INTRODUCTION

This handbook has been prepared for graduate students in the Environmental Humanities Program to acquaint them with current policies and practices governing the degree program. Information is accurate to the extent that it reflects policies and procedures in effect as of August 2013. Because policies and requirements are subject to continuous review and periodic revision, the material contained in this handbook should be confirmed with the Program Director to insure that it has not been superseded by more recent faculty action. Information on pending changes is also available on the Environmental Humanities web page http://hum.utah.edu/eh/.

This handbook should be seen as a companion to the current University of Utah Graduate School Bulletin. The handbook records all of the Program regulations, but not necessarily all of the Graduate School policies and requirements. A student's program is governed by the regulations operative on the date of initial matriculation unless the student elects for changes occurring at a later date. Interruptions in the continuity of a graduate degree program may require a student to meet the latest requirements. Each graduate student in the Program is responsible for keeping abreast of any revisions in Program or Graduate School policy, procedures, or regulations that might affect the individual's academic program or status as a student in good standing.

GENERAL INFORMATION

Graduate Student Orientation

At least one orientation meeting is scheduled for all graduate students prior to the beginning of Fall Semester. The purpose of this meeting is to introduce graduate students and faculty members, review policies and requirements, and provide information about matters of specific concern to new graduate students. Students are further encouraged to meet individually with members of the faculty throughout the first semester of residency in order to discover mutual interests and to discuss with faculty, individual goals and objectives.

Environmental Humanities Faculty Steering Committee

A faculty steering committee is appointed each year to create and recommend policies and regulations directly related to the program's graduate program. The committee is chaired by the Director of EH Graduate Studies, and the Director serves as a non-voting member of the committee.
In addition to policy formation and on-going review of the Graduate program, the Faculty Steering Committee acts on requests for variance from established rules and regulations. The committee also serves as an appellate body for students and faculty members requesting a review of supervisory committee actions or other matters affecting the graduate program in general, or an individual student in particular.

**Program Graduate Office**

The Director of Graduate Studies administers the graduate program, chairs the Graduate Faculty Steering Committee, and is responsible for ongoing graduate student evaluation. The graduate office facilitates the implementation of policy and procedures established by the faculty, and assists students in completing graduate program requirements. Most technical questions regarding the graduate program and its requirements are handled by the Graduate Secretary. The Graduate Secretary also maintains all graduate student records; and serves as thesis and project librarian.

The graduate office handles in-person registration for some Program course offerings numbered 6000 and above, and certifies students upon completion of their academic programs. The Director of Graduate Studies maintains regular office hours for graduate students, and is available for consultation regarding all aspects of a student’s graduate program.

**Environmental Humanities Graduate Student Association (EHGSA)**

All actively enrolled graduate students are automatically members of the Environmental Humanities Graduate Student Association (EHGSA). The association exists to assist fellow students in all matters related to graduate student life. Generally, the EHGSA elects officers during the spring semester of each year, in order to permit the new leadership to be actively involved in planning the fall orientation sessions and other activities for the following academic year. The EHGSA president is invited to represent graduate students at steering committee meetings, and serves as a liaison with the department's graduate office. View the EHGSA webpage for more information.

**GRADUATE ADVISING AND REVIEW**

**Temporary Advisers**

Upon admission to graduate study in the Environmental Humanities program, each student will be assigned the Director of the Environmental Humanities as a temporary or ad hoc adviser. The temporary advisor will mentor students until they initiate a request for a supervisory committee, whose Chair will then serve as the student’s formal advisor.

**Selection of the Supervisory Committee**

Supervisory committees are formally appointed by the Dean of the Graduate School; however, each student participates fully in the selection of the committee. Moreover, each student is responsible for initiating the selection of his or her supervisory committee.
The selection process generally begins toward the end of the second semester or at the beginning of the third semester of graduate study by making arrangements with a faculty member to serve as chair of the supervisory committee. The supervisory committee chairperson should (1) hold a degree or the expertise that is equivalent to the degree being sought, and (2) have demonstrated within the last five years proficiency in the primary research area selected by the student. M.A. and M.S. students who elect a project option should request a faculty member to serve as chairperson who has demonstrated proficiency in the general area of interest through creative production or other recognized activities.

