. Ph.D. students must take 15 credit hours of Great Plains Studies courses outside the student's major department. The student's thesis or dissertation must be relevant to the Great Plains and at least one member of the Examining or Supervisory Committee must be a Fellow of the Center for Great Plains Studies.

*2.3.7. The Water Resources Planning and Management Specialization:* Each M.S. student must complete nine hours of water resources-related courses from departments outside the student's major field and approved by the Water Resources Advisory Committee as well as a thesis oriented toward water resources planning and management.

## **2.4 Geosciences 099/Geology 099**

All active graduate students in Earth and Atmospheric Sciences are required to register for Seminar and Stout Lecture each semester. Normally, two meetings are held each week (Monday and Friday afternoons). Attendance at both is **mandatory**, regardless of the topic of discussion.

## **2.5 Supervisory Committee Meetings**

All graduate students in Earth and Atmospheric Sciences should meet with their supervisory committees at least annually. Your defense is not the time to learn that your committee has strong disagreements over the scope or quality of your research. It can be difficult to get your committee together; be persistent, your committee members have an obligation to meet with you. It is your responsibility, however, to arrange a time, date, and place when all members of the Supervisory Committee can attend, and to notify all members of your Supervisory Committee of meetings in a timely fashion.

## **2.6 Annual Evaluations**

The faculty meets annually (usually in February) to discuss the progress of every graduate student. Among the data considered will be your academic transcripts and oral reports made by members of your supervisory committee. In addition, early in each fall semester of the second and subsequent years, every student is required to complete and submit an annual report. Some of the expectations for progress towards your degree that are used in this evaluation are summarized in **Appendix II**. Shortly after this meeting you will receive a letter summarizing the Department's view of your progress. Address any concerns listed in that letter immediately.

## **2.7 Academic Performance**

Earth and Atmospheric Sciences graduate students are expected to earn a grade of "B" or better on all course work. A grade of C or less in any Earth and Atmospheric Sciences course, and a grade of D or less in any non-Earth and Atmospheric Sciences course, automatically will trigger a review by the Dean of the Office of Graduate Studies and the Graduate Committee of the Earth and Atmospheric Sciences Department. Depending on the circumstances, the result may be dismissal or imposition of specific additional requirements upon the student.

## **2.8 Job Performance**

Students hired by the department (e.g., teaching assistants, technical assistants, research assistants) must perform their duties satisfactorily. Failure to do so may result in cancellation of future stipends or revocation of the current stipend.

## **2.9 Computing Facilities**

All graduate students have unlimited use of the Graduate Student Computing Facilities. Please follow these rules when using the departmental computers:

- Do not install any of your own software on the departmental computers without specific permission of the Chair of the Information Committee. Disk space is limited. Unauthorized software is the major vector for computer viruses. Pirated software on a university computer makes the university and the department liable to prosecution.
- Do not copy software from the departmental computers for use on your own machines. Such unauthorized copying is a violation of the license agreement.
- Do not abuse the machines or the software. Do not move printers or other peripherals around

to suit your own purposes. Do not make unauthorized changes in the installed software. Do not change the parameters of the operating system. Never attempt to fix the machines yourself.

If problems arise, report them to 214 Bessey Hall.

**2.10 Laboratory Restrictions:** There are a number of laboratories in the Department of Earth and Atmospheric Sciences. Some of these labs contain complex and very expensive electronic analytical devices, radiation sources, expensive optical equipment, or hazardous chemicals. Do not use a laboratory without permission of the supervising staff member. Only the designated supervising staff member may give authorization to use a given facility or instrument. The name of the designated supervising staff members for each laboratory is listed on the entry door to each lab and in the Safety Manual.

The supervising staff member is responsible for the safety of all people using the facility. Therefore, you must know thoroughly the safety information regarding the use of that lab before you use it. This information is in the Safety Manual and in the Safety notebooks in each lab. Note that if your work involves explosives, you must learn the explosives procedures from the unabridged departmental safety manual (see main office and supervising staff member). Unauthorized or unsafe use of laboratory facilities may jeopardize your continuation with the Department of Earth and Atmospheric Sciences.

Tell your major professor if you need equipment (lab glassware, computer software, etc.) to do your work. Do not use equipment without permission. Do not take equipment from a laboratory or classroom without specific permission from the supervising staff member. Under **no** circumstances are you to rummage through the laboratories or classrooms in search of your equipment needs.

The student should consider the analytical methods that will be used in his or her research and publications when drawing up the Memorandum of Courses/Program of Studies.

