Student Handbook
for the
Environmental and
Natural Resources Policy
Ph.D. Program
Graduate Program in Environmental Science

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Preface

This handbook provides you with the information and tools to work with your major professor and Steering Committee to develop the best possible course of study for you. This is your source for the current policies regarding requirements for the ENRP PhD area of study. The information in this handbook will help you to manage the administrative end of your PhD program, something rarely discussed but absolutely necessary! Keeping track of your progress through the requirements is an important part of your degree program management.

It is our hope that you find this handbook useful. Policies do change from time to time, and we make our best effort to have the most up-to-date information in our handbooks. However, you may find the occasional new policy that supersedes the information here. We will post any changes on the ENRP website (www.esf.edu/enrp). Please let us know if you have suggestions to improve the handbook and/or the ENRP PhD area of study itself. As you are an essential part of our program, we ask for your comments to help us to maintain excellence in the ENRP area of study.

Sharon Moran, Coordinator, ENRP PhD Area of Study
August 2015
Introduction

The PhD program, Environmental and Natural Resources Policy (ENRP), is currently administered by the Graduate Program on Environmental Science (GPES) of the Division of Environmental Science. We are delighted that you have joined our unique group of graduate students, faculty, and researchers who share a deep concern for the development and application of interdisciplinary approaches to the stewardship of natural resources.

The purpose of this handbook is to serve as a guide to policies and procedures of the ENRP PhD. Policies that pertain to you are set at several levels. The New York State Education Department and SUNY establish basic policies for all graduate programs. The ESF College Faculty has adopted a comprehensive set of graduate policies. These are published in the College catalog. The forms required to implement College policies are available at: www.esf.edu/graduate/graddegreq.htm. In addition, the ESF Graduate Student Association has a Graduate Student Handbook that provides general advice for all ESF graduate students. It is available at www.esf.edu/org/gsa/handbook.htm.

The Area of Study

The Doctor of Philosophy (PhD) graduate degree program at ESF helps students to think critically and independently; comprehend the processes of science and effectively apply scientific principles and professional procedures; attain proficiency in the current knowledge in their respective fields; develop competence in technical skills and tools required in their disciplines; demonstrate high standards of performance as scientists, educators, and professionals; and hone ethical practices in relationships with colleagues, other professionals, students, and the public. Graduates become successful researchers, educators, administrators, managers, and consultants. They are employed in a range of positions; collectively, they are responding to the challenges related to building more sustainable relationships with resources and environments at local, regional, and global scales.

The PhD in ENRP is offered through the Graduate Program in Environmental Science. It is open to both students with and without some prior background in the field. We expect that students with background in a related field can complete the PhD degree in three (3) to five (5) years. However, students with less foundational background, and little or no environmental or natural resources experience, may need more than five (5) years to complete the program.

A checklist is available to facilitate detailed program planning and to document the steps required for graduation (Appendix A). Each student is responsible for meeting all ESF and program requirements, and the checklist is designed to help you to keep track.

Our program has many policies that shape it, however, students should be aware that the administrators do consider exceptions from policies through a mechanism called a petition. While a few graduate students complete their entire degree programs without having to file a single petition, many of our students do find themselves in need of a variance regarding ESF, GPES, or ENRP policies.
This typically comes about because of our students’ diverse backgrounds, interests, degree programs, and personal lives. The petition mechanism allows students a way to request a waiver from a policy while providing documentation for their academic file. The correct vehicle to use is the “Petition to the Faculty” (see Appendix B for more information on petitions). Petition forms may be obtained from the Registrar’s Office, 111 Bray Hall.

The interdisciplinary nature of the ENRP program brings with it a unique administrative approach. Because our participating faculty members are affiliated with more than one academic department, you will need to become familiar with the ENRP Coordinator, Professor Moran, the GPES Director, Professor Yanai, the GPES office coordinator, Cariann Linehan, as well as the administrative personnel of the academic department of your Major Professor (MP).

I. Overview

A. Prerequisites

The doctoral program is designed to be a three (3) to five (5) year experience. Doctoral study is normally built upon a master’s degree, and students who are accepted to the ENRP PhD program must have an earned graduate degree (e.g., MS, MBA, JD, MD, PhD). In some instances, doctoral work can be undertaken directly after a baccalaureate degree. However, this would require a petition to the ENRP Program Committee for approval.

