

# GRADUATE STUDENT GUIDE

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# A WELCOME FROM YOUR FELLOW STUDENTS

Graduate school is a unique experience. Although you're still called a student, your professional career in science has begun. Here, you are the one who must shape that career: you set the goals and determine standards of daily achievement, you decide on the correct combination of education and research, and you bear the ultimate responsibility for the outcome. Many people are available to help, but you are responsible for pulling it all together to meet both your current needs (course work, research and teaching experience, etc.) and your plans for the future (a career in research, teaching, industry, etc.).

Some free advice follows on the "Essentials for Success" — at least as far as we as students can divine.

## **ESSENTIAL #1: A CLEAR VISION**

Only you can formulate a vision of what you hope to become. If you are like most of us, your images of the future will be somewhat vague when you start here. Actively seeking experience and counsel will help clarify and develop that vision. As time goes on you will become aware not only of the paths open to you, but also the potential hazards on the way. Consider carefully the advice you receive, but rely on your intuition and experience to determine goals that are right for you. One last word: be careful to prepare yourself for a future you really want.

## **ESSENTIAL #2: BE PERSISTENT**

Graduate school will test your self-confidence. The feelings that somehow a mistake was made in your admission or that you are inadequate to excel in the field are almost universal among graduate students. Sometimes it helps to remember that faculty in the School believe each of us has the potential to contribute to the field, or they would not have invited us to join them.

Learning to accept criticism is an essential and often difficult part of graduate school. You may find some people overly vigorous in their criticism, but don't take it personally. Don't let criticism slow you down; it actually provides a great opportunity for learning to explain, promote, and refine your ideas. Take risks; be creative. The more ideas you have, the better the chance some will be good. Argue your ideas until you prove them right or understand where they're weak. Hone your ability to accept criticism by not avoiding it.

Finally, graduate school is a highly stimulating environment. There are interesting people, challenging ideas, exciting projects. It's often difficult to avoid being distracted from your primary goals. Be realistic about your expectations for yourself and others.

## **ESSENTIAL #3: A GOOD RELATIONSHIP WITH YOUR ADVISER**

The student-adviser relationship is a complex one, beginning as a student-teacher relationship and evolving into a collegial interaction. This process, even in the best of relationships, can sometimes be uncomfortable. *Communication* is the way to make that relationship work: you should always feel free to discuss your ideas and needs with your adviser. Keep in mind, though, that your adviser has his or her own research and other responsibilities, and may not always be available. Talking with others—your committee, faculty members, fellow students, and Oceanography staff—can also provide a different, and often useful, perspective.

In some cases, a student is unable to maintain a workable relationship with the adviser. If this happens, it does not reflect negatively on the student or the adviser. One-quarter of students in the program change advisers due to divergent research paths, differing philosophies, or simple incompatibility. Forge a strong, open working relationship with your adviser from the beginning, but feel free to change if necessary.

## **ESSENTIAL #4: A KNOWLEDGE OF (AND ABOUT) THE RULES**

We suggest that you read this Guide. It contains important information concerning policies of this School and the University. The rules are in place to provide help and guidance through your graduate education, but it is your responsibility to decide what is best for you. If you, in consultation with your adviser and committee, feel that your specific needs would be better served by changing some of the rules, go ahead and try. There is nothing to lose. *Any* rules specific to the School of Oceanography are mutable; there is just greater resistance to changing some than others. As noted later in this book, any of these rules may be waived by petition to the Director or Academic Affairs Committee, but the petition must contain compelling reasons to do so.

## **ESSENTIAL #5: TALKING WITH YOUR FELLOW STUDENTS**

You will face many uncertainties in your graduate career. The people with whom you have the most in common are your fellow graduate students. Turn to them to discuss both science problems and personal issues. Your strongest ties will tend to be with other members of your incoming class, but remember to talk with other students in your research group, option, or social circle. Socializing shouldn't interfere with your work, but spending a few minutes talking with friends about your reaction to a professor's comment or a problem you have in the lab can re-motivate you and serve as a check on the reality of your graduate school experience.

## **ESSENTIAL #6: PERSPECTIVE**

Often graduate school is hard work and sometimes doesn't seem like much fun. If you feel your work is only a grind, maybe you need to step back, determine the source of your frustration, and try to recall why you are here. Remember to have fun, both in and outside work. Although we are all serious about what we hope to achieve, every student and faculty member got into this business because we enjoy it. Sometimes it may seem difficult to separate yourself from your work. There will be times when you will need to do nothing but work, and times when you've earned a break. Just remember that although the correlation between hours worked and progress made is not strictly linear, it *is* positive!

# **GRADUATE STUDENT LIFE**

**SURVIVAL INFORMATION.** Contrary to popular opinion, graduate students do have lives. To help you settle into graduate student life, *A Guide to Life at the University of Washington*, produced by GPSS, is provided to you by the School of Oceanography. *The Guide* discusses living in Seattle (including finding a home or a good cup of coffee), gives hints for unraveling the chaos of the University bureaucracy, and summarizes campus resources available to graduate students. The Graduate School has a guide to various resources for graduate students on their website ([http://grad.washington.edu/area/area\\_stud.htm](http://grad.washington.edu/area/area_stud.htm))

Your fellow graduate students are another source of information about both academic and outside life. Two other people to turn to are the Student Services Coordinator (Michelle Townsend; 543-5039) and the Graduate Program Coordinator (Mark Warner, 543-0765). Their knowledge of both the intricate workings of University life and the character of the School helps students cope with traumas ranging from registering for classes to changing advisers. They are both available for confidential consultation about any concerns you may have.

**TIME MANAGEMENT.** One of the hardest lessons to be learned in graduate school is effective time management. Many of us enter with grand images, which are usually tempered during the first year of graduate school. Although students are expected to begin working on a research topic, during that first year most of your effort will probably be devoted to classes and background reading. These lay the foundation for a productive summer, when most students begin their active research.

The relatively unstructured time of summers and following years is both a boon and potential pitfall; the sensible student will strike a satisfactory balance between the demands of research and Seattle's sunny summer skies. Few advisers actually specify the hours they require their student to work, but make certain you are aware of your adviser's expectations, not only about his/her science goals, but also regarding hours and vacation time.

**TEACHING ASSISTANTSHIPS (TA'S).** All students will TA at least one course during their graduate careers. It is typical for the first assignment to be a 100-200 level undergraduate course. TA's are needed for a variety of undergraduate and graduate courses. The experience provides opportunities to test your knowledge of oceanography and to explore your teaching potential. The school holds an orientation for teaching assistants before the start of Autumn Quarter every year. It is mandatory for students entering their second year of study.

**CRUISES AND OTHER FIELD WORK.** The chance to get out into the field, be it a lakeside, a beach or the North Pacific storm-track, should not be missed. If your adviser does not provide field opportunities, you may need to create them. Many researchers need extra hands for experiments and will happily take you on—and if you are especially lucky, pay for a plane ticket to Tahiti. For information consult the irregularly published cruise listing (which will appear in your mailbox), or ask fellow students or faculty. Time is also available on the *R/V Thompson* for graduate student research.

**SOCIALS.** The School encourages socializing through monthly get-togethers (first Friday of each month at 4:30 p.m. in the MSB lobby) featuring beer, soft drinks and munchies. These events are generously funded by oceanography faculty and organized by the first-year students. They provide an excellent time to meet and talk with fellow graduate students, faculty and staff. In addition, there are barbecues at the beginning of each academic year to welcome the new students, and other social events throughout the year. Some options have weekly teas with homemade goodies. Come join us—we're glad you're here!

# A MESSAGE FROM THE DIRECTOR AND FACULTY

Welcome to the School of Oceanography at the University of Washington. We look forward to working with you over the coming years. For all of us, graduate school is a fascinating period in the educational process. During this time, a scientist evolves from being a student gaining knowledge primarily through taking courses, listening to lectures, and reading to being qualified as an active, creative scholar who contributes to the body of scientific knowledge through original thought and independently-designed experiments and field work.

You've been accepted to the School of Oceanography's graduate program because we believe you have the potential to earn the Ph.D. degree. Achieving this degree means that you have demonstrated the ability to conduct original, independent scientific research. Although none of us performs research in the absence of contributions from others, holding a Ph.D. implies that one is capable of independently defining a significant scientific problem, designing a research program to solve it, and carrying out the work while dealing effectively with problems and new insights gained along the way.

Becoming an active researcher and scholar can be a tremendously exciting process, but the necessary skills do not come easily or quickly to most students. Dedication and persistence are needed to hone your creative and analytic abilities. It is also important to clarify personal goals. During graduate school, as students begin to experience the life of an academic, some decide such a career is not right for them. The first two years of our program are designed to help students determine whether they should pursue the Ph.D. degree. This includes completion of a rigorous regimen of courses and introduction to research through the completion of a research project leading to a M.S. degree. Semi-annual evaluations of your progress are carried out so that faculty expertise can be directed toward each student's academic program as necessary.

If you do decide to work toward a Ph.D., expect to encounter several components of academic training that are not always obvious at first. Personal intellectual development is clearly of utmost importance in earning a Ph.D. However, the ways in which we interact with fellow scientists also affects our ability to conduct valuable scientific research. As you progress through graduate school, we will be helping you learn to work effectively as part of a research team as well as individually. Public presentations, not only in School of Oceanography seminars but also at national conferences, will be essential components of this contribution. Perhaps the most important channel of communication outside the UW community will be your publications. Building a bibliography of significant publications is one of the most critical aspects of developing a career in research and/or university-level teaching, and we will be supporting you in taking increasing responsibility for publishing your work, both with others and independently.

It's important to realize that if you decide, for whatever reasons, not to pursue a Ph.D., no one will think less of you. There is no negative connotation to completing a Master's degree. We can make a unique contribution most suited to our own interests regardless of the educational level we choose. We encourage you to discuss your career goals with us at any time.

Regardless of the career path you choose, both the requirements and the rewards of graduate school are substantial. We are committed to doing our part to make your experience at the School of Oceanography a valuable one, and look forward to our joint efforts with you, first as a student and then as our colleague.

Again, our warm welcome; and if you have questions, please ask. If you need advice, remember the faculty, staff and myself are all here to help you succeed.