### **2.11 Sources of Research Funding**

Confer with your major advisor for information on sources of funding within your discipline. Graduate students are responsible for locating funding for their research projects, if funding is not already available through an existing grant. Travel grants to attend various regional or national/international meetings are often available from the sponsoring organization. Check with meetings announcements and bulletins for details. The table in **Appendix III** lists some funding options. Other funding opportunities arise periodically. These are announced as they become available.

### **2.12 Presentation of Research**

You are expected to present the results of your research at scientific meetings outside of the Department of Earth and Atmospheric Sciences. You should discuss appropriate venues with your advisor. The Department of Earth and Atmospheric Sciences often provides transportation and some financial support for students to attend meetings so that they can present research results and broaden their exposure to the discipline. This activity is critical to your development as a scientist and will help you establish a framework of research colleagues beyond UNL.

### **2.13 Publication of Research**

Work, finish, and publish. Faraday's advice is still relevant: your research will have little value

to the scientific community until it has been through peer-review and been published by a reputable outlet. Ph.D. candidates lacking a publication record will have trouble landing post-doctoral positions. Discuss the mechanics of publication with other students and with your supervisor. Examine theses and dissertations by some of our recent graduates as well the publications derived from these works. Your supervisory committee will want to know how your thesis or dissertation will be converted to one or more publications.

## 3.0 TIMETABLE FOR THE M.S. DEGREE IN EARTH AND ATMOSPHERIC SCIENCES

### 3.1. First semester

*3.1.1 Advisor:* All graduate students have a temporary advisor on admission: a student is only admitted if at least one faculty member agrees to serve as an advisor. Although neither is obligated to continue the relationship, it is incumbent on both parties to determine the future of the collaboration in the first semester so that the student can find a new advisor, if necessary. Discussion of potential research topics should take place during the first semester.

*3.1.2 Course work:* All new students will enroll in GEOS 900 Professional Development in Geosciences during the Fall term. All students should begin to clear any deficiencies noted by the Graduate Committee. Other courses should be selected in consultation with the Advisor.

### 3.2 Second semester

*3.2.1 Committee:* The Examining Committee (a.k.a. the Thesis Committee or Supervisory Committee) should be formed during the second semester. At least half of the members of the thesis committee must be members of the Department of Earth and Atmospheric Sciences Faculty. At least three committee members must be members of the Graduate Faculty (or non-Graduate Faculty approved to perform specified Graduate Faculty duties). **If your major advisor is not a member of the Department of Earth and Atmospheric Sciences, you must have a Co-Chair who is a member of the Department of Earth and Atmospheric Sciences. Signatures of both co-chairs are required on forms submitted to the Earth and Atmospheric Sciences Graduate Committee and the Graduate College.**

*3.2.2 Thesis Proposal:* A thesis topic should be defined by the end of the second semester. This can be formalized by writing a thesis proposal. It is the responsibility of the student to demonstrate that the proposed thesis research is scientifically significant and feasible within the limits of time and available resources. In addition, students must demonstrate that they have sufficient scientific background to conduct the research. To this end, the thesis proposal should contain:

- a discussion of the specific research project, its scientific significance, and background information.
- a detailed discussion of research and analytical methods to be employed.
- a detailed list of the equipment and/or funds that will be needed
- a tentative schedule for the research and its completion.

This document will serve as the basis for a required short oral presentation that will be given in front of the entire department before the end of the second semester. The purpose of the

presentation is to defend your proposal and receive feedback from the members of the department.

Students are strongly encouraged to use this accepted proposal as the basis for applying for outside funds to help defer the costs of equipment, analysis, and thesis manuscript preparation.

*3.2.3. Memorandum of Courses:* File the Memorandum of Courses during your second semester. The Option I degree requires the student to earn a **minimum** of 30 semester hours of credit. Of these 30 hours, 6 to 10 hours must be in thesis research (e.g., GEOL 899) and 20 to 24 hours must be in regular course work. At least 10 hours of the regular course work must be in regularly scheduled campus courses (a maximum of 14 credits of transfer course work may be accepted, subject to approval). At least 8 hours of the regular course work must be earned in courses open exclusively to graduate students (900 level, or 800 level without 400 level counterparts). The minimum grades that you must receive to obtain credit toward your degree program are summarized in the Graduate Bulletin.

You can obtain a copy of the Memorandum of Courses at <http://www.unl.edu/gradstudies/current/degrees/masters>. The specific courses and thesis hours listed on the Memorandum of Courses must conform to the above rules and must be approved by the student's thesis committee and by the Chair of the Earth and Atmospheric Sciences Graduate Committee. If you want to earn a Specialization (Section 2.3) you must declare it on the Memorandum of Courses. Post-approval changes of the Memorandum of Courses are possible but not automatic, and require the approval of the thesis committee, the Chair of the Graduate Committee, and the Dean of Graduate Studies.