In consultation with the supervisory committee chairperson, the student selects additional faculty as potential members of his or her supervisory committee and personally discusses with each individual the basis for his or her selection and the individual's willingness to serve on the committee. Once this informal process has been completed, the student initiates a "Request for Supervisory Committee," which is submitted to the Director of Graduate Studies for approval. This form is available on the Environmental Humanities forms web site. When approval is granted, give the form to the program graduate assistant and the form will be uploaded to the Graduate Tracking System and the final action will be reviewed by the Dean of the Graduate School.

Because students' interests change throughout their graduate programs and faculty members may accept other positions or be absent from campus for extended periods, it is often necessary to request a change in supervisory committee membership. The Director of Graduate Studies has the responsibility to assist in these negotiations as requested by the student or faculty. After informally discussing the change with the committee members involved, a "Request for Change in Supervisory Committee," must be initiated. This request is prepared by the student, and is submitted to the Director of Graduate Studies for approval. The approved request is then forwarded to the Graduate School for inclusion in the student's official university file. Only the "Request for Change in Supervisory Committee" will be accepted by the Graduate Records Office, and names of committee members listed on the approved form must correspond with all signatures on official candidacy forms, examination reports, and the thesis or dissertation final approval page.

The supervisory committee for master's students consists of at least three faculty members who are selected on the basis of their ability to contribute to the student's graduate program. The supervisory committee for the M.A. or M.S. student should be appointed no later than the second semester of graduate work. The program of study for each M.A. or M.S. student should receive preliminary approval by his/her supervisory committee before the completion of twelve hours of graduate credit. Upon completion of 75% of course work, the plan of study should receive formal approval.

Committee Responsibilities and Procedures

The importance of the supervisory committee to a student's graduate program cannot be emphasized too strongly. It is the supervisory committee which has responsibility for approving the student's academic program, approving the thesis or project prospectus and the thesis or project itself, and administering and judging the final examination for
students selecting the non-thesis degree option. Decisions concerning program requirements, examination, and the thesis are made by majority vote of the supervisory committee. It is expected that all members of the supervisory committee will be present in order to hold any formal meeting which may result in an official supervisory committee action. Circumstances can exist, however, that make this expectation an unreasonable burden on the candidate or committee. In those cases, the supervisory committee chair will consult with the Director of Graduate Studies to arrange an alternative that still provides for full participation by the majority of the committee.

Graduate Student Review

All graduate students in the Program are reviewed by the faculty steering committee each year either during the spring semester or at the annual Environmental Humanities Faculty Steering Committee retreat in early summer. The purpose of the review is to assess the overall progress of each student in the program, and to identify means by which the faculty can assist each student to achieve success in the program. Prior to the review, each student is responsible for meeting with his or her adviser to discuss particular concerns or areas of difficulty, and to provide information that can be usefully shared with the faculty at large during the review sessions.

Research/Creative Requirements

Because graduate work involves independent scholarship, all students are expected to be engaged in research/creative activities in addition to regular course work. Each student is held responsible at the annual graduate review for a summary statement of research/creative endeavor, or other scholarly work for the previous twelve months. Further, evidence of original research/creative work is considered an essential criterion in assessing a student’s academic progress. The graduate office will solicit information on scholarship from each student prior to the graduate review.

Provisions for the Grade of Incomplete

The grade of “Incomplete” is given when special circumstances intervene to prevent the timely completion of course work. It is expected that the work necessary to complete the course will be done expeditiously. Students who have two or more "Incomplete” on their record in any semester will be asked to supply a plan for the timely completion of that course work to their advisor and Director of Graduate Studies. Failure to complete incompetes in a timely fashion so as to make satisfactory progress toward the degree can result in, for example, loss of graduate fellowship support or the removal of the student’s admission status.