Students are accepted into our programs with a variety of backgrounds. Deficiencies in prior coursework may have been identified in your letter of admission and/or discussion with your Major Professor. If not completed prior to matriculation, appropriate classes should be taken during residence. Either undergraduate or graduate courses may be taken to remedy deficiencies, depending on the circumstance. Undergraduate courses are not included in grade point averages, and do not count toward satisfying the minimum number of required graduate credit hours.

B. Transfer Credit

Up to thirty (30) credits of graduate level coursework, earned as part of a conferred master’s degree, may be transferred (by petition) to a doctoral degree with approval of the steering committee. This is done through the approval of the Graduate Student Study Plan (via myESF and/or the 3B Form).

Up to six (6) credits of graduate coursework in which a minimum grade of “B” was earned from an accredited institution and not used to complete another degree may be accepted towards completion of a Doctoral degree as approved by the steering committee. However, students may transfer no more than nine (9) credits of credit-bearing, non-degree ESF coursework to graduate programs. All transfer credit will remain tentative until official, final transcripts are received. See the ESF College catalog for full details pertaining to transfer credit.
C. Steering Committee

You must form a Steering Committee to provide advice about your coursework, doctoral candidacy exam, Ph.D. research proposal, and other aspects of the program. The Steering Committee is composed of your major professor (advisor), who is assigned to you at admission, and at least two other faculty members or other qualified persons. A new major professor, different from the one originally assigned, can be requested by submitting a new Form 2A (available from the ESF Office of Instruction and Graduate Studies (227 Bray Hall) and at www.esf.edu/graduate/graddegreq.htm). If you have two co-major professors, together they count as two committee members. In consultation with your major professor, you choose who will be on your steering committee during the first two semesters.

To have your steering committee assigned, you must submit Form 2A, Steering Committee (available from the ESF Office of Instruction and Graduate Studies (227 Bray Hall) and at www.esf.edu/graduate/graddegreq.htm). This form must be signed by the ENRP Coordinator and a copy submitted to the Coordinator for program records.

As a graduate student, your progress is your responsibility and you are accountable for it. You should meet at least once a year with your steering committee, but frequent informal meetings with your major professor and individual committee members are necessary for a successful experience in the doctoral program.

D. Coursework Requirements and Guidelines

The PhD degree requires a minimum of sixty (60) total graduate credit hours (ESF policy). A total of forty-eight (48) hours in graduate coursework are required, of which twenty-four (24) credit hours must be taken in residence at ESF. In addition, PhD students must complete at least twelve (12) credit hours of thesis research credit (FOR 999 or ENS 999: Doctoral Dissertation, corresponding to the departmental affiliation of your major professor). You will develop your program of study to satisfy the coursework requirements in consultation with your major professor and steering committee.

Coursework should provide a coherent body of theory, a set of appropriate methods to engage that theory, and should focus on an important area of application beyond the specific work done for the graduate degree (see Appendix C for guidance in coursework).

In addition to the general graduate requirements set by the College (see the College Catalog, available at www.esf.edu/catalog), ENRP has established the following specific requirements for this area of study:

Core Competencies

The PhD in Environmental and Natural Resources Policy is offered through the Graduate Program in Environmental Science. Doctoral students are expected to be able to integrate the biophysical sciences and policy-related social sciences toward a greater understanding and resolution of important problems in environmental and natural resources policy.
This set of requirements described below is sometimes called ‘the four-box model,’ and it encapsulates the core ideas of the program.

The four box model helps distinguish ENRP’s requirements from those of other areas of study within GPES, as well as other doctoral programs.

All students in the ENRP Ph.D. area of study are required to complete coursework to meet the following four competencies: biophysical science, policy-related social science, research methods, and advanced natural resource and environmental policy. Twelve (12) credit hours of coursework are required in each competency, as follows.

**Biophysical Science** – 12 credit hours in at least 500 level courses in a definable area of biophysical science competency, (e.g., forest science, wetlands, conservation biology, water resources).