All courses are valid for 10 years.

*3.2.4. Admission to Candidacy:* Candidacy is granted when the **Memorandum of Courses** is approved by the Dean of the Graduate College. This must be done before one-half (1/2) of the course program (as detailed in the Memorandum of Courses) is completed. File the Memorandum of Courses before 15 hours of course work (including any approved transfer credit) is complete. This is normally before the end of the second semester of residence.

### **3.3 Third and Subsequent Semesters**

*3.3.1. Committee Meetings:* Students should hold committee meetings *at least* annually.

*3.3.2 Thesis Preparation:* Early in the writing process, the Candidate should get the Guidelines for Thesis Writing. This is available as a PDF file at <http://www.unl.edu/gradstudies/current/degrees/masters>. The Department of Earth and Atmospheric Sciences has no specific regulations regarding style; discuss the issue with your supervisor.

### **3.4 Final Semester**

*3.4.1 Application for Advanced Degree:* The Application for Advanced Degree (available at <http://www.unl.edu/gradstudies/current/degrees/masters>) must be submitted to the Office of Graduate Studies at the start of the semester in which you will finish all the requirements for the degree. A filing fee is required at the time the form is submitted to the Graduate Office. The Application for Advanced Degree is valid only for one semester, so you must complete your degree during that semester or file the application again in a subsequent semester. This fee is

neither transferable nor refundable. Some students spend a remarkable amount of money filing these documents over, and over, and over again. Talk to your supervisor before the semester starts to find out whether it is more likely that you will graduate or that Hell will freeze over.

*3.4.2 Thesis Writing and Revision:* You will write one or more versions in consultation with your advisor. Eventually your advisor will indicate that the thesis is ready to be seen by other members of the committee. This does not indicate your defense will be successful, only that you are moving toward a defense.

*3.4.3 Defense Date:* After the thesis has been read by all the committee members you may be given permission to set a date for your defense (oral examination). Consult the academic calendar for permissible dates and deadlines.

*3.4.4 Final Examination Report:* The Final Examination Report must be submitted to the Office of Graduate Studies at least four (4) weeks before the defense date. This form sets up the exact date, time, and place for the defense and must be approved by all the thesis committee members and the Chair of the Graduate Committee. After it is approved and returned from the Office of Graduate Studies to the major advisor, this form serves as the final sign-off form for the examination. You can obtain a copy of the Final Examination Report Form at <http://www.unl.edu/gradstudies/current/degrees/masters>.

*3.4.5 Format Check:* At least **two (2) weeks before the defense**, you must submit a preliminary copy of the thesis and the separate abstract to the Office of Graduate Studies. It will be checked for page format and general layout and returned to you.

*3.4.6 Defense:* Post announcements of the thesis defense (oral examination) with the title, candidate's name, and the exact time, date, and place prominently in the Department of Earth and Atmospheric Sciences **at least 48 hours before the defense**. Anyone may attend the formal presentation of research results, which constitutes the main part of the thesis defense. Guests, at the discretion of the thesis advisor, may be excused at the end of the public presentation. At the conclusion of the defense, the thesis committee will render their judgment and sign the Final Examination Report as appropriate.

*3.4.7 Final Paperwork:* Take two copies of complete thesis and two additional copies of the abstract, along with the signed Final Examination Report, to the Office of Graduate Studies. They will stamp them. Take copies and Final Examination Report to the Dean of University Libraries. They will take the copies and sign your form. Take the signed form and some money to the Bursar's Office (cashier window, Administration Building) and pay the binding fee. They will give you a receipt and sign your form. Take the Final Report Form back to the Office of Graduate Studies. Present a copy of the thesis to your major advisor(s) and any other committee members who may want one.

## **4.0 TIMETABLE FOR Ph.D. IN EARTH AND ATMOSPHERIC SCIENCES**

### **4.1 First Semester**

*4.1.1 Advisor:* All graduate students have a temporary advisor on admission: a student is only admitted if at least one faculty member agrees to serve as an advisor. Although neither is obligated to continue the relationship, it is incumbent on both parties to determine the future of the collaboration in the first semester so that the student can find a new advisor, if necessary. Discussion of potential research topics should take place during the first semester.