REQUIREMENTS FOR M.A. AND M.S. DEGREES

The primary distinction between the two Master's degrees offered by the Program is that the Master of Arts degree requires a "standard proficiency" in an approved language, while the Masters of Science requires students to complete two research methods courses approved by the student’s committee. Any course work taken to reach proficiency in a language may not be counted toward degree course credit. Beyond the language
requirement, the distinction between Masters of Arts and Science is a matter of personal choice. Some individuals will find benefit in a Master's degree that labels them in a certain way. The general university-wide requirements for either Master's degree may be found in the current *Bulletin of the University of Utah Graduate School*.

**Minimum Credit Hours**

Candidates for the Master of Arts and the Master of Science degrees in the Program Must complete a minimum of 33 semester hours, of which a minimum of 27 hours is represented by coursework. Students should understand that some programs may require much more than this minimum. A maximum of six credits may be transferred from another institution for inclusion in a program of study and a maximum of nine credits completed at the University of Utah while on non-matriculated status may be included. Inclusion of transfer or non-matriculated credit in a student's program of study requires the approval of the supervisory committee.

Students have three options in completing the requirements for the Master's degree: the thesis option, the project option, and the non-thesis option. Each option is chosen at the time of the program of study approval.

**The Thesis Option**

Students electing the thesis option are required to complete a minimum of 27 hours of coursework and six hours of thesis credit. The student will prepare a thesis prospectus in consultation with his or her adviser and the supervisory committee. The prospectus meeting for the master's thesis may be open to the faculty and graduate students at the discretion of the candidate and his or her supervisory committee. The final prospectus must be approved by the supervisory committee and be filed with the Environmental Humanities graduate assistant. A public presentation and defense of the thesis is required and should be scheduled before the tenth week of the semester in which the candidate intends to graduate. Copies of the thesis should be delivered to the members of the supervisory committee no less than two weeks prior to the scheduled defense. Notice of the presentation and defense must be published no later than one week prior to the defense. For further guidance on preparing the prospectus, consult the section on dissertation procedures described below in this handbook.

A copy of the thesis abstract must be filed in the Graduate Office before final thesis reading approval will be granted. Preparation and writing of the thesis must conform to the Graduate School's *Style and Format Guide for the Preparation and Presentation of Theses and Dissertations*. A copy of the *Guide* is available for purchase from the Thesis Office.

**The Project Option**

Students who select the project option are required to complete at least 27 hours of course work and a creative or applied project. A minimum of six credit hours is awarded for the project. Students who select the project option are encouraged to combine internship experiences with their project. Students will prepare a project prospectus which must
receive final approval of the supervisory committee. The prospectus meeting for the master's project may be open to the faculty and graduate students at the discretion of the candidate and his or her supervisory committee. A bound copy of the project or a final professional practicum report must be filed with the Director of Graduate Studies before the project hours are cleared. A public presentation and defense of the project is required. The procedures are the same as the thesis defense described in the previous section.

**The Non-Thesis/Project Exam Option**

Students who select the non-thesis option must complete a minimum of 30 semester hours of course work and three credit hours of independent study or HUM 6970 which reflect the student’s preparation for a final comprehensive examination administered by the supervisory committee. Election of this option must be made and approved by the supervisory committee prior to the completion of 24 credit hours of coursework, or during the semester prior to the one in which the student plans to take the exam. The comprehensive examination has two parts.

The first part is a *take-home written examination* which will test the student’s knowledge and understanding of any or all of the following areas:

1) The theoretical foundations of humanities-based inquiry of ecology and environmental issues; 2) the major methodological approaches in environmental humanities-based research; 3) the research literature in the student’s developing area of specialization.

The second part of the comprehensive examination is a *two-hour oral examination or defense*, whose basis will be the student’s written exam response and any reading lists developed by the student in consultation with the supervisory committee in preparation for the exam.

The supervisory committee will not schedule the oral examination until it has agreed that the student has passed the written examination and is ready to proceed to the oral exam. The student must successfully pass both the written and oral portions of the exam to complete his or her degree.