-Russ McDuff  
September 2009

# SCHOOL OF OCEANOGRAPHY

## REQUIREMENTS, POLICIES, AND PROCEDURES

This guide outlines the University's requirements and the School of Oceanography's policies and procedures for graduate students. Many of the requirements established by the Graduate School of the University are described in the University's General Catalog. Students should become familiar with these requirements and consult the Catalog before applying for a degree.

Students normally spend the first two years of graduate study taking a sequence of courses in their specialized field within Oceanography and a series of courses in the other options in Oceanography, in addition to recommended courses in other University departments. During this period, especially during summer quarters, students also begin to develop and carry out independent research. The ability to perform independent research is one of the principal criteria used in evaluating a student's progress in the Ph.D. program.

### 1. ACADEMIC ADVISING

During the student's academic career in the school, he/she will have a faculty adviser and several academic committees that are designed to assist the student in planning a schedule of courses, designing a research program, and reviewing student progress through the academic and research program.

**The Faculty Adviser.** Prior to the student's arrival on campus, and based on student interest and faculty expertise and availability, the Director in consultation with the faculty assigns each entering graduate student a faculty adviser. The student meets with his/her adviser upon arrival. They discuss interests, especially research areas in which the adviser is currently working that can have immediate potential to provide a student with one or more focused research topics. They outline a sequence of courses for the first three quarters.

As discussed in the Introduction, a good working relationship between student and faculty adviser is important in the successful pursuit of a Master's, and crucial to the completion of a Ph.D. The adviser is the student's intellectual mentor, as well as his/her academic supervisor. Regular discussions should take place to ensure the student's intellectual capacity is challenged appropriately. Because the initial matching of student and adviser is based on very limited information, students should realize that **changing advisers because of redirected research interests or difficulties in the working relationship carries no stigma**. Any student who is dissatisfied with his/her adviser should consult with the Director or Graduate Program Coordinator as early as possible to find a more appropriate adviser.

**The Advisory Committee.** At the beginning of Autumn Quarter, an Advisory Committee consisting of the adviser and two other faculty members, the majority of whom have their primary academic appointment in Oceanography, should be formed. The purpose of the committee is to broaden the base of advisory expertise available to the student; and to begin discussions on potential research areas. Forms for establishing the committee are available in the Student Services Office, or the information may be communicated by email.

**The Supervisory Committee.** As the student's activities shift from a primary emphasis on formal course work (by the summer after their first year of classes) to an emphasis on research, it becomes necessary for the student to restructure the Advisory Committee into a supervisory committee which can better address the particular research issue undertaken by the student and also has representation from outside the student's option. The composition of and formation procedures for a Master's Degree Supervisory Committee are discussed on page 16; the Ph.D. Supervisory Committee on page 21.

### 2. COURSE WORK AND SEMINARS

**Courses in the School of Oceanography.** The requirement for breadth is a key intellectual component of both the Master's and the Ph.D. degree, as both degrees are awarded in Oceanography and not in a specific area of Oceanography. All graduate students are required to take a minimum of 12 out-of-option credits of numerically-graded, 500-level graduate courses, six credits of which must be taken as 3-credit courses in two oceanography options outside a student's option. The remaining 6 out-of-option credits may be in courses in oceanography (outside a student's option) or in a related science selected at the discretion of the student and supervisory committee. The extent to which a student should take courses in other oceanography options beyond this minimum will be decided by the student's advisory or supervisory committee and the student.

Each option has their own requirements consisting of courses in a core curriculum and advanced seminars on special topics. Students, in consultation with their advisers and Advisory Committee, should set the sequencing of course work. An official list of such courses is kept on file in the Student Services Office.

**Seminar.** In the Autumn Quarter of their second and third years, students are expected to give a public, oral presentation to their option faculty and student colleagues on their recent research progress (in a format determined by their option).

**Required courses should be completed within the first two years of study.** A grade of less than 3.0 in any course will necessitate repeating the course or taking another course in that area as recommended by the student's committee. Appropriate courses at other institutions may satisfy these requirements; contact the Student Services Office for more information.

**Courses outside the School of Oceanography.** It may also be considered worthwhile for a student to take courses outside of Oceanography. These may include undergraduate level courses to improve a student's background in basic mathematics, physics, chemistry, etc. More senior graduate students are probably the best source of information on which particular courses outside of Oceanography have proven the most valuable to our students.

**Seminar Series.** There are many informal lunch time seminar series within as well as outside of Oceanography, which students are encouraged to attend. In Oceanography, these include series on Biological, Chemical, Physical, and Marine Geology/Geophysics. Seminar series of interest are also held in many other departments, including Biology, Biostatistics, Atmospheric Science, Applied Physics Laboratory (APL), Physics, Applied Mathematics, Chemistry, Earth and Space Sciences, Quaternary Research Center, Pacific Marine Environmental Laboratory (PMEL), and Engineering and in related programs, including Astrobiology and Program on Climate Change. Flyers advertising these seminars are posted outside the mailroom; those in Oceanography are listed in the School's weekly bulletin, *Ocean Currents* at [://depts.washington.edu/oceanweb/currents/currents.shtml](http://depts.washington.edu/oceanweb/currents/currents.shtml)

**Quarterly Time Schedule.** Time schedules are available on the Web at [://www.washington.edu/students/timeschd](http://www.washington.edu/students/timeschd) (current and future quarters).

### 3. FOREIGN LANGUAGE PROFICIENCY

Foreign language proficiency is not required by the School of Oceanography unless it is deemed crucial to writing a scholarly thesis or dissertation.

### 4. COURSE LOAD LIMITS

In accordance with the following general policy of the Graduate School, Teaching and Research Assistants employed half-time must register for a minimum of 10 credit hours except in very extraordinary cases. This request applies to 20-hour-per-week appointees with some departure for lesser or greater service and applies to all quarters. Petitions for a waiver of the School's requests for RA/TA allocations should be sent to the Director. The reason for the request is to ensure the School receives the maximum amount of teaching credits; in this manner the School can justify the most resources (personnel, financial, and logistic) for graduate education. **If you have any questions about course load limits or registration procedures, contact the Student Services Office.**

### 5. REGISTRATION AND SCHEDULING

Registration at the University of Washington is accomplished by going to MY UW at [://myuw.washington.edu/](http://myuw.washington.edu/).

A minimum of 10 credits and no more than 18 (without a petition) must be taken each quarter to maintain full-time status. Students should register for Oceanography 600, Independent Study/Research, offered for 1-10 credits, if they would otherwise fall short of ten total credits. (Note that Oceanography 700, Master's Thesis, is taken only if following the thesis option and Oceanography 800, Doctoral Dissertation, is taken only after passing the General Examination for Ph.D. Candidacy.) It is important for the student to discuss his/her schedule with the adviser prior to registration. Oceanography's Student Services Office can also be of great help when considering a schedule, for information on courses, and for assistance with any registration or billing problems. Entering graduate students also learn quickly that more senior students may have strong opinions about courses they have taken and can be a persuasive, although somewhat biased, source of advice.

**Registration Changes.** Registration changes (additions/withdrawals) may be made without charge on MY UW until Sunday evening of the first week of class. During the second week a \$20 change fee is assessed. No entry is made on the transcript for withdrawals made by the end of the second week. Thereafter no

withdrawals are allowed, except for one annually (September through August) permitted drop. Consult the Student Services Offices for information on Hardship Withdrawal.

**Non-MY UW Transactions.** In order to register for a course as an audit or register for classes with time conflicts, a Non-MY UW Transaction form is available at the Registrar's Office (2nd floor of Schmitz Hall). These transactions must be completed by the end of the second week of class.

**On-Leave Status.** There are a few valid reasons for students to apply for on-leave status (e.g. health problems, family issues). See the University Regulations section, #4 for the UW Graduate School policies. In addition to the official form for the Graduate School, the School of Oceanography has a separate form that must be approved by the student's adviser and the Graduate Program Coordinator (or Director). This form is available in the Oceanography Student Services Office (OTB 108).

## 6. GRADUATE-STUDENT APPOINTMENTS

The School is committed to ensuring that a student has at least half-time support throughout their graduate career, provided that the student is making satisfactory progress toward their degree. While some students have their own fellowship support or are supported by a UW-administered fellowship, support for graduate studies in Oceanography is most frequently provided by either a Research Assistantship (RA) or Teaching Assistantship (TA). All oceanography students are required to TA at least once in their graduate career, and many accept additional TA appointments. During the first year, support is most likely to be in the form of an RA. Appointments of academic student employees (ASEs) at UW are covered by a contract with the UAW that controls wages and working conditions and provides a mechanism for resolving employment-related grievances. More information on this contract can be found at <http://www.washington.edu/admin/hr/laborrel/contracts/uaw/addons/>. A few salient points are covered here.

The UAW contract sets the workload for a half-time ASE at 220 hours per quarter. If assigned duties that cannot be completed within this limit, an ASE has the responsibility to notify the supervisor so that the problem can be resolved. With proper notice, an ASE is entitled to various forms of leave (sick, bereavement, jury duty). An ASE is also allowed time away from the University, but this time must be arranged in advance with the supervisor. Your supervisor will discuss your responsibilities as an ASE with you, and in accord with the UAW contract this information will be documented in writing.

At its best, RA support is an efficient tool for getting research done, and a graduate degree completed. Often there will be no specific work assigned and so the activities that a student undertakes for Ocean 600 or Ocean 800 credit will be of the same nature as the work performed by the same student in their role as an ASE. Students should understand that although there can be a clear separation between adviser and provider of funds, it is difficult in practice to work on one's own research with an adviser while being paid to carry out work for another faculty member.

**Teaching Assistantships.** One of the School's requirements for an advanced degree is that the student must have completed satisfactory service as a TA. These assignments are normally made in Spring Quarter for the following academic year. Students may choose to assist in classes for non-major undergraduates (100 and 200 level), Oceanography majors (200-400 level), or graduate students (500 level). Lists of available positions are distributed to all graduate students and are also available in the Student Services Offices. The School requires students to complete its TA training course no later than Autumn Quarter of their second year.