*4.1.2 Course work:* All new students will enroll in GEOS 900 Professional Development during the Fall term. All students should begin to clear any deficiencies noted by the Graduate Admission Committee. Other courses should be selected in consultation with the Advisor. Some Supervisory Committees require Research Tools or languages. Ask your Advisor about these issues and plan your course work accordingly.

### **4.2 Second Semester**

*4.2.1 Schedule and Hold Preliminary Review:* The purpose of the preliminary review is to ensure that each Ph.D. student is making satisfactory progress. The most important issues to focus on are plans for course work and the significance and feasibility of the research agenda.

The preliminary review will occur before the end of the eighth week of the second semester of residence in the Ph.D. program. The review will be attended by the student, the student's supervisor, prospective supervisory committee members, and others invited by the student's supervisor. Prior to the preliminary review, the student should provide the guests with a written summary of the proposed topic of his/her dissertation research and an outline of the research program that will be used to examine the proposed question(s). The meeting will be chaired by the student's supervisor. The student will outline his/her career goals, dissertation research interests, proposed program of study, and plans to obtain funding to support his/her research. This is followed by a discussion among all participants that is designed to provide constructive advice and consider whether the research is likely to result in a completed dissertation. The meeting should include a review of the student's performance in course work and in other functions that bear on the process of becoming a successful professional. At the end of the meeting, the student is excused, and the individuals present discuss the student's progress. If the student has demonstrated a clear vision of where she or he is going and how, and has performed in a satisfactory manner in both prior course work and TA/RA responsibilities, he or she is approved to continue in the Ph.D. program. If, on the other hand, serious questions have emerged concerning any aspects of the student's progress, the student will be required to attend a second meeting that will consist of an oral exam on pertinent topics. This exam will be attended and administered by the same faculty members described above with the addition of the Chair of the Graduate Committee, and the student's performance on this exam will determine whether he/she is to continue in the Ph.D. program and remain eligible for funding.

If the student is approved for continuation, three tangible outcomes should result from the student's presentation and subsequent discussion among participants: (1) recommendations on a program of study that guides the student's remaining course work and ensures mastery of theory and method in relevant fields and sub fields; (2) agreement on the timing and format for the student's comprehensive exams, and (3) appointment of the supervisory committee.

*4.2.2 Appointment of Supervisory Committee:* The Dissertation Committee (= Supervisory Committee) must consist of at least four members of the UNL Graduate Faculty. At least one Graduate Faculty member from outside the Department of Earth and Atmospheric Sciences must be a member of the Supervisory Committee. At least half of the members of the Supervisory Committee must be members of the Department of Earth and Atmospheric Sciences Faculty. All members of the Supervisory Committee must be listed on the Appointment of Supervisory Committee form that is submitted to the Office of Graduate Studies for approval. **If your major advisor is not a member of the Department of Earth and Atmospheric Sciences, you must have a Co-Chair who is a member of the Department of Earth and Atmospheric Sciences.** You can get a copy of the paperwork necessary for the appointment of a Supervisory Committee at <http://www.unl.edu/gradstudies/current/degrees/doctoral>.

*4.2.3. Program of Studies:* The Doctoral degree requires a minimum of 90 hours of credit. The Supervisory Committee has great latitude in allocating this credit between previous postgraduate work, course work taken with the Department of Earth and Atmospheric Sciences, and dissertation hours. The following restrictions, however, must be obeyed:

- Academic Residency: at least 27 hours must be taken at UNL within a consecutive 18-month period. At least 15 of the 27 hours must be taken at UNL after receiving a masters degree from UNL.
- At least 45 hours must be completed at the University of Nebraska.
- A grade of B or higher is required for all courses in Earth and Atmospheric Sciences.

In addition to the 90 hour minimum, the student is required to specify in the Program of Studies the classes that will be used to satisfy the requirement for two [Language and Research Tools](#). The following general points should be noted:

- class work used to satisfy the tool requirement is not included in the 90 hour minimum.
- spoken and written fluency in approved languages satisfies the requirement.
- work from your masters and even undergraduate degree may apply to the research tool requirement (e.g., classes in mathematics, chemistry, physics, statistics, biology, agronomy).

The specific courses and dissertation hours listed on the Program of Studies must conform to the above rules and must be approved by the student's supervisory committee and by the Earth and Atmospheric Sciences Graduate Committee. The student should try to ensure that all classes listed on the Program of Studies will be offered and do not require an excessive number of prerequisites that would unduly delay their completion.

Note that the Program of Studies must be submitted to the Office of Graduate Studies before 1/2 of the 90 credit minimum has been completed. **Failure to do this in a timely fashion may require additional course work.** Thus, the student should finish these steps before 45 hours of course work (including any approved transfer credit) is complete. This is normally before the end of the second semester of attendance.