**Policy-related Social Science** – 12 credit hours of 600 or higher level policy-related social science courses, including at least one government course and one economics course

**Research Methods** – 12 credit hours of 600 or higher level courses in research methods, including a general research methods course (required), and other methods courses (e.g., qualitative research methods, quantitative methods, GIS, spatial statistics.)

**Advanced Natural Resource and Environmental Policy** – 12 credit hours at the 700 level in policy analysis, program evaluation, and two additional courses

The ENRP Course Distribution Form must be attached to your 3B Form for approval by the ENRP Coordinator (Appendix D) to show how your proposed courses meet the competency requirements.

**Seminars**

All students must take two 797-type topical seminars offered by any ESF Program or Department, or any Syracuse University Department.

**E. Student Program of Study (3B)**

After forming your steering committee, you should fill out Form 3B, the Graduate Program of Study (available from the Office of Instruction and Graduate Studies (227 Bray Hall) and at [www.esf.edu/graduate/graddegreq.htm](http://www.esf.edu/graduate/graddegreq.htm)). This form must be signed by your major professor, all of the members of your steering committee, and the ENRP Coordinator. Once approved, Form 3B serves as an institutional endorsement of your graduate program of study and protects you by officially stating the courses you will complete and when you will complete them, and how you will complete your thesis requirements. Students who change their program of study must submit an updated Form 3B (signed by your major professor, all of the members of your steering committee, and the ENRP Coordinator) to the Office of Instruction and Graduate Studies.
F. Preliminary Examination

This examination assesses the students’ basic knowledge in the chosen field of study. The results of this examination may be used to determine a student’s suitability for a doctoral program, suitability for continuation in the doctoral program, or as a guide in selecting coursework and developing a program of study. The examination is optional; a student’s major professor and steering committee determine if a student must complete this examination.

G. Dissertation Proposal

As soon as possible, you will write a research proposal that documents your plan for dissertation work. The proposal should be given to your major professor and each member of your steering committee. You must also submit a copy to the ENRP Coordinator.

As the proposal and plan is revised and added to, copies should again be provided to all committee members and your file. Your proposal should include:

- Title, abstract, and key words
- A clear statement of your research question;
- A description of the study problem giving significance and rationale, including how your study would make an original contribution to a body of knowledge;
- A literature review discussing current knowledge of the problem;
- A conceptual framework identifying the theory base and specific hypotheses and/or research questions;
- Research design, including goals and objectives;
- Detailed methods for data collection, management, and analysis to achieve your study objectives;
- Considerations for the protection of human subjects;
- Organizational affiliation or sponsorship, if any;
- Data management plan;
- Timeline; and
- Budget & funding sources.

H. Doctoral Candidacy Examination

After completion all required coursework, PhD students take a candidacy examination. To initiate your doctoral candidacy examination, in consultation with your major professor, you must complete Form 6B Request Chair of Doctoral Candidacy Exam (available at www.esf.edu/graduate/docexam.htm), submit it to the ENRP Coordinator and forward the signed form to the Office of Instruction and Graduate Studies (OIGS). In addition to your Steering Committee, at least one (1) additional faculty member or other qualified person is required for doctoral candidacy examination (for a minimum of four people). The OIGS will officially appoint your committee and send you Form 6C. They also appoint an Examination Committee chair, typically from a Department different than that of your major professor, who will administer the exam. You should then contact all the members of the committee, including the chair, to schedule a planning meeting for your examination.
You must inform OIGS of the date of your examination planning meeting in advance to allow them time to confirm the arrangements with the committee. The planning meeting is the time to discuss exam content and format with the examination committee. Scheduling of both the written and oral components of the exam takes place at this meeting, so be sure to remind everyone to bring their calendars. The planning meeting can be held a few months in advance of the expected exam date to ensure clear understanding regarding exam content and proper preparation.

The doctoral examination consists of a written examination and an oral examination. Two (2) types of written examinations are possible: 1) a scholarly report on a topic outside the area of the student’s dissertation research, or 2) a series of written questions from each examination committee member. The type of examination is decided in consultation with your major professor and steering committee.