Students entering the program with prior teaching experience may petition to have this TA requirement waived. Waivers should be requested during the first year of the program after consultation with the student's advisory committee.

## 7. FUNDING FROM OUTSIDE SOURCES

Only limited scholarship monies are available within the School, and students are urged to pursue all funding sources. Many fellowships are available from federal agencies (NASA, NSF, NDSEG, DOE, etc.) and other sources. **Even if a student arrives with an RA or TA position, it is wise to check on the availability of alternate funding sources, because they may offer the student greater academic flexibility.** Students should remember that arriving with an RA does not guarantee that this funding will be available for their entire graduate career: the student may want to change advisers, his/her adviser's proposal may not be funded, etc., and it's good to keep options open. The Student Services Office is a good source of information about fellowships, as well as the Graduate School's Fellowship Office (G-1 Communication's Building) or consult their web site at [http://www.grad.washington.edu/fellow/fellow\\_area.htm](http://www.grad.washington.edu/fellow/fellow_area.htm). If a student experiences problems with funding in any way, he/she should first discuss them with the adviser and then, if needed, with the Director.

## 8. SCHOLARSHIP

To maintain graduate standing within the School of Oceanography and to be eligible for a degree, the student must maintain a minimum grade-point average of 3.0 calculated on the basis of numerical grades in 400- and 500-level courses. If a student's grades fall below an average of 3.0, upon recommendation of the student's adviser or supervisory committee, he/she will be given a low scholarship warning or academic probation, or dropped from the University. To be removed from probation, the student must attain a 3.0 average for two quarters and raise the cumulative average to 3.0.

## 9. STUDENT GUIDANCE AND EVALUATION

Guidance and evaluation are carried out continually on several levels within the School. Evaluations are considered to be an important mechanism for guiding a student's academic program, providing feedback on research activities, evaluating degree status, and assuring timely completion of degree requirements.

The first level of guidance and evaluation is by the student's adviser. Each student-adviser pair develops its own pattern or style of discussing course work and research, which may involve regularly scheduled meetings, informal coffee or lunch breaks, joint participation in cruises or other field efforts and chance encounters in the lab, after seminars, etc. Discussion should be frequent and should include specific aspects of the student's developing skills, research accomplishments, resource needs, and intellectual/scientific maturation. Feedback is essential in communicating expectations and effectiveness in the working relationship. To this end, a list of suggested discussion questions is provided in the Appendices. This list does not address all the subjects that a student and adviser may wish to discuss, but it should serve as a guide. Student and adviser may tailor their own discussions as appropriate. The student should think about these questions throughout the degree program. In the end, it is the student's responsibility to take full advantage of meetings with the adviser (and members of the Advisory Committee) to obtain satisfactory direction and feedback and to ensure thorough, mutual understanding of goals and expectations. A student's intellectual and scientific development during graduate school is a highly personal process of maturation; there are many challenges in graduate education that the student must independently identify and confront.

The second level of guidance comes from members of the Advisory Committee, separately and in aggregate. In addition to more frequent and informal meetings with the separate members for diverse purposes, students are expected to arrange meetings of their Advisory Committee at least twice per year (October-November and May) to update members on progress over the previous six months. Advisory Committee meetings can include discussions on any aspect of a student's academic situation (see "Suggested Discussion Questions" in the Appendices). Beginning with the May meeting of the first year, the student circulates a 1-2 page outline of research plans for the coming six months and gives a 10-minute presentation of research plans to the Advisory Committee followed by a discussion of the targeted research problem including objectives, opportunities for creativity, and potential for expansion into a continuing research project. After this meeting, and following all subsequent Advisory Committee meetings, the student writes a brief (1/2-page) summary describing progress made to date on previously agreed-upon goals, detailing goals for the next six months, and listing current committee recommendations. This summary is reviewed by the adviser and revised as needed prior to signature by the adviser and student. It is then placed in the student's file.

The graduate faculty within a student's option (the curricular group) provides a third level of student guidance and evaluation. The curricular group usually meets in the late Fall and late Spring each year to review the progress of all students within the option. Curricular group meetings are not open to students. During the meeting the Advisory/Supervisory Committee for each student reports on a student's progress; transcripts are also available. In cases where further information could be helpful, the out-of-option instructors of core courses may be invited to attend curricular-group meetings to aid in detailed evaluation and formulation of explicit guidance. From all these inputs, at each semi-annual meeting the curricular group evaluates student progress and identifies achievements and areas that need attention with respect to existing goals. It is the responsibility of the adviser to provide a summary of the curricular group's advice and guidance, obtain curricular group approval of that summary, and place it in the student's file after discussion of its content with the student. The student should feel free to discuss any issues raised with any curricular group member. A summary calendar for curricular group meetings is given in Table 1.

Purposes of these regular evaluations include:

1. to examine the student's grasp of his/her own sub-discipline within Oceanography,
2. to examine the student's ability to integrate and synthesize information presented in the various courses and to apply the skills learned to research problems,
3. to gauge the student's progress towards an advanced degree, and
4. in particular to evaluate whether and when a student should proceed toward the General Examination in a Ph.D. program.

The normal course of progress is to demonstrate successful completion of a M.S. problem before proceeding into broader and/or deeper Ph.D. research. Not least among the reasons for this course is to let students experience all facets of a small research problem (students are encouraged to publish their results) to give them a rational basis for deciding whether to continue in a research career. Typically, the M.S. project becomes part of the Ph.D. package rather than being an independent effort; it thus represents a milestone rather than a hurdle. Occasionally, a M.S. project or parallel research at another institution produces surprising, dead or loose ends that dictate entirely new directions for the Ph.D. The iterative, semi-annual review and guidance is expected to succeed in producing a well-defined, feasible M.S. problem by the June review of the student's second year and completion of it by early in the third year of residence. The student's supervisory committee will meet within six weeks of the M.S. presentation, without the student, to decide whether the student should continue towards the General Examination. (The discussion may take place immediately after the M.S. presentation, but the recommendation should not be conveyed at that time to the student.) This recommendation should then be presented to the entire curricular group for further discussion and approval. This discussion can occur either through email or via a short meeting after a seminar. The General Examination should occur six to twelve months after the M.S. defense and no later than the end of Autumn Quarter of the fourth year in residence. In unusual cases, at the request of either the student or the adviser-but with the approval of both-the curricular group can recommend preparation for the General Examination and initiation of Ph.D. research without prior completion of an M.S. project. Although a request can be initiated at any time by the student, adviser or advisory committee, it is the responsibility of the curricular group at its semi-annual meetings to determine whether and when each student is prepared to proceed toward the General Examination and the Ph.D.

For students who have entered the School of Oceanography with a Master's degree in Oceanography (or closely related field) from another university, it becomes the responsibility of the student's Supervisory Committee to evaluate the student's research capabilities and determine whether the student should progress directly to the General Examination. This decision should be made before the end of the student's sixth quarter at UW (end of Winter quarter of the second year.) The goal would be for these students to schedule their General Examination in the Fall or Winter quarter of their third year.

**TABLE 1**

## **SUMMARY CALENDAR FOR CURRICULAR GROUP MEETINGS**

| <b><u>ACTION</u></b>  | <b><u>WHEN</u></b>                  |
|---|-------------------------------------|
| 1. Review course work for first year <input type="checkbox"/>   | December/January, Year 1            |
| 2. Review performance in course work and ensure that the student has identified a good research topic for the summer. Identify potential TA positions. <input type="checkbox"/> | June, Year 1                        |
| 3. Review course work, research progress, and Fall oral presentation. Consider requests for Ph.D.-only track <input type="checkbox"/>   | December/January, Year 2            |
| 4. Final review of course work. Ensure student is on track to complete M.S. in a timely fashion <input type="checkbox"/>  | June, Year 2                        |
| 5. Review M.S. work and Fall oral presentation. If M.S. is not completed, why? Consider requests from M.S. students to enter Ph.D. track <input type="checkbox"/>               | December/January, Year 3            |
| 6. Ensure student is on track to complete General Examination by December <input type="checkbox"/>  | June, Year 3                        |
| 7. Is student progressing well towards Ph.D.? If General Examination is not complete, why? <input type="checkbox"/>   | December/January, Year 4 and beyond |

**\* It is the adviser's responsibility to provide a summary of the curricular group's recommendations for the student's file.**

## **10. UNSATISFACTORY PROGRESS**

Students who do not make satisfactory and timely progress toward their degrees, and who fail to achieve goals and implement remedies recommended by the curricular groups may be warned or placed on probation. Determination of progress includes not only satisfactory completion of course work requirements and integration of oceanographic concepts, but also demonstration of the potential/ability to perform independent research and timely and sufficient progress on that research/dissertation. Students subsequently failing to show improvement will be asked to terminate their studies.

## **11. GRIEVANCES AND DIFFICULTIES**

If you believe that you have been unjustly treated by the University system or a member of the faculty, staff, or student body, you have several options. First, we encourage you to define the problem and attempt to resolve it informally with the individual involved. If this is unsuccessful, perhaps it can be solved within the School. Russ McDuff, the Director; Mark Warner, the Graduate Program Coordinator; Michelle Townsend in the Student Services Office, and Jody Deming and Susan Hautala, departmental ombudspersons, are available to listen, advise, counsel, hopefully assist in resolution, and assure confidentiality.

If the issue cannot be solved informally within the School, depending on the nature of the complaint, more formal grievance procedures can be initiated through the Human Rights Office (3-7217), the University Ombudsman Office (3-6028), or the Graduate School (3-5900). These offices and the GPSS (3-8576) and UW Student Legal Services (3-6486) are also available to advise you and explain various avenues and procedures.

Information on grievance issues and procedures can be found in:

- Executive Order #28 on Graduate Student Service Appointments (available from the Student Services Office)
- Graduate School Memorandum #33 (available from the Student Services Office or at [://www.grad.washington.edu/Acad/gsmemos/gsmemo33.htm](http://www.grad.washington.edu/Acad/gsmemos/gsmemo33.htm))

## **12. WAIVERS**

A petition to waive any specific School of Oceanography requirement may be presented by the student to the Director, who, in consultation with the School's Graduate Academic Affairs Committee, shall recommend action for faculty consideration. Petitions to waive the TA requirement due to prior teaching experience will only be considered if submitted during the student's first year.