**Program of Study**

Specific course requirements for the master's degree are established on an individual basis for each student by his or her supervisory committee. Five courses must be successfully completed by all students: Humanities 6101 *Foundations of Environmental Humanities*, Humanities 6102 *Field Methods in Environmental Humanities*, Humanities 6103 *Ecology of Residency*, Humanities 6105 *Environmental Humanities Writing Seminar*, and one 5000-7000 level focusing on environmental content offered by a department in the College of Humanities (e.g., Environmental Writing; Environmental History; Environmental Communication). A sixth course, Humanities 6804 *Tertulia* is also required of all students, but does not count toward the student’s academic program of study. These courses provide a core understanding of theoretical and research
perspectives represented in the Environmental Humanities, as well as a needed cohort experience for interdisciplinary students. Note: Tertulia is a 3 credit hour course, but students will register for one credit hour for their first three semesters and receive a final grade at the conclusion of the third semester. Independent Study classes are limited to 25% of a student’s course work. Prior to the appointment of a supervisory committee, the student should consult with his or her temporary adviser in selecting course work. Courses which meet the minimal degree requirements are not officially accepted until approved by the student's supervisory committee. Therefore, students are encouraged to consult with their supervisory committee as early as possible in planning their program. A list of courses which constitutes the student's formal program of study should be presented to the supervisory committee for its approval before 75% of the student's course work is completed.

**Time Limit**

All work for the Master's degree must be completed within four consecutive calendar years. In rare cases deserving special consideration, the student's supervisory committee can petition the Dean of the Graduate School for a time extension. However, students taking longer than the four-year period may be required to take additional course work or repeat the thesis or project prospectus.

Petitions for time extensions are initiated by the student and must be accompanied by written support of members of the supervisory committee. Petitions are evaluated by the Steering Committee and if approved, forwarded to the Dean of the Graduate School by the Director of Graduate Studies. Petitions must contain (1) a rationale for the time extension, (2) an explanation of what requirements need to be completed, including any additional measure for evaluating student performance, and (3) a descriptive timeline and final date for completion of all degree requirements, including clearance by the Thesis Editor and the Graduate School.

**Preparing the Thesis or Project Prospectus**

The prospectus is a proposal for a research/creative project and is essentially a "blueprint" or plan for carrying out the study. The prospectus should be developed only after considerable preliminary investigation of a general problem. The prospectus is a rather well-detailed document which outlines the research problem, the justification and purpose of the research problem, the theoretical and research literature leading to the problem, and specific procedure for performing the research or creative project itself.

A form “Environmental Humanities Prospectus Meeting and Approval,” available from the Graduate Advisor or on the Environmental Humanities Program forms web site, summarizes the action of the committee and must be filed in the Program Graduate Office along with a copy of the approved prospectus immediately following the prospectus meeting. The prospectus meeting is open to all graduate students and faculty members. All graduate students are encouraged to schedule a public presentation of the prospectus, such as in a colloquium, prior to asking for formal approval from the supervisory committee. New ideas and suggestions resulting from the presentation are often helpful in the preparation of the final prospectus. Students are encouraged to review
approved prospectuses in organizing their own prospectus. Copies are available in several of the department’s graduate offices.

If the research projects involve human subjects, either directly or indirectly, prior approval or exemption by the University Institutional Review Board (IRB) must be secured before members of the supervisory committee can approve the formal prospectus. A complete discussion of the university’s regulations regarding the use of human subjects and the procedures for requesting project approval is available on the IRB web site http://www.utah.edu/irb.

A copy of A Style and Format Guide for the Preparation and Presentation of Theses and Dissertations is available to all degree candidates when the "Request for Supervisory Committee" form is submitted to the Graduate Office. The Guide provides comprehensive information and instructions for typing the manuscript, the proper paper to be used, acceptable duplication methods, copyright privileges, release forms required, specific format requirements, etc. The Guide also lists the style manuals that have been approved by the Department of Communication. A copy of each approved style manual is available for inspection in the departmental graduate office.

MINIMUM CONTINUOUS REGISTRATION

From the time of formal admission, each student must maintain minimum continuous registration until he or she completes all degree requirements. Continuous registration can be satisfied by several methods:

1. **Master's degree candidates** can maintain minimum registration by:

   A. Registering and paying normal tuition and fees for at least three credit hours per semester from the time they are admitted to the Graduate School until they have completed all requirements for the degree.

   OR

   B. Registering for three credit hours of Research Consultation, in the home department of the candidate’s Chair if the candidate will not be using university facilities or faculty time.