The time limit on granting the Ph.D. is eight (8) years from the date of filing the Program of Studies in the Office of Graduate Studies.

You can get a copy of the form necessary to file a Program of Studies at: <http://www.unl.edu/gradstudies/current/degrees/doctoral>.

### **4.3 Third and Fourth Semesters, the Comprehensive Examination**

*4.3.1 Composition of the Comprehensive Examination:* The student must pass a Comprehensive Examination before admission to Candidacy. The Comprehensive Examination will have two parts and should be completed before the beginning of the fifth semester. Part I will consist of an examination devised by the supervisory committee and must have a written component. Part II will consist of writing, presenting and defending a proposal that will guide the dissertation research. The proposal will be presented as a short presentation to the entire department.

*4.3.2 Part I-The Written Examination:* The student must take a written examination administered by the Supervisory Committee. The Supervisory Committee is responsible for assuring that the scheduling, subject matter, and format of this portion of the Comprehensive Examination are consistent with the practices of the Department of Earth and Atmospheric Sciences and the standards of the Graduate College. The subject matter and format for this portion of the Comprehensive Examination will be determined by the student's Supervisory Committee and reported to the Chair of the Earth and Atmospheric Sciences Graduate Committee no later than the end of the second semester of residence. The Supervisory Committee should report the results of this portion of the Comprehensive Examination promptly to the Chair of the Earth and Atmospheric Sciences Graduate Committee. If the student fails this portion of the Comprehensive Examination, the Supervisory Committee may recommend that the student attempt another examination. No student will be allowed to schedule Part II of the Comprehensive Examination before completing Part I successfully.

*4.3.3 Part II-Defense of the Dissertation Proposal:* The proposed dissertation research will be presented publicly no later than four academic weeks after successful completion of Part I of the Comprehensive Examination. Each student will prepare a proposal describing the research to be undertaken for the dissertation. The proposal should describe the research and address its significance to the major field of study as well as minor or related fields. The Supervisory Committee may also request that specific issues be addressed or specific questions be answered. The proposal must be submitted to the Supervisory Committee and the Chair of the Earth and Atmospheric Sciences Graduate Committee at least one week before the date of the defense. After the public presentation, the Supervisory Committee will meet with the student in executive session where the student will defend the proposal. The student must satisfy the Supervisory Committee that the proposed research will "show the technical mastery of their field and advance or modify former knowledge."

*4.3.4 Admission to Candidacy:* A student is recognized as a Candidate upon completion of the Comprehensive Examinations and satisfaction of the Research Tool and language requirements listed in the Program of Studies. Candidacy is formalized by submitting an Application for Candidacy to the Office of Graduate Studies. The Application for Candidacy must be filed at least (7) months prior to the dissertation defense. The candidacy "clock" begins upon completion of the last requirement for candidacy irrespective of the date on which the Application for Candidacy is filed. Once attained, candidacy is valid until the Program of Studies expires. The Candidate must be continually registered at the University during each academic year semester (i.e., fall and spring semesters) from the time Candidacy is granted until the degree is awarded. The Candidate may register for a minimum of one hour per semester, but he/she must be

registered. Failure to be continually registered will terminate the Candidacy. You can get a copy of the Application for Admission to Candidacy at <http://www.unl.edu/gradstudies/current/degrees/doctoral>.

#### 4.4 Subsequent Semesters

4.4.1. *Committee Meetings*: Students should hold committee meetings *at least* annually.

4.4.2 *Thesis Preparation*: Early in the writing process, the Candidate should get the Guidelines for Thesis Writing. This is available at <http://www.unl.edu/gradstudies/current/degrees/doctoral>. It presents the format information you need to prepare the dissertation. The Department of Earth and Atmospheric Sciences has no regulations regarding style; discuss the issue with your supervisor.

#### 4.5 Final Semester

4.5.1 *Application for Advanced Degree*: The Application for Advanced Degree (available at <http://www.unl.edu/gradstudies/current/degrees/doctoral>) must be submitted to the Office of Graduate Studies at the start of the semester in which you will finish all the requirements for the degree. A filing fee is required at the time the form is filed with the Graduate Office. The Application for Advanced Degree is valid only for one semester, so you must complete your degree during that semester or file the application again in a subsequent semester. This fee is neither transferable nor refundable; be realistic regarding the probability that you will finish.