## **13. RA/TA HEALTH INSURANCE**

Graduate Appointee health insurance, which includes dental and vision coverage, is available to students serving as RA's or TA's. Full coverage for the student, and 50% of dependent coverage, is paid by the University. For claims and billing information, contact the insurance company, Welfare Pension and Administration Service at (206)374-9439. For information on the program and coverage consult the Benefits Office website, which is available at [://www.washington.edu/admin/hr/benefits/gaip/gaip.html](http://www.washington.edu/admin/hr/benefits/gaip/gaip.html).

## **14. OFFICES**

All first- and second-year students are assigned shared office space in Marine Science Building or Ocean Science Building. These students may also have office space elsewhere depending on the location of the adviser (e.g., in Applied Physics Lab, at PMEL on Sand Point Way, or in the Benjamin Hall Research Building). Most course work is complete after two years and these remote offices then become the primary office space for graduate students. There is, however, a drop-in office available for this group of students to use as needed.

# UNIVERSITY REGULATIONS

The University information and requirement section for graduate students is found at <http://www.grad.washington.edu/stsv/gradpol3.htm#Grading>. Certain specific regulations are listed here, as well as supplementary information.

## 1. GRADING SYSTEM FOR GRADUATE STUDENTS

Numerical grades and letter grade equivalencies.

| <u>Numeric grade</u> | <u>Letter grade</u> | <u>Numeric grade</u> | <u>Letter grade</u> |
|----------------------|---------------------|----------------------|---------------------|
| 4.0                  | A                   | 2.8                  | B-                  |
| 3.9                  |                     | 2.7                  |                     |
| 3.8                  | A-                  | 2.6                  |                     |
| 3.7                  |                     | 2.5                  |                     |
| 3.6                  |                     | 2.4                  | C+                  |
| 3.4                  | B+                  | 2.3                  |                     |
| 3.3                  |                     | 2.1                  |                     |
| 3.2                  |                     | 2.0                  | C                   |
| 3.1                  |                     | 1.9                  |                     |
| 3.0                  | B                   | 1.8                  |                     |
| 2.9                  |                     | 1.7                  |                     |
|                      |                     | 1.6-0.0              | E                   |

In addition to numerical grades, the following letter grades also may be used:

**I INCOMPLETE.** An incomplete may be given only when the student has been in attendance and has done satisfactory work to within two weeks of the end of the quarter and has furnished proof satisfactory to the instructor that the work cannot be completed because of illness or other circumstances beyond the student's control. A written statement giving the reason for the incomplete and indicating the work required to remove it must be filed by the instructor with the head of the unit in which the course is offered.

To obtain credit for the course, a student must successfully complete the work by the last day of the next quarter in residence. This rule may be waived by the Dean of the college in which the course is offered. In no case may an incomplete be converted into a passing grade after a lapse of two years or more. An incomplete received by a graduate student does not automatically convert to a 0.0 but will remain a permanent part of the student's record.

**N NO GRADE.** Used only for hyphenated courses and courses numbered 600 (Independent Study or Research), 601 (Internship), 700 (Master's Thesis), 750 (Internship), or 800 (Doctoral Dissertation). An *N* grade indicates that satisfactory progress is being made, but evaluation depends on completion of the research, thesis, internship, or dissertation, at which time the instructor or supervisory committee chair should change the *N* grade(s) to one reflecting the final evaluation.

**S/NS SATISFACTORY/NOT SATISFACTORY.** A graduate student, with the approval of the graduate program coordinator or supervisory committee chair, may elect to be graded *S/NS* in any numerically graded course for which he or she is eligible. The choice must be made and indicated by the end of the 7th week of the quarter. (As with all registration changes, a \$20 change fee will be charged beginning the second week of the quarter.) The instructor submits a numeric grade to the Registrar's Office for conversion to *S* (numerical grades of 2.7 or above) or *NS* (grades lower than 2.7).

**CR/NC CREDIT/NO CREDIT.** With the approval of the faculty in the academic unit, any course may be designated for grading on the credit/no credit basis by notice in the appropriate *Time Schedule*. For such courses, the instructor submits a grade of *CR* or *NC* to be recorded by the Registrar's Office for each student in the class at the end of the quarter. All courses numbered 600, 700, and 800 may be graded with a decimal grade, a *CR/NC*, or *N* at the instructor's option.

**W WITHDRAWAL.** Official withdrawal from a course may be done by using MY UW through the second week of the quarter. During the first two weeks of the quarter no entry is made on the permanent academic record. The third week through the seventh week of the quarter, a *W* is recorded on the transcript. Refer to the *Time Schedule* after the seventh week of the quarter.

**HW HARDSHIP WITHDRAWAL.** Grade assigned when a graduate student is allowed a hardship withdrawal from a course after the seventh week of the Quarter.

Unofficial withdrawal from a course shall result in a grade of 0.0.

The grades *W* and *HW* count neither as completed credits nor in computation of the GPA.

Of the minimum number of credits required for a graduate degree, a graduate student must show numerical grades in at least 18 quarter hours of course work taken at the UW. These numerical grades may be earned in approved 400-level courses and 500-level courses."

Additionally, the grade "X" may appear on a grade report when no grade was turned in to the Registrar's Office by the instructor.

**Auditing.** No grade is given and no entry will appear on the transcript. However, tuition is charged on audit credits, so credits need to be included in the 18-credits per quarter maximum.

It is the student's responsibility to insure that a grade is changed. Incomplete conversion and grade change forms are available from the Oceanography Student Services Office.

## 2. RESIDENCE

"The residence requirement for the Master's degree is one year (three full-time quarters). Students registered for fewer than 10 credits per quarter may add part-time quarters together to achieve the equivalent of one full-time quarter (10 or more credits) to be applied toward fulfilling residence requirements. However, excess credits beyond 10 may not be subtracted from one quarter and added to another.

For the doctoral degree the residence requirement is three years (nine full-time quarters), two of them at the UW. One of the two years must be spent in full-time residence (not necessarily continuous) and must be completed prior to the General Examination. The residence requirement for the doctoral degree cannot be met solely with summer or part-time study. With the approval of the degree-granting unit, an appropriate master's degree from an accredited institution may be applied toward one year of resident study other than the full-time year of study at the UW.

Once a student is admitted to a graduate degree program, a full quarter of residence is granted for any quarter in which at least 10 credits in graduate course, research, thesis, internship, or dissertation work are satisfactorily completed.

With the exception of the full-time year of study requirement for the doctoral degree, students registered for fewer than 10 credits per quarter may add part-time quarters together to achieve the equivalent of one full-time quarter (10 or more credits) to be applied toward fulfilling residence requirements. However, excess credits beyond 10 may not be subtracted from one quarter and added to another.

Only courses numbered 400, 500, 600, 700, and 800 can be applied to residence or course credit in the major field for advanced degrees. Courses at the 300-level are not applicable to residence or course credit toward advanced degrees except when applied by permission of the Graduate Program Coordinator or Supervisory Committee toward the graduate minor or supporting courses. Courses numbered below 300 are not applicable to residence or course credit for advanced degrees."

## 3. FINAL QUARTER REGISTRATION

"A student must maintain registration as a full- or part-time graduate student at the University for the quarter the master's degree, the Candidate certificate, or doctoral degree is conferred.

A student who does not complete all degree requirements by the last day of the quarter must be registered for the following quarter."

## 4. CONTINUOUS ENROLLMENT AND OFFICIAL ON-LEAVE REQUIREMENT

"To maintain graduate status, a student must be enrolled on a full-time, part-time, or On-Leave basis from the time of first enrollment in the Graduate School until completion of all requirements for the graduate degree. This includes applying for the master's degree, and passing of the master's final examination or doctoral General or Final examination, the filing of the thesis or dissertation, and the receiving of the degree. Summer quarter On-Leave enrollment is automatic for all graduate students who are either registered or On-Leave the prior spring quarter. Failure to maintain continuous enrollment constitutes evidence that the student has resigned from the Graduate School.

A student's petition for On-Leave status must be approved by the departmental graduate program coordinator or alternate and submitted to the Registrar's office no later than the fifth day of the quarter. To be eligible for On-Leave status, the student must have registered for, and completed, at least one quarter in the UW Graduate School and have been registered or On-Leave for the immediate past quarter (excepting summer).

An On-Leave student is entitled to use the University Libraries and to sit for foreign-language competence examinations, but is not entitled to any of the other University privileges of a regularly enrolled and registered full- or part-time student. The student pays a non-refundable fee to obtain On-Leave student status covering four successive academic quarters or any part thereof. An On-Leave student returning to the University on or before the termination of the period of leave must file a Former Student Enrollment Application (available at 225 Schmitz) by the deadline stated on the form and register in the usual way as a full- or part-time student (see Graduate School Memorandum No. 9 for procedures at <http://www.grad.washington.edu/Acad/gsmemos/gsmemo9.htm>). A student who returns before the termination of the On-Leave period and maintains registration for any part of a quarter cancels On-Leave status. Please note: Periods spent On-Leave are included as part of the maximum time periods allowed for completion of a graduate degree."

## **5. READMISSION**

"A student previously registered in the Graduate School who has failed to maintain graduate student status but who wishes to resume studies must file an application in person or by mail for readmission to the Graduate School by the regularly published closing dates. If the student is readmitted, registration will occur during the usual registration period. If the student has attended any other institution during the period when not registered at the University of Washington, official transcripts in duplicate of the student's work must be submitted. An application for readmission carries no preference and is treated in the same manner as an application for initial admission, including the requirement of payment of the application fee.

The Graduate School normally allows six years to complete requirements for a master's degree and ten years for a doctoral degree. Periods spent On-Leave or out of status are included."

## **6. UNIVERSITY GRADUATE DEGREE REQUIREMENTS**

These requirements are listed in the Master's Degree and Doctoral Degree sections of this document. The University General Catalog also details the degree requirements of the Graduate School.

## **7. THE GRADUATE PROGRAM COORDINATOR**

The graduate student's initial work at the University is guided by the Graduate Program Coordinator. The Graduate Program Coordinator provides advice and assistance to the graduate student in his/her field, and provides overall coordination of graduate activities in the School.