The oral examination typically takes place about two (2) weeks after the written examination is completed. Questions for the oral examination address the written examination or other areas appropriate to the objectives of the examination, including subject matter in associated fields. The objectives of the oral examination are to: 1) determine the student’s breadth and depth of knowledge in the chosen field(s) of study, and 2) assess the student’s understanding of the scientific process.

**I. Dissertation**

A focal point of doctoral graduate study is the dissertation. A dissertation is a document that clearly demonstrates your graduate level accomplishments. It details the results of your scholarly endeavor and is the subject of the dissertation defense. The dissertation defense must take place no less than one (1) year, and no more than three (3) years, after the candidacy examination. This is an important point that requires some planning on your part.

A PhD dissertation should demonstrate that the student has: 1) a complete understanding of the state of knowledge in the field of study, 2) conducted a research program at a conceptual level, often demonstrated by the reformulation or creation of theories with new knowledge developed as original work through the formulation and testing of hypotheses, and (3) demonstrated skills in research tool use (e.g., statistics) and methods. Dissertations that fulfill these aspects should lead to a number of refereed articles in highly influential journals.

The ENRP Area of Study accepts two dissertation styles: 1) the traditional style or 2) the manuscript style. The traditional style is described at [www.esf.edu/graduate/graddegreq.htm](http://www.esf.edu/graduate/graddegreq.htm). Guidelines for preparation of a manuscript style dissertation are available in Appendix E.

Examples of abstract and vita page are available at the web page noted above. PhD students and their major professors and steering committees decide which style – traditional vs. manuscript – is appropriate for each student. The ENRP dissertation title page is to be signed by the Major Professor, Chair of the Doctoral Dissertation Defense Committee, the Coordinator of the ENRP (instead of the Department Chair) and the Dean of the Graduate School. An example can be found in Appendix F.
J. Capstone Seminar

All ESF PhD students must present a capstone seminar on their research. You should submit all of your capstone information to the Graduate Office (227 Bray Hall) and to the Graduate Secretary in the department of your major professor. You will need to set up the time, day, and location of your capstone after checking with your major professor and steering committee members. This information must be given to that Graduate Secretary as well as the GPES secretary, Cariann Linehan, Baker 134 preferably three weeks in advance of your capstone. The Graduate Secretary will produce a flyer and have copies posted around campus.

Timing of the capstone varies across campus, following two general approaches. One approach is to give the capstone when you are in the final stages of dissertation writing (a final draft, not the first one). This provides you with the opportunity to clarify your work by having to present it in oral form at the capstone seminar. In addition, discussion at the seminar often raises interesting ideas for inclusion in the discussion portion of the dissertation.

The other approach is to present the capstone the hour immediately prior to the defense of dissertation. The capstone is open to the public. This approach requires at least a 3-hour block of time for the committee to accommodate both events.

K. Dissertation Defense Examination

The dissertation defense is conducted by your steering committee and two (2) or more additional examiners, for a minimum total defense committee of five (5) people. In addition, the Dean of Instruction and Graduate Studies appoints a faculty member from outside ENRP to supervise the examination. Students must fill out Form 5B: Request to Appoint Defense of Thesis/ Dissertation Examination Committee (available from the OIGS (227 Bray Hall) and at www.esf.edu/graduate/defense.htm) to appoint a thesis examination committee.

When the OIGS receives the signed form, a chair will be appointed for the defense. You will then receive Form 5C, which officially appoints your committee, at which time you need to contact all members of the committee, including the chair, to schedule your defense.

The student is responsible for working with the major professor, OIGS, and all examining committee members to plan the examination and meet all deadlines for delivery of materials. Form 5B should be submitted to the OIGS at least one (1) month prior to the anticipated defense date. The student must inform the Office of Instruction and Graduate Studies of the agreed upon date, time, and location for the defense at least two (2) weeks in advance of the defense date. A final draft of the thesis must be delivered to each member of the Defense Committee, including the Chair, at least two weeks prior to the defense date. You should also check the OIGS website for current academic deadlines (www.esf.edu/graduate/deadlines.htm) associated with eligibility for graduation.
II. Resources

A. ENRP Coordinator: 220 Marshall Hall

Dr. Sharon Moran is the Coordinator of the ENRP PhD Program, which administers the ENRP PhD degree program, under the auspices of GPES.