4.5.2 *Dissertation Writing and Revision*: You will write one or more versions of each chapter in consultation with your advisor and others. Submit a complete draft to your advisor. When your advisor approves, you should submit a complete draft of the dissertation to the reading committee. The reading committee will have been specified on your program of studies and comprised of at least two members of the supervisory committee exclusive of the Chair (and Co-Chair, if applicable). When the reading committee has completed work you may submit the dissertation to the rest of the committee. This does not indicate your defense will be successful, only that you are moving toward a defense.

4.5.3 *Defense Date*: After the dissertation has been read by all the committee members you may be given permission to set a date for your defense (oral examination). Consult the academic calendar for permissible dates and deadlines.

4.5.4 *Final Examination Report*: The Application for Final Oral Examination ( <http://www.unl.edu/gradstudies/current/degrees/doctoral>) must be submitted to the Office of Graduate Studies at least two (2) weeks before the defense date. This form sets up the exact date, time, and place for the defense and must be approved by all the committee members. After it is approved, you will receive final instructions, a checklist, and two forms (*Report on Completion of the Doctoral Degree* and *Signature Page*) to bring to the final oral examination for signatures from your committee.

4.5.5 *Format Check*: At least **two (2) weeks before the defense**, you must email a preliminary copy of the dissertation and the separate abstract to the Office of Graduate Studies. It will be checked for page format and general layout and returned to you.

*4.5.6 Defense:* Post announcements of the thesis defense (oral examination) with the title, candidate's name, and the exact time, date, and place prominently in the Earth and Atmospheric Sciences Department at least 48 hours before the defense. Anyone may attend the formal presentation of research results, which constitutes the main part of the thesis defense. Guests, at the discretion of the thesis advisor, may be excused at the end of the public presentation. At the conclusion of the defense, the committee will render their judgment and sign the *Report on Completion of the Doctoral Degree* and *Signature Page*, as appropriate.

*4.5.7 Final Paperwork:* Dissertations are submitted electronically. Refer to the guidelines at <http://www.unl.edu/gradstudies/current/degrees/guidelines/doctoral>. Present a copy of the dissertation to your major advisor(s) and any other committee members who may want one.

## APPENDIX I: EXPECTATIONS

Graduate school is a challenging experience that comes with many rewards. However, most new students begin their work without a clear idea of what it takes to succeed as a graduate student. This document is intended to summarize basic expectations and provide a framework for interaction with your advisor.

*Your advisor likely has additional expectations that lie beyond those covered in this document. You should discuss those expectations with him or her.*

### Goals

Your reasons for entering our graduate program vary, but regardless of your exact reasons, your major goal should be to learn how to be a professional scientist. One of your advisor's roles is that of a mentor who will help you learn how to develop into a professional scientist.

Your advisor will provide advice and direction on your research project, including direction in choosing and designing a thesis topic, researching the background information, planning and conducting field and/or laboratory analyses, writing and revising proposals, abstracts, and publishable manuscripts, and giving professional presentations. Advisors often select and design (and/or guide you in selecting/designing) research projects with the intent that the results will be sufficiently new and important to merit publication. They have selected you as a student because of your talents and promise. Seeing a project through to publication requires enormous commitment and self-discipline, and will typically require significant work that extends beyond the formal duration of your appointment.

Advisors expect to write letters of recommendation for you, upon your request. Therefore, you should keep him or her aware of your progress and successes. In other words, help your advisor to find good things to say about you! Advisors can help you fix shortcomings as well as develop a professional attitude that keeps any insecurities in their proper place. In the end, they will want to write letters that describe your skills and ability as positively and honestly as possible. If you want your advisor to write that you consistently do more than expected, then make that effort—impress them.

*Advisors are there to provide help, advice, and suggestions, but you are ultimately responsible for completing your thesis satisfactorily.*

### Time Commitment

The time commitment to research is an absolutely key issue for graduate students and mentors. In graduate school, your top priority should be your research. In this regard, many advisors will expect you to construct a project timeline with specific goals each semester, and to meet these deadlines. You should let them know if problems arise in terms of meeting deadlines and expectations, such that a mutually acceptable solution can be found. Just as your advisor is imposing demands on your time, you have a right to their time as well, in terms of mentoring you

in your project progress. Accordingly, you should expect to have periodic meetings to review progress and discuss any issues or concerns.