Graduate School Memorandum No. 4 defines the role of the Graduate Program Coordinator:

"The Graduate Program Coordinator is an official representative of an academic unit which offers a graduate degree program. The Graduate Program Coordinator must be a senior tenured member of the Graduate Faculty. An Alternate Graduate Program Coordinator serves as deputy.

The responsibilities of the Graduate Program Coordinator are:

- A. To advise, counsel, and assist graduate students, or to arrange and verify that this service is rendered by another member of the Graduate Faculty. To ensure that special attention is given to newly admitted students and others with particular needs.
- B. To act for the unit in admitting students into Graduate School; i.e.:
  - (1) to receive documentation for graduate student admission application;
  - (2) to review applications with the faculty in the unit; and
  - (3) to submit to the Dean of the Graduate School the recommendations of the unit respecting admissions of new students.
- C. As soon as practicable to transmit to the Dean of the Graduate School the names of those to serve as Chairperson and Members of the Supervisory Committee for the student.
- D. To acquire and maintain familiarity with policies and procedures of the Graduate School.
- E. To maintain Department-Graduate School liaison in other appropriate ways.

Each year the Dean of the Graduate School requests from the Chairperson or the Director of each unit the names of graduate faculty members recommended for service in the post of Graduate Program Coordinator and Alternate Graduate Program Coordinator. Appointment to these positions is made by the Dean."

# MASTER'S DEGREE PROGRAM

The School of Oceanography offers a nonthesis and thesis Master's degree. The Master's degree program consists of course work and a nonthesis (or thesis) Master's research project and presentation. In the past years over 90% of our students who have followed the Master's program have selected the nonthesis option. In the School of Oceanography a Master's degree should usually be completed within 24-30 months (eight to ten quarters in residence). **School funding requirements limit financial support to ten quarters for a Master's degree.**

Section 1 contains a summary of the University's requirements, as listed in the University General Catalog, and Sections 2 through 9 describe University and School policies. It may be useful to scan Tables 2 and 3 (summary calendars for nonthesis and thesis Master's programs) before reading Section 1 in detail.

## 1. UNIVERSITY REQUIREMENTS

Students are responsible for being aware of the Graduate School requirements for the Master's degree. They are printed here to insure students' familiarity with these important requirements.

"It is the responsibility of each Master's candidate to meet the following Graduate School minimum requirements:

1. Under a thesis program a minimum of 36 or more quarter credits (27 course credits and a minimum of 9 credits of thesis) must be presented. Under a nonthesis program, a minimum of 36 or more quarter credits of course work is required.
2. At least 18 of the minimum 36 quarter credits for the Master's degree must be for work numbered 500 and above. (In a thesis program, 9 of the 18 must be course credits and 9 may be 700, Master's thesis.)
3. Numerical grades must be received in at least 18 quarter credits of course work taken at the UW. The Graduate School accepts numerical grades (a) in approved 400-level courses accepted as part of the major, and (b) in all 500-level courses. A minimum cumulative GPA of 3.00 is required for a graduate degree at the University.
4. A minimum of three full-time quarters of residence credit must be earned. Part-time quarters may be accumulated to meet this requirement (see detailed information under Residence).
5. In a thesis degree program, a thesis, approved by the supervisory committee, must be submitted to the Graduate School. A student must register for a minimum of 10 credits of thesis (700). With the exception of summer, students are limited to a maximum of 10 credits per quarter of thesis (700).
6. A final Master's examination, either oral or written, as determined by the Student's supervisory committee, must be passed, if it is a departmental requirement.
7. Any additional requirements imposed by the graduate program coordinator in the student's major department or by the student's supervisory committee must be satisfied. A master's degree student usually takes some work outside the major department. The Graduate Program Coordinator in the major department or the student's supervisory committee determines the requirements for the minor or supporting courses.
8. The graduate student must apply for the Master's degree at the Graduate School by the ninth week of the quarter in which he or she expects the degree to be conferred, in accordance with Application for the Master's Degree, as described below.
9. The graduate student must maintain registration as a full- or part-time student at the University for the quarter in which the degree is conferred (see detailed information under Final Quarter Registration).
10. All work for the Master's degree must be completed within six years. This includes quarters spent On-Leave or out of status and applicable work transferred from other institutions (see detailed information under Transfer Credit).
11. *A student must satisfy the requirements for the degree that are in force at the time the degree is to be awarded."*

## **2. MASTER'S DEGREE SUPERVISORY COMMITTEE**

The supervisory committee for the Master's degree consists of three or four members, one of whom must be an Oceanography faculty member from outside the student's option. A majority of the committee must be academic faculty members whose primary University appointment is in the School of Oceanography. The committee must be approved by the Graduate Program Coordinator. It is the student's responsibility to see that a supervisory committee is formed, no later than the start of the second year. Forms for this purpose are available in the Student Services Office.

## **3. TRANSFER CREDIT**

A student working toward a Master's degree may petition the Dean of the Graduate School for permission to transfer to the UW the equivalent of a maximum of six quarter credits of graduate level course work (earned as a graduate student in another recognized graduate school) to satisfy course requirements. Such credits do not reduce the residence requirement at the University of Washington, the 18 quarter credits of numerically graded course work, and 18 quarter credits of 500-level-and-above course work. The petition must be accompanied by a recommendation from the School's Graduate Program Coordinator and an official transcript. The School of Oceanography may accept or reject individual courses.

## **4. COURSE WORK**

Course work requirements are described on pages 6-7 of this guide.

## **5. STUDENT GUIDANCE AND EVALUATION**

Evaluation procedures are described on pages 9-10 of this guide.

## **6. APPLICATION FOR MASTER'S DEGREE**

An application for the degree must be completed on the web at

<http://www.grad.washington.edu/stsv/mastapp.htm>

Students must complete the request before midnight (Pacific time), Sunday of the ninth week of Autumn, Winter and Spring Quarters or Sunday of the seventh week of Summer Quarter. (If the student is late in completing this request, go to [://www.grad.washington.edu/degreetatefee.html](http://www.grad.washington.edu/degreetatefee.html) for more information.) The student's record and current registration will be reviewed by the Graduate School, and the student and the Graduate Program Coordinator will be notified promptly whether the degree requirements will be satisfied by the end of the quarter. The student has the responsibility to ensure that the necessary requirements and formalities connected with the presentation of the thesis or nonthesis research report are completed at the proper time to receive the degree in a given quarter.

An application is valid only for one quarter. Thereafter, it is the responsibility of the student to file a new application in the Graduate School Office.

## **7A. MASTER'S DEGREE: NONTHESIS OPTION**

The nonthesis option requires more extensive course work and an approved research project (Ocean 600) of smaller scope than a thesis. But over 90% of our students choose this option, as it leads more smoothly to a Ph.D., if that is your career goal. A nonthesis program is signified on transcripts by the absence of a thesis title. The nonthesis report is often a small project suggested by the adviser: the student is then responsible for data analysis or theoretical development, and for writing a summary and discussion of the results. A manuscript in a form suitable for publication in an academic journal may be required by the student's committee. The supervisory committee will approve the research program and decide whether a written or oral report will be required for the final examination.

The final examination is by the supervisory committee and is usually concerned with the research project. The oral report, or a discussion of the written report, must be publicized two weeks in advance of the event in the School bulletin (*Ocean Currents*) and is open to members of the faculty and students. The results of the examination must be reported to the Graduate School by the Chairperson of the supervisory committee by the end of the quarter (the last day of examinations) in which the degree is to be conferred. If the examination is unsatisfactory, the Committee may recommend to the Graduate School that the student fail, or that he/she be allowed to take another examination after further study.

## **7B. MASTER'S DEGREE: THESIS OPTION**

When the student considers that she/he has completed the Master's research, the student meets with his/her supervisory committee. The Committee members may make suggestions pertinent to the preparation of the thesis, or they may request additional work. Instruction in the preparation of the thesis may be obtained from the Graduate School or the Student Services Office. The first draft of the thesis is usually discussed only with the adviser. The supervisory committee should be provided with a draft of the thesis early in the quarter in which the student expects to receive his/her degree. Copies of the final draft of the thesis, approved by the

Chairperson of the supervisory committee, should be given to the members of the supervisory committee seven days before the final examination.

The final examination is an oral presentation and defense of the thesis. The meeting must be publicized two weeks in advance of the event in the School bulletin (*Ocean Currents*) and is open to faculty and students. The student is responsible for arranging notice for the examination. The results of the examination must be reported to the Graduate School by the Chairperson of the supervisory committee by the end of the quarter (the last day of examinations) in which the degree is to be conferred. If the examination is not satisfactory, the committee may recommend to the Graduate School that the student be allowed to take another examination after further study.

Two copies of the thesis along with forms signed by members of the supervisory committee, and a receipt for the binding fee must be submitted to the Graduate School office by the last day of the quarter in which the degree is to be conferred.

When considering a thesis Master's degree, students should be mindful of the additional rules and requirements imposed on this option by the Graduate School.

## **8. WAIVERS**

A petition to waive any specific School of Oceanography requirement may be presented by the student to the Director, who, in consultation with the School's Graduate Academic Affairs Committee, shall recommend action for faculty consideration.