B. Departmental Offices

Cariann Linehan is the office coordinator for the GPES graduate program. Her office is located at 202 Baker and her email is clinehan@esf.edu. She records changes in your local address, phone number, etc. In addition, she monitors the status of various aspects of your program on a database. It is important to keep this office informed of all changes, additions, or deletions of information in your program.

Dr. David Newman is the Chair of the Department of Forest and Natural Resources Management (FNRM). His office is located in 320 Bray Hall. His phone number is 470-6534 and his email address is dnewman@esf.edu.

Deb Sovocool is the Graduate Secretary for FNRM. Her office is in 320 Bray Hall. Her phone number is 470-6536 and her email address is dgsovoco@esf.edu. Ms. Sovocool is the record keeper for the FNRM graduate program. She records changes your local address, phone number, etc. It is important to keep this office informed of all changes, additions, or deletions of information in your program.

Dr. Benette Whitmore is the Chair of the Department of Environmental Studies (ES). Her office is located in 106 Marshall Hall. Her telephone number is 470-6636 and her e-mail address is bwhitmor@esf.edu.

Rebecca Hart is the Secretary for Environmental Studies. Her office is located in 107 Marshall. Telephone: 470-6636. E-mail: envsty@esf.edu.

C. Conference Rooms

There are many ESF spaces that are available for use. You will find a list of these spaces and the process by which to reserve it at: http://www.esf.edu/space/spaces.asp Conference rooms in 105 Marshall, 314 and 324 Bray Hall are good settings for meetings and seminars, including graduate student capstone seminars. The rooms may be scheduled for student meetings. Ms. Deb Sovocool (320 Bray Hall) keeps the schedule for 314 and 324 Bray, and Ms. Rebecca Hart (106 Marshall) schedules 105 Marshall. During unscheduled periods these conference rooms are available for informal discussions and study.

D. Computer Access and Email

Like most universities, SUNY-ESF relies on e-mail for most communications: SUNY-ESF students must have an email account assigned to them by the Registrar upon enrolling. You should make sure that all members of your committee have your email address and you have theirs. This is especially important if you use a non-SUNY-ESF or non-SU address for most of your communications.
If you prefer to use an e-mail account other than your ESF account as your primary, you will need to have your student account forwarded to that account (go to Syracuse University Hinds Hall for instructions about how to have mail being sent to their assigned email account forwarded). It is your responsibility to regularly access your student account to receive important messages sent by faculty and administrators.

A laptop computer is a great convenience and virtually all ESF graduate students bring one (or a tablet) when they commence their studies. Also, our campus has various computer facilities available for student use at locations including Moon Library and the Academic Computer Center in Baker Laboratory. In addition, computer clusters located at Syracuse University are described on their website (http://cms.syr.edu/labs). Both the ESF and SU campuses have WiFi although coverage is not complete. If you are interested in additional computer resources, check with your major professor.

**E. Equipment**

Many classrooms at SF have projection equipment installed in place; in addition, students can borrow projectors for class presentations and seminars in other classrooms. Consult your major professor about what is available through your professor’s home department.

Support for additional needs may be requested from the ITS group and note that you may need approval from your professor to access the ITS equipment.

**F. Mailboxes**

You may have a mailbox in the Department of your major professor; contact their Department secretary for details.

**G. Office Space**

It has been the general practice of SUNY-ESF that graduate students are provided with desk space as needed. Because of limited facilities and the flux of students in residence, the assignment of such space usually takes a few weeks. Students should find out if their major professors has arranged for office space and work with her/his academic department to request office space if needed.