Most new graduate students struggle with time management. If you are a full-time student—and especially if you are supported as a GTA (Graduate Teaching Assistantship) or GRA (Graduate Research Assistantship)—you should regard graduate school as *at least* a full-time job. Downtime for mental refueling is certainly necessary, but the typical “good” graduate student is expected to work hard. This often requires working weekends and evenings. This is the standard expectation for any good student in any decent program, and you will find that your advisors impose the same demands upon themselves. A minimum workweek for a graduate student should be regarded as at least 45 hours. Consider that 8-9 credit hours of (non-research) coursework require around 20 hours per week. Research will require a minimum of 10 to >25 hours per week. On top of this, a Teaching Assistantship (GTA) requires 10-15+ hours per week. If you are on a GRA or fellowship, you should be spending more than 20 hours/week on research during the school year and at least 40 hours/week during the summer. Your duties may include research tasks that your advisor assigns. These numbers will shift and evolve to some degree, depending on your stage in the program. For example, as a beginning graduate student, your available time will be largely expended in non-project coursework and, perhaps, GTA or GRA responsibilities. Your time available for research will be correspondingly less. As you progress through the program, however, your non-thesis coursework will diminish, and you should spend the majority of your time on research.

*Remember that a RA or TA-ship is a paid job and the funding that you are receiving is not easy to secure. Therefore, you should undertake the duties and commitments inherent to this job with a high degree of integrity and responsibility.*

## **Professionalism**

Part of your higher education includes developing or honing skills of “professionalism”. Professionalism includes (1) taking responsibility for one’s own actions and duties, (2) maintaining reasonable respect for and tolerance of other views, (3) a willingness to make reasonable compromises to meet shared goals, (4) maintaining a pleasant demeanor, (5) a focus on accomplishing tasks as expeditiously and skillfully as possible, and (6) an ability to escape, avoid, or ignore petty arguments and gossip. You should also strive to project a professional demeanor in appropriate circumstances (e.g. mock or professional presentations, interviews, etc.). Note that a professional relationship does not require friendship, but should allow you to work reasonably well even with people you personally dislike, or who dislike you (although we all hope it never comes to that!).

A professional manner carries us through periods of disagreement and difficulty with minimal stress. It allows one to become displeased or angry with another, yet avoid furious denunciation and accusation. It should allow one to calmly consider a situation and discuss it with others involved as a problem to be solved. With specific regard to your research products, it should allow one to invite and accept reasonable criticism as constructive rather than destructive or personal.

## **Intellectual Property, Authorship, Writing**

You should plan to publish the results of your research in a peer-reviewed outlet. There are two important reasons for this. One is important to you, and the other is important to your advisor and the EAS graduate program:

(1) You will spend significant effort on your project, and it is a wonderful feeling to see that effort translate into a high-quality publication that will benefit the scientific community, contribute to your personal CV, and make your family proud. If your work appears only in your thesis, it will collect dust in the university library or digital collection. Furthermore, there is no better way to learn scientific writing than to write a manuscript and receive reviews from experts in the field. Accordingly, many advisors prefer that students write their thesis as a manuscript (or series of manuscripts) targeted for submission to peer-reviewed journals or equivalent (e.g., special publications). You should plan to submit the manuscript about the time you graduate from the program, which means that revision and resubmission will continue for a time beyond your formal commitment in the graduate program.

(2) A great deal of time and money are invested in your thesis research, and this requires follow-through with publication of results. Your advisor must demonstrate results from funded research, or funding agencies will deny future funding. Furthermore, research is expensive, and someone – whether taxpayers (all of us), private corporations/donors, or scientific societies—commonly helps us pay for it. Therefore, it is incumbent upon us to demonstrate appreciation for these funds via publication. Papers resulting directly from your thesis work are yours, and you will likely (and preferably) be first author on them. If your advisor (and/or others) have a substantial role in producing the idea, designing the project, and/or writing the manuscript (which is the case for nearly all theses), then your advisor (and/or others) will be a co-author. First authorship means that you have performed the majority of the intellectual and physical effort, completed the project, and conducted the majority of the writing. If you cannot complete your work or decline to follow up with a manuscript, you forfeit your right to be first author.

Writing and presenting well are key skills that you should develop and hone during graduate school. To bolster your written and oral skills, the department requires you to take Professional Development (GEOS 900) as well as present your work in a departmental seminar and thesis defense. You may also be expected to present your work in lab meetings and meetings with your committee. In addition, your advisor will help you with your writing by requiring multiple drafts of outlines, proposals, abstracts and manuscripts, and providing you with prodigious feedback on the content and structure of these drafts. As a side note, you should not expect your advisor to serve as your copyeditor; the use of correct grammar, spelling, etc. are primarily your responsibility. Such issues should be cleaned up as much as possible before submitting drafts to your advisor.