TABLE 2

## SUMMARY CALENDAR FOR NONTHESIS MASTER'S PROGRAM

| <u>ACTION</u>  |                          | <u>WHEN</u>   |
|--|--------------------------|---|
| 1. Meet with faculty adviser to outline first-year curriculum  | <input type="checkbox"/> | On arrival on campus  |
| 2. Establish an Advisory Committee of three faculty and meet at least on a semi-annual basis*  | <input type="checkbox"/> | At the beginning of Autumn Quarter of the first year                |
| 3. Restructure Advisory Committee into a Supervisory Committee. Forms to establish the committee are available in the Student Services Office            | <input type="checkbox"/> | By June, after one year of graduate study                           |
| 4. Oral presentation of research progress to student and faculty colleagues  | <input type="checkbox"/> | Autumn Quarter of the second year of graduate study in this School  |
| 5. Meet with Supervisory Committee to decide on future research plans, date for Master's defense, and any request to be admitted to the doctoral program | <input type="checkbox"/> | In Spring Quarter of second year                                    |
| 6. Complete required course work   | <input type="checkbox"/> | By end of second year   |
| 7. Complete TA requirement   | <input type="checkbox"/> | Before M.S. defense   |
| 8. Oral presentation of research progress to student and faculty colleagues (may be fulfilled by M.S. defense)   | <input type="checkbox"/> | Autumn Quarter of third year (waived if M.S. defense occurs sooner) |
| 9. Fulfill residence requirement   | <input type="checkbox"/> |   |
| 10. Apply for the degree at <a href="http://www.grad.washington.edu/stsv/mastapp.htm">http://www.grad.washington.edu/stsv/mastapp.htm</a>                | <input type="checkbox"/> | By the end of the ninth week of the quarter of expected completion  |
| 11. Be registered as a full-time or part-time student at UW  | <input type="checkbox"/> | For the quarter in which the degree is to be conferred              |
| 12. Put notice of final Examination in <i>Ocean Currents</i>   | <input type="checkbox"/> | Two weeks prior to date of final examination                        |
| 13. Present results of research (final examination)  | <input type="checkbox"/> | By the last day of the quarter degree is to be conferred            |

**\*It is the student's responsibility to provide a summary for their student file.**

**TABLE 3**

**SUMMARY CALENDAR FOR  
THESIS MASTER'S PROGRAM**

| <b><u>ACTION</u></b>   |                          | <b><u>WHEN</u></b>  |
|--|--------------------------|---|
| 1. Meet with faculty adviser to outline first-year curriculum  | <input type="checkbox"/> | On arrival on campus  |
| 2. Establish an Advisory Committee of three faculty and meet at least on a semi-annual basis*  | <input type="checkbox"/> | By the beginning of Autumn Quarter of the first year                |
| 3. Restructure Advisory Committee into a Supervisory Committee. Forms to establish the committee are available in the Student Services Office            | <input type="checkbox"/> | By June, after one year of graduate study                           |
| 4. Oral presentation of research progress to student and faculty colleagues  | <input type="checkbox"/> | Autumn Quarter of the second year of graduate study in this School  |
| 5. Meet with Supervisory Committee to decide on future research plans, date for Master's defense, and any request to be admitted to the doctoral program | <input type="checkbox"/> | In Spring Quarter of second year                                    |
| 6. Complete required course work   | <input type="checkbox"/> | By end of second year   |
| 7. Complete TA requirement   | <input type="checkbox"/> | Before M.S. defense   |
| 8. Oral presentation of research progress to student and faculty colleagues (may be fulfilled by M.S. defense)   | <input type="checkbox"/> | Autumn Quarter of third year (waived if M.S. defense occurs sooner) |
| 9. Fulfill residence requirement   | <input type="checkbox"/> |   |
| 10. Apply for the degree at <a href="http://www.grad.washington.edu/stsv/mastapp.htm">http://www.grad.washington.edu/stsv/mastapp.htm</a>                | <input type="checkbox"/> | By the end of the ninth week of the quarter of expected completion  |
| 11. Be registered as a full-time or part-time student at UW  | <input type="checkbox"/> | For the quarter in which the degree is to be conferred              |
| 12. Discuss thesis preparation with Supervisory Committee  | <input type="checkbox"/> | After completion of research  |
| 13. Have thesis approved   | <input type="checkbox"/> | Before arranging final examination                                  |
| 14. Put notice of final examination in <i>Ocean Currents</i>   | <input type="checkbox"/> | Two weeks before date of final examination                          |
| 15. Present thesis in seminar (final examination)  | <input type="checkbox"/> | By the last day of the quarter degree is to be conferred            |
| 16. Present two copies of thesis to Graduate School  | <input type="checkbox"/> | By the last day of the quarter degree is to be conferred            |

**\*It is the student's responsibility to provide a summary for their student file.**

# DOCTORAL DEGREE PROGRAM

"The Doctoral degree is by nature and tradition the highest certificate of membership in the academic community. As such, it is meant to indicate the presence of superior qualities of mind and intellectual interests and of high attainments in a chosen field. It is not conferred merely as a certificate to a prescribed course of study and research, no matter how long or how faithfully pursued. All requirements and regulations leading to the Doctoral degree are devices whereby the student may demonstrate present capacities and future promise for scholarly work." University General Catalog.

The Ph.D. program in Oceanography consists of individually prescribed course work, presentation of a dissertation proposal, General Examination, and completion and public defense of scholarly research. **The degree is usually completed within six years. Table 4 (page 24) presents a summary calendar for completion of the doctoral degree; it may be useful to scan this table before reading section 1 below in detail.**

## 1. UNIVERSITY REQUIREMENTS

Students are responsible for being aware of the Graduate School requirements for the doctoral degree. They are printed here to ensure familiarity with these important requirements.

"In order to qualify for the doctoral degree, it is the responsibility of the student to meet the following Graduate School *minimum* requirements.

1. Completion of a program of study and research as planned by the graduate program coordinator in the student's major department or college and the Supervisory Committee. Half of the total program, including dissertation credits, must be in courses numbered 500 and above. At least 18 credits of course work at the 500 level and above must be completed prior to scheduling the General Examination.
2. Presentation of a minimum three years (nine full-time quarters) of resident study, two of them being at the UW with at least one year in continuous full-time residence. (See detailed information under Residence). The year of full-time residence may be satisfied by completing any three full-time quarters (not necessarily continuous) at the University of Washington and must be completed prior to the General Examination. Residence requirement for the doctoral degree cannot be met solely by part-time study. A minimum of two academic years of resident study must be completed prior to scheduling the General Examination.

With the approval of the degree-granting unit, an appropriate master's degree from an accredited institution may be applied toward one year of resident study at the UW.

3. Numerical grades must be received in at least 18 quarter credits of course work taken at the UW prior to scheduling the General Examination. The Graduate School accepts numerical grades in approved 400-level courses accepted as part of the major, and in all 500-level courses. A minimum GPA of 3.00 is required for a graduate degree at the University.
4. Creditable passage of the General Examination. Registration as a graduate student is required the quarter the examination is taken and candidacy is conferred.
5. Preparation and acceptance by the Dean of the Graduate School of a dissertation that is a significant contribution to knowledge and clearly indicates training in research. Credit for the dissertation ordinarily should be at least one-third of the total credit. *The Candidate must register for a minimum of 27 credits of dissertation over a period of at least three quarters.* At least one quarter must come after the student passes the General Examination. With the exception of Summer Quarter, students are limited to a *maximum* of 10 credits per quarter of dissertation (800).
6. Creditable passage of a Final Examination, which is usually devoted to the defense of the dissertation and the field with which it is concerned. The General and Final Examinations cannot be scheduled during the same quarter. Registration as a graduate student is required the quarter the examination is taken and the degree is conferred.
7. Completion of all work for the doctoral degree within ten years. This includes quarters spent On-Leave or out of status as well as applicable work from the Master's degree from the UW or a Master's degree from another institution, if applied toward one year of resident study.
8. Registration maintained as a full- or part-time graduate student at the University for the quarter in which the degree is conferred (see detailed information under Final Quarter Registration).
9. *A student must satisfy the requirements that are in force at the time the degree is to be awarded."*

## 2. DOCTORAL SUPERVISORY COMMITTEE

No student is considered to be admitted to a Ph.D. program until a faculty supervisor has been identified who agrees to work with that student. It is the student's responsibility to form the Ph.D. Supervisory Committee. This committee should be formed as early as possible in the student's program, **but not later than four months before the Request for General Examination** is presented for approval to the Dean of the Graduate School.

The Supervisory Committee may have from four to seven members including the Graduate School Representative (GSR). The student in consultation with his/her adviser nominates the members of this committee; including the GSR. The Supervisory Committee for the Ph.D. often includes the members of the Master's Supervisory Committee. The committee must include at least one Oceanography faculty member in an option other than that of the student. All but one member of the committee must be members of the Graduate Faculty. A majority of the committee present at examinations must be academic faculty members whose primary University appointment is in the School of Oceanography.

Committee formation request forms are available at the Student Services Office. The Graduate Program Coordinator will then officially request the Dean of the Graduate School to appoint the Supervisory Committee for the Ph.D. degree.

Members may later be changed or additional members added to the Supervisory Committee. Contact the Student Services Office.

## 3. COURSE WORK

Course work requirements are described on pages 6-7 of this guide.

## 4. STUDENT GUIDANCE AND EVALUATION

Evaluation procedures are described on pages 9-10 of this guide.

## 5. DISSERTATION RESEARCH PROPOSAL

The student must present a dissertation research proposal to his/her supervisory committee prior to the General Examination. The proposal is usually presented within two to four quarters of admission to the Ph.D. program in the case of students who have completed a Master's degree in the School. For students entering with a Master's from another university the proposal is usually submitted during the second or third year of residence.

The dissertation research proposal is commonly about five pages long and should provide enough information to determine the merit and feasibility of the project. The student should develop the proposal in consultation with the adviser, and should discuss the proposal with his/her supervisory committee as well. It often is useful to discuss the form and/or content of the proposal with more senior graduate students who have already passed their General Examination.

## 6. GENERAL EXAMINATION AND ADMISSION TO CANDIDACY

The University General Catalog states that "at the end of two years of graduate study, the chair of the supervisory committee may present to the Dean of the Graduate School, for approval, a Request for General Examination (signed by all supervisory committee members) permitting the student to take the General Examination for admission to candidacy for the doctoral degree. This means that, in the opinion of the committee, the student's background of study and preparation is sufficient to justify the undertaking of the Examination."

Graduate students in Oceanography will normally take their General Examination no later than the end of Autumn Quarter of the fourth year of residence. If a student has not taken the General Examination by the end of four years, that student shall not be eligible for any financial support administered through the School. Students can obtain the Request for General Examination to set the time for the exam in the Student Services Office.

The Request for General Examination for admission to candidacy for the Doctoral degree must be approved by all members of the Doctoral Supervisory Committee and scheduled on-line using MyGrad (<http://www.grad.washington.edu/mygrad/student.htm>) at least three weeks before the proposed date for the examination. **The Doctoral Supervisory Committee must have been formed no later than four months before the examination.** Approval of the request for the General Examination is confirmation that the Graduate School requirements have been met. The Graduate School will submit the examination announcement to *University Week* for publication. It is the student's responsibility to put the announcement in the School bulletin (*Ocean Currents*) two weeks in advance.