Leaves of Absence

Students who wish to discontinue their studies for one or more semesters may request a leave of absence from the Director of Graduate Studies which may be granted subject to the approval of the Dean of the Graduate School in the following circumstances:

1. Leaves of absence will generally be granted and reviewed on a yearly basis for reasons relating to illness, military service, pregnancy and/or child care, residence outside the state of Utah, contact with their supervisory committee or other members of the faculty.
2. Leaves may also be granted and reviewed on a yearly basis to students who, in the judgment of the Director of Graduate Studies, are engaged in work considered beneficial to their academic goals, such as temporary teaching or professional positions or employment which will allow the student ultimately to complete the degree.

3. Leaves for other reasons may be granted and reviewed on a yearly basis when the Director of Graduate Studies believes the leave is in the best interest of both the student and the University.

**Summer Session**

Continuous registration, for the purpose of this policy, refers only to registration during the regular academic year. Continuous registration is not terminated or interrupted by not registering during summer terms (between the end of Spring Semester and the beginning of Fall Semester). Nothing in this paragraph, however, prevents a student from maintaining registration status, if appropriate, during the summer term.

**Tuition**

Nonresident tuition will not be imposed for courses number 6970-6980 and 7970-7990, but reduced tuition, as approved by the Institutional Council, may be charged for course number 7990.

**Notice and Reactivation**

Students who do not maintain registration as listed above will have their records placed in an inactive file by the Graduate Secretary. To be put on active status the student must apply for readmission through the University Admissions Office and the application will be reviewed by the Program following the normal procedures for all student applications. A student who wishes to change his or her supervisory committee upon readmission will be required to reapply for admission to candidacy.

**PROGRAM COMPLETION CERTIFICATION**

To insure that all official records (including student forms, grade reports and the thesis/dissertation abstract) are on file prior to petitioning for graduation, each student must secure a "Certificate of Program Completion" from the Chair’s departmental graduate office. Prior to submitting the thesis or project to the department Chairperson for final reading approval, the student should schedule a meeting with the Graduate Secretary in the departmental Graduate Office. Following a review of the student's file, a release form will be issued to the student if everything is in proper order. The release form should be submitted along with the thesis or dissertation to the Department Chairperson. Final approval cannot be granted without certification that all other requirements have been completed.
GRADUATE FELLOWSHIPS

Each year the Environmental Humanities Program awards a number of graduate teaching fellowships to qualified applicants. These fellowships award a nine-month stipend and a tuition benefit in return for half-time (Three or four courses in two semesters) teaching in a Department or assigned as a research assistant. Regulations concerning the tuition benefit program are listed on the Graduate School web site (http://www.gradschool.utah.edu/).

Each spring semester the Director of Graduate Studies notifies holders of fellowships of the possibility of renewal and those who wish to be renewed must file a renewal application by an appropriate date. Decisions on renewals are made during the spring semester. Graduate fellows are evaluated on the basis of their performance as a fellow and satisfactory progress toward completion of the degree. Normally, persons holding fellowships will be renewed without a formal faculty review if they meet the following criteria:

1. Maintain a 3.3 GPA.
2. Receive recommendations as adequate teachers from course supervisors.
3. Carry an annual load of classes which will permit completion of the degree in the normal period.
4. Make consistent progress toward the completion of the degree by avoiding excessive incompletes and by moving expeditiously through the various stages of graduate study (chair, committee, program of study, qualifying examination, prospectus, and thesis or dissertation preparation).

Students employed by a Department are expected to manage their priorities to demonstrate good progress in meeting the requirements of their degree programs as well as to appropriately discharge all responsibilities of their teaching fellow and other assignments. The Program places no restrictions on outside employment but requires that all such employment and the hours involved be declared, and the declaration kept current. Should conflicts arise and good progress cannot be maintained or assignment responsibilities met, students will be required to resolve those conflicts by reducing or ending the outside work. Continued conflict can result in the surrender of the teaching fellow appointment and tuition benefit.

Financial assistance, other than a departmental teaching fellowship, is available to qualified students and is described in the University's Graduate School Bulletin.