Consider the purpose when you hand a draft to your advisor: do you want feedback on the ideas or on the writing? Be specific about your needs to get timely and appropriate feedback. Be prepared to re-write multiple drafts of your paper; it typically takes at least five drafts to hone the ideas and the writing. If you ask for assistance with writing clarity, make sure you take their suggestions and fix your manuscript or be prepared to explain why you did not.

## **Acknowledgements**

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## **Useful References**

Christopher, S. A. (2011), *Navigating Graduate School and Beyond: A Career Guide for Graduate Students and a Must Read for Every Advisor*, 158 pp., AGU, Washington, D. C., doi:10.1029/SP064. <http://www.agu.org/books/sp/v064/>

## APPENDIX II: KEY MILESTONES

As a graduate student, you'll need to take responsibility for knowing when various university forms are due, securing the requisite signatures, etc. Detailed information is available on the UNL Office of Graduate Studies website. Some major milestones that you should keep in mind are indicated below. These criteria are used by the faculty for the February Graduate Student Evaluation. Students in their first semester are normally not scrutinized during this process, although there is an expectation that first semester students will have begun to clear any entrance deficiencies, be enrolled with a suitable class load, be performing satisfactorily in their assistantship (if any), and begun exploring research topics with their advisor

### Master's Students

#### 2<sup>nd</sup> Semester:

- Not on Academic Probation.
- Any remaining Entrance Deficiencies will be cleared by end of this semester.
- In the process of completing the majority (>16) of class hours needed.
- Met with thesis committee.
- Filed a Memorandum of Courses.
- Formulated thesis topic agreeable to thesis committee.
- Will give thesis proposal seminar in Monday Colloquium by end of 2<sup>nd</sup> semester.

#### 3<sup>rd</sup> Semester:

- Not on Academic Probation
- In the process of completing all required class hours.
- Thesis research underway

#### 4<sup>th</sup> Semester:

- Not on Academic Probation
- In the process of completing all required class hours (20-24 cr)
- Making good progress with thesis with expectation of May (or August) graduation.

### PhD Students

#### 2<sup>nd</sup> Semester:

- Not on Academic Probation
- Any remaining Entrance Deficiencies cleared by end of this semester.
- In the process of completing the majority of class hours needed for degree.
- Met with dissertation committee.
- Filed a Program of Studies.
- Formulated dissertation topic agreeable to dissertation committee.
- Scheduled comprehensive exams.

#### 3<sup>rd</sup> Semester:

- Not on Academic Probation
- In the process of completing all required class hours.
- Scheduled to present dissertation prospectus this semester.
- Scheduled to complete comp exams

- Begun thesis research

#### 4<sup>th</sup> Semester:

- Not on Academic Probation
- Completing all required class hours this semester.
- Completed comprehensive exams
- Making good progress on dissertation with expectation of 1st publication submission.

#### 5<sup>th</sup> Semester:

- Not on Academic Probation.
- Doctoral Candidate status (Comprehensive exams and classes completed).
- Present research results at National Meeting.

#### Beyond 5<sup>th</sup> Semester:

- Publish or Perish.

## APPENDIX III: FUNDING SOURCES

<u>Name of Grant</u>	<u>Funding Agency</u>	<u>Funding Objectives</u>
Graduate Fellowships	National Science Foundation	masters, doctoral
Graduate fellowships	NASA	masters, doctoral
Graduate fellowships	Department of Energy	masters, doctoral
Predoctoral and Dissertation Fellowships	National Research Council	ethnic minorities
Graduate Fellowships	Natl. Physical Science Consort.	women & minorities
Graduate Fellowships	U.S. Dept. of Defense	masters, doctoral
Schlanger Fellowships	Joint Oceanographic Institutions	Ocean Drilling related
Graduate Research Grants	Amer. Assoc. Petroleum Geol.	masters, doctoral
Graduate Scholarships	Amer. Geological Inst.	ethnic minorities
Graduate Fellowships	Amer. Meteorological Soc.	masters, doctoral
Chrysalis Scholarships	Assoc. Women Geosci.	non-trad. Women
Graduate Research Grants	Geol. Soc. America	masters, doctoral
Graduate Grant-In-Aid	Sigma Xi Honorary Soc.	(national & local)
Graduate Scholarships	Soc. Explor. Geophysics	exploration geophys.
Graduate Research Grants	regional geol. societies	regional topics
Yatkola-Edwards Fund	Nebraska Geological Society	Nebraska-related
Research Award	Lincoln Gem & Mineral	any level
Travel grants to meetings	UNL Chapter Sigma Xi	research presentations
Dissertation Travel Grant	UNL Graduate Studies	doctoral
Research Grants	UNL Center Great Plains Stud.	graduate students