The student will have circulated to the committee a thesis proposal at least two weeks prior to the examination. It is strongly recommended that the student meet with the committee members in the weeks prior to the examination to clarify the examination's focus. **The student should be certain to discuss the examination with his/her adviser ahead of time, to decide on the specific format and to make clear the adviser's expectations of the student.**

All Supervisory Committee members must be present at the examination, except if the committee consists of five or more members, one may be absent. Under all circumstances the Chairperson, Graduate School Representative, and the out-of-option member must be present. Changes may be made in emergency situations. Consult the Student Services Office or the Director.

The General Examination (a closed examination given by the student's Doctoral Supervisory Committee and any interested graduate faculty) will normally be a searching oral examination of the student's ability to deal with the proposed dissertation research. The examination usually begins with a short presentation by the student, covering the material in the proposal, and continues with questions and discussion. While the examination tests mainly the student's preparation to carry out the proposed research, it shall also examine the student's background knowledge in his/her option and knowledge of the broad implications and application of their research. Again, more senior graduate students who have already taken their General Examination can provide useful perspectives from their experiences in preparing for and taking the examination.

Following the procedures adopted by other departments on campus, the General Examination is concluded by asking the student and his/her adviser to leave the room. The committee, led by the out-of-option faculty member, then discusses the adequacy of the thesis proposed and the student's performance in the examination. They will then present their summary to the student's adviser and the whole committee will then vote on the examination. A written summary of the committee's recommendations will be placed in the student's file within one week of the examination.

A student is admitted to candidacy for the degree after the warrant certifying the successful completion of the General Examination has been filed in the Graduate School by the Chairperson of the Supervisory Committee.

Upon completion of the General Examination, students should register for OCEAN 800 Doctoral Dissertation rather than OCEAN 600.

If the student does not pass, the committee may recommend that the student undertake additional course work and/or require the student to reformulate the thesis proposal prior to retaking the examination, or it may recommend that the student withdraw from the University. If the student believes he/she has been dealt with unfairly, the decision may be appealed to the Director, who in consultation with the Academic Affairs committee, will evaluate the case and make a recommendation to the faculty, who shall decide the case.

## **7. THE CANDIDATE'S CERTIFICATE**

When an aspirant for a Doctoral degree has been officially admitted to candidacy (passing the General Examination) a certificate will be transmitted to him or her. A congratulatory letter, which includes requirements for preparation of the dissertation and procedures for submitting the dissertation, will be sent by the Graduate School when the student becomes a Candidate.

## **8. DISSERTATION**

On completion of the research, the Candidate meets with his/her supervisory committee, so that committee members may have an opportunity to make suggestions pertinent to the preparation of the dissertation. They may also request additional work.

The Candidate must present a dissertation representing original and independent investigation and achievement. It should reflect the Candidate's ability to select an important problem for investigation, mastery of research techniques, and the preparation of a scholarly document.

The Candidate should provide the members of the supervisory committee with drafts of the dissertation early in the quarter for which the degree is planned. A specific schedule for dissertation submission should be worked out with the supervisory committee during the preceding quarter.

The student must be acquainted with the University requirements and formalities connected with the preparation of the dissertation at the proper time to receive the degree in a given quarter. Instructions for the preparation of the dissertation may be obtained from the Graduate School or the Student Services Office or are available on the Web at [://www.grad.washington.edu/stsv/styletoc.htm](http://www.grad.washington.edu/stsv/styletoc.htm). Dissertation templates are also on the Web at [://www.grad.washington.edu/stsv/stsvindex.htm](http://www.grad.washington.edu/stsv/stsvindex.htm).

## **9. DISSERTATION READING COMMITTEE**

When the supervisory committee believes the Candidate is prepared to take the Final Examination, they must meet, discuss and approve the composition of the Reading Committee. The Graduate School is then asked to designate a Dissertation Reading Committee comprised of three members of the supervisory committee (forms are available in the Oceanography Student Services Office). It is the responsibility of a reading committee to (a) ensure that the dissertation is a significant contribution to knowledge and is an acceptable piece of scholarly writing; (b) determine the appropriateness of a candidate's dissertation as a basis for issuing a warrant for a Final Examination; (c) approve a candidate's dissertation and; (d) sign two original Signature Pages that are placed within a dissertation after all revisions are completed.

## **10. FINAL EXAMINATION**

The Final Examination is an oral presentation and defense of the thesis. The Request for Final Examination must be approved by all members of the Doctoral Supervisory Committee and scheduled on-line using MyGrad (<http://www.grad.washington.edu/mygrad/student.htm>) at least three weeks before the proposed date for the examination. If the Candidate has met all requirements, a warrant authorizing the Final Examination is issued by the Graduate School. The Graduate School will submit the examination announcement to *University Week* for publication. It is the student's responsibility to have the announcement inserted in the School bulletin (*Ocean Currents*) two weeks in advance. A student must be registered at least one quarter after passing the General Examination before a warrant is authorized. The student must be registered during the quarter the degree is to be conferred.

All Supervisory Committee members must be present at the examination, except if the committee consists of five or more members, one may be absent. Under all circumstances the Chairperson, Graduate School Representative, and the out-of-option member must be present. Changes may be made in emergency situations. Consult the Student Services Office or the Director.

If the Final Examination is satisfactory, the supervisory committee signs the Final Examination warrant and returns it to the Graduate School by the last day of the quarter in which the degree is to be conferred. If the examination is unsatisfactory, the committee may recommend that the Dean of the Graduate School permit a second examination after a period of further study.

## **11. SUBMISSION OF DOCTORAL DISSERTATION**

The student is responsible for costs of typing and illustrating the dissertation. By the last day of the quarter in which the degree is to be conferred, the Candidate must present two final copies of the dissertation to the Graduate School. Each copy of the dissertation is to be accompanied by a copy of the Abstract, not over 350 words, which has been approved by the supervisory committee at the time of the Final Examination. A receipt for the publication charge must be shown when the dissertation is presented at the Graduate School Office. If a student wishes, the dissertation may be copyrighted for an additional fee. If the student does decide to copyright, the Graduate School requires this information to be included on the receipt.

The dissertation must be submitted within 60 days of the Final Examination.

## **12. PUBLIC SEMINAR**

The Candidate is expected to acquaint the members of the School with the results of his/her research in a public seminar. This may be conducted as part of the Final Examination, but must not interfere with the deliberations of the supervisory committee and other members of the Graduate Faculty who may be present at the Examination.

## **13. WAIVERS**

A petition to waive any specific School of Oceanography requirement may be presented by the student to the Director who, in consultation with the School's Graduate Academic Affairs Committee, shall recommend action for faculty consideration.

**TABLE 4**

# **SUMMARY CALENDAR FOR DOCTORAL DEGREE PROGRAM**

| <b><u>ACTION</u></b>   |                          | <b><u>WHEN</u></b>   |
|--|--------------------------|--|
| 1. Meet with faculty adviser to outline first-year curriculum  | <input type="checkbox"/> | On arrival on campus   |
| 2. Establish an Advisory Committee of three faculty and meet at least on a semi-annual basis*  | <input type="checkbox"/> | At the beginning of Autumn Quarter of the first year   |
| 3. Restructure Advisory Committee into a Supervisory Committee. Forms to establish the committee are available in the Student Services Office            | <input type="checkbox"/> | By June, after one year of graduate study  |
| 4. Oral presentation of research progress to student and faculty colleagues  | <input type="checkbox"/> | Autumn Quarter of the second year of graduate study in this School   |
| 5. Meet with Supervisory Committee to decide on future research plans, date for Master's defense, and any request to be admitted to the doctoral program | <input type="checkbox"/> | In Spring Quarter of second year   |
| 6. Complete required course work   | <input type="checkbox"/> | By end of second year  |
| 7. Fulfill TA requirement  | <input type="checkbox"/> | Before M.S. defense (or before Ph.D. defense if no M.S. is planned)  |
| 8. Oral presentation of research progress to student and faculty colleagues (may be fulfilled by M.S. defense)   | <input type="checkbox"/> | Autumn Quarter of third year (waived if M.S. defense occurs sooner)  |
| 9. Request appointment of Doctoral Supervisory Committee. Forms available in the Student Services Office   | <input type="checkbox"/> | No later than four months prior to application for admission to General Examination                                      |
| 10. Fulfill residence requirements   | <input type="checkbox"/> | Before taking the General Examination  |
| 11. Submit application for warrant for General Examination   | <input type="checkbox"/> | At least three weeks prior to proposed examination date  |
| 12. Submit dissertation research proposal to committee   | <input type="checkbox"/> | At least two weeks prior to proposed examination date  |
| 13. Take General Examination   | <input type="checkbox"/> | Normally no later than end of fourth year of study (16 quarters in residence)  |
| 14. Awarding of candidate certificate  | <input type="checkbox"/> | After successfully passing the General Examination   |
| 15. Outline research tasks necessary to complete Ph.D. with supervisory committee  | <input type="checkbox"/> | After completion of General Examination. Meet semi-annually with committee   |
| 16. Work out schedule for dissertation submission with supervisory committee   | <input type="checkbox"/> | Before end of quarter prior to that of expected graduation   |
| 17. Request appointment of dissertation Reading Committee. Forms available in Student Services Office  | <input type="checkbox"/> | At least one month prior to date of Final Examination (Be sure to provide them enough time to evaluate the dissertation) |

- |  |   |   |
|--|---|---|
| 18. Doctoral Supervisory Committee requests Final Examination (approval of all members required) | □ | Three weeks before proposed date of Final Examination   |
| 19. Put notice in <i>Ocean Currents</i>  | □ | Two weeks before proposed date of Final Examination   |
| 20. Register as a full-time or part-time student at the University of Washington                 | □ | During the quarter in which the Final Examination is taken and degree requirements are completed                    |
| 21. Take Final Examination and present public seminar  | □ | No earlier than two quarters after passing General Examination  |
| 22. Present two copies of final dissertation and abstracts to the Graduate School                | □ | By the last day of the quarter in which the degree is to be conferred, and within 60 days of the Final Examination. |

**\* It is the student's responsibility to provide a summary for their student file.**

# ADDITIONAL INFORMATION

## 1. GRADUATE AND PROFESSIONAL STUDENT SENATE

Representatives elected annually by the graduate students in every graduate degree granting department on campus constitute the Graduate and Professional Student Senate (GPSS). This organization is designed to improve communications between students, faculty, and the administration; to identify problems that concern graduate students and to work for their solution; to serve as a clearinghouse for information; and to serve as an effective voice for the graduate and professional students.

New students will find particularly helpful a GPSS publication called *A Guide to Life at the University of Washington — A Resource to the Campus and Surrounding Communities*, which is concerned with non-academic aspects of graduate school.

The two Senators from the School of Oceanography are usually elected (or volunteer) at the beginning of Autumn Quarter. Any interested graduate student is eligible to hold this position, although some familiarity with the School, its students, and faculty is desirable.

## 2. LABORATORY SAFETY SEMINAR

Graduate students are expected to attend the Laboratory Safety Seminar sponsored by the Department of Environmental Health and Safety. Students should attend this orientation before their first appointment as a Teaching or Research Assistant. The orientation is offered only in the Autumn.

## 3. UNIVERSITY LIBRARY RESOURCES

The University of Washington library system ( [://www.lib.washington.edu/](http://www.lib.washington.edu/) ) provides web access to many resources including their catalogue of holdings and access to a large number of on-line journals. Items (e.g. books, reports, journals) that are “available” in the library catalogue can be put on hold or delivered to the nearest library (Health Sciences Library) for pick-up.

## 4. TEACHING ASSISTANTS

As all students are required to act as Teaching Assistants at some time, it is requested that they read *Mentor, A Handbook for New Teaching Assistants*, available from GPSS. Other material to aid graduate students in their teaching responsibilities is available from the Student Services Office. In addition, all Oceanography students must complete the department’s pedagogy course, which includes sessions in the University’s campus-wide TA training sessions.

## 5. CAREER GUIDANCE

Information on careers of interest to both students and graduates is available in the Oceanography Student Services Office, online at [://www.ocean.washington.edu/academics/grad-resources.html](http://www.ocean.washington.edu/academics/grad-resources.html) and on the OTB Mailroom bulletin board. Employment opportunities, postdoctoral fellowships and announcements are listed. A study outlining the impressive careers of our alumni (28 years for Ph.D., 24 years for Master’s) from first placement to current positions is available for perusal. Several insightful books discussing success in graduate school, job-search tips and strategies, and subsequent careers are available. They include Fiske’s *To Boldly Go*, Peter’s *Getting What You Came For*, and Feibelman’s *A Ph.D. is Not Enough*.

## SUGGESTED DISCUSSION QUESTIONS

Student and advisory committee are strongly encouraged to consider the following questions for discussion. The purpose of this discussion is to provide feedback to both student and committee regarding their roles, expectations, and performance in their relationship with each other; to clarify practical matters of the student's program, skills development, and research needs; and to consider long-range plans. This list does not address all the subjects a student, adviser, and advisory committee may wish to discuss, but it should serve as a guide.

### Questions to be considered by the student:

- Have you worked with your adviser to establish realistic and attainable goals in your course work and research?
- Do you understand your adviser's expectations? Have you agreed upon expectations regarding RA/TA responsibilities, hours worked, vacation time, classes to be taken?
- Are you being given too little/too much guidance or direction?
- Do you receive sufficient feedback to accurately assess your progress in the program? Is this feedback given in a constructive manner?
- Do you meet with your adviser to discuss your progress in courses and research as often as you feel necessary? Is your adviser available for consultation?
- Are the members of your advisory (or supervisory) committee actively involved in your program?
- Does your adviser value your work? Do you want your adviser to promote your work more outside the School? Does he/she inform you of opportunities for workshops, meetings, conferences and fellowships? Do you have enough communication with researchers outside the School?
- Are you aware of the funding constraints in your lab that might affect your research (i.e., equipment money, summer salary, availability of travel money, etc.)?
- What additional resources would enhance your studies and research (lab equipment, computer time, ship time, travel funds, etc.)? Have you discussed the possibility of obtaining these resources with your adviser?
- Are you satisfied with your research topic in terms of intellectual stimulation and potential for continued work?
- Are you developing the skills you need to work as an independent scientist (paper writing, giving presentations, collaborating, using computers, writing proposals, reviewing manuscripts, logistical planning, etc.)?
- Are there specific skills you would like to develop to further your immediate or long-term goals such as teaching, speaking, writing, computer programming, etc.? How do you want to go about obtaining these skills? Are there additional courses you should take or experiences you should obtain now to prepare for your career as you envision it 5 or 10 years from now?
- What additional suggestions or comments would you like to offer your adviser that may improve your performance in the program?

### Questions to be considered by the adviser

- Have you worked with this student to establish realistic academic and research goals for the upcoming year? Are the goals you have discussed well-matched to the student's program?
- Does this student keep you sufficiently informed about his or her academic and research activities?
- How well does this student work independently and in collaboration with others? Is she/he able to define research problems and develop courses of action?
- How does this student respond to your advice/criticism?
- Do you understand this student's expectations regarding your involvement in her or his work?
- Does this student contribute constructively to your research program?
- Do you feel this student's work is making a contribution to the scientific community?
- Have you informed the student of funding constraints that could affect research opportunities?
- Does the student exhibit competence in oral and written communication skills, sufficient for giving presentations, writing papers, etc.? How should she/he further develop those skills?
- Does the student have adequate knowledge of prior and on-going research related to his/her project? If necessary, what should the student do to remedy this?
- Does the student have adequate technical skills for the research she/he is pursuing (i.e., computer programming, lab skills, etc.)? What skills should the student develop further, and how?
- What additional suggestions or comments would you like to offer that may improve this student's performance in the program?

## SCHOOL OF OCEANOGRAPHY

# ADMINISTRATION AND STAFF: ABBREVIATED DIRECTORY FOR STUDENT SUPPORT

(Refer to the School's directories for office locations, phones, and email addresses)

|                                    |                                 |
|------------------------------------|---------------------------------|
| Director                           | Russ McDuff                     |
| Graduate Program Coordinator       | Mark Warner                     |
| Ombudsperson                       | Jody Deming, Susan Hautala      |
| Administrator                      | Kittie Tucker                   |
| Student Services Coordinator       | Michelle Townsend               |
| Payroll                            | Lien Lai                        |
| Oceanography Purchasing/Keys       | April Timer, Chanthavy Manikham |
| Oceanography Grants and Contracts  | Mike Kummer, Carolyn Fisher     |
| Technical/Engineering Services     | Jim Postel (Manager)            |
| Computer Services                  | Eric Lundquist                  |
| Instructional Services Coordinator | Kathy Newell, Bill Nitsche      |

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## SCHOOL OF OCEANOGRAPHY WHERE TO OBTAIN INFORMATION/SERVICES

**STUDENT-RELATED QUESTIONS:** Please contact Michelle, 108 OTB, 3-5039, [mtown@ocean.washington.edu](mailto:mtown@ocean.washington.edu)

**COMPUTER SERVICES:** Eric Lundquist, 243 OSB, 3-0594, [help@ocean.washington.edu](mailto:help@ocean.washington.edu)

**DIRECTORIES -- FACULTY/STAFF/STUDENTS :**

**School of Oceanography**

Faculty Directory: <http://www.ocean.washington.edu/people/PHONES-facstaff.pdf>

Faculty Codes: <http://www.ocean.washington.edu/academics/facultycodes.html>

Graduate Student Roster: <http://www.ocean.washington.edu/people/PHONES-grad.pdf>

**University of Washington**

Faculty/Staff Directory: UW Home Page under UW Faculty/Staff at <http://www.washington.edu>

Student Directory: UW Home Page under UW Students

**HEALTH INSURANCE (RA/TA):**

<http://www.washington.edu/admin/hr/benefits/gaip/gaip.html>

**KEYS:** April Timer, 104 OTB, 3-5089, [timer@ocean.washington.edu](mailto:timer@ocean.washington.edu)

**LOST & FOUND:** Kathy Newell, 21 OTB, 3-6119, [newell@ocean.washington.edu](mailto:newell@ocean.washington.edu)

**PAYROLL:** Lien Lai, 123 OTB, 3-5063, [lienlai@u.washington.edu](mailto:lienlai@u.washington.edu)

**PETTY CASH REIMBURSEMENT:** April Timer, 104 OTB, 3-5089, [timer@ocean.washington.edu](mailto:timer@ocean.washington.edu)

**PROJECTORS, INSTRUCTIONAL EQUIPMENT:** Kathy Newell, 21 OTB, 3-6119,  
[newell@ocean.washington.edu](mailto:newell@ocean.washington.edu)

**PURCHASING:** April Timer & Chanthavy Manikham, 104 OTB, 3-5089, [timer@ocean.washington.edu](mailto:timer@ocean.washington.edu)

**RECEIVING OF MAIL, PACKAGES:** Chanthavy Manikham & April Timer, 104 OTB, 3-4357

**SENDING EXPRESS PACKAGES:** Chanthavy Manikham & April Timer, 104 OTB, 3-4357

**TELEPHONES, LONG DISTANCE, etc.:** Su Tipple, 105 OTB, 3-5060, [tipple@ocean.washington.edu](mailto:tipple@ocean.washington.edu)

**TIME SCHEDULE/ACADEMIC CALENDAR/FINALS SCHEDULE/GENERAL CATALOG, ETC.:**

UW Home Page, Student Guide at <http://www.washington.edu> (current and future quarters)

**TRANSPARENCIES:** Su Tipple, 105 OTB, 3-5060, [tipple@ocean.washington.edu](mailto:tipple@ocean.washington.edu)

**XEROX ACCESS CODES:** Chanthavy Manikham, 104 OTB, 3-4357, [manikham@ocean.washington.edu](mailto:manikham@ocean.washington.edu)

**OTHER NON-STUDENT RELATED QUESTIONS:** Administrative Offices (behind Michelle's office), 3-5060