**H. Keys**

Keys for office/desk space and related building access may be obtained by formal request to the Graduate Secretary in the academic department of your major professor. You will fill out cards to be signed by the departmental Chair. Student must take the cards to the Business Office (1st floor) where a $5.00 refundable deposit will be charged the student for each metal key and a $5.00 (non-refundable) building entrance key or access will be charged (entrance access charges vary according to building). Students then take the receipts and the cards to the University Police (19 Bray Hall) where the keys will be ordered and your building access programmed.
I. Assistantships and Fellowships

Assistantships

ESF offers two (2) types of assistantships: Graduate Assistantships and Research Assistantships. Each year, ESF awards Graduate Assistantships based on faculty recommendations. They are primarily used to assist professors teaching undergraduate and graduate courses. Each spring, students who will be returning in the fall are notified by the FNRM and ES Graduate Coordinators as well as GPES Director Prof. Ruth Yanai of the projected Graduate Assistantship allocation and are formally requested to apply. Incoming students are also included in the selection pool. Application forms for Graduate Assistantships can be obtained from 320 Bray Hall for FNRM and 107 Marshall for ES as well as the GPES office. Each student must apply each year that support is desired. Graduate Assistantship assignments are decided in the spring semester for the next academic year. Students may also apply in the fall for consideration for openings in the spring. If you receive a Graduate Assistantship, you are entitled to a discount of 10% at the University Bookstore in the Schine Student Center at Syracuse University. Discount letters may be obtained from 320 Bray Hall.

As a research university, SUNY-ESF is involved in numerous externally funded projects, many of which support graduate students through Research Assistantships. Each project is managed by a Principal Investigator, who is responsible for selecting staff, including Research Assistants. Students interested in Research Assistantships should discuss opportunities with their major professor.

Fellowships

Fellowships are awarded to students based on various competitive scenarios, usually involving an evaluation of a student’s background, degree of accomplishment, and promise for future professional and personal development.

You may be eligible for college level fellowship competitions or those within FNRM, ES, or GPES. Check with each department to learn about fellowship opportunities. The Edna Bailey Sussman Fund can provide stipends to graduate students to support semester-long and summer internship experiences. Sussman fellowships support a broad range of interest areas, including forest and natural resources management. Sussman applications are treated competitively. Awards are usually in the range of $2,500-$3,000. Interested students should request the document “E.B. Sussman Fund: How to Apply” from the Office of Instruction and Graduate Studies (227 Bray Hall).

J. College Properties

SUNY-ESF has four forested properties available for demonstration and research: the Svend O. Heiberg Memorial Forest, about 25 miles south of the main campus, and three properties in the Adirondacks: the James F. Dubuar Memorial Forest, the Archer and Anna Huntington Wildlife Forest, and the Charles Lathrop Pack Demonstration Forest. See the ESF College Catalog for additional non-forested properties. Consult with your major professor for possible opportunities associated with the properties.
**K. Interdisciplinary Graduate Study and Concurrent Master’s Degrees**

ENRP graduate students are eligible to apply for concurrent degree programs; consult with your Major Professor about whether one of these programs might advance your educational and career goals. All concurrent degrees require a separate application process through the Graduate School.

Programs that provide the student with a concurrent Masters degree from Syracuse University are available with the following SU schools:

- MBA with the School of Management,
- MPA with the Maxwell School of Citizenship and Public Affairs,
- Newhouse School of Public Communications,
- School of Education, and
- Applied Statistics MS degree.

Additional opportunities with other Syracuse University schools may be available upon consultation with the appropriate school at SU and the ESF Graduate School. These concurrent degree programs usually add a year to the normal program of study.

To be eligible, a student must have: 1) matriculated full-time at ESF for at least one (1) semester, 2) a grade point average of at least 3.75, 3) be formally accepted into the concurrent degree program by the other School, and 4) file a petition with the ENRP Program Coordinator. Students in concurrent Master’s degree programs can “double count” six (6) credit hours towards their ENRP requirements. More details are available here: [http://www.esf.edu/graduate/special.htm](http://www.esf.edu/graduate/special.htm).
# Appendix A: Environmental and Natural Resources Policy PhD Checklist

<table>
<thead>
<tr>
<th>Step</th>
<th>Procedure Description</th>
<th>Responsibility</th>
<th>Target Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Propose steering committee (Memo through ENRP Coordinator (EC) to Office of Instruction and Graduate Studies (OIGS).</td>
<td>Student, in consultation with major professor</td>
<td>First year</td>
</tr>
<tr>
<td>2.</td>
<td>Meet with steering committee to review progress.</td>
<td>Student</td>
<td>Annually</td>
</tr>
<tr>
<td>3.</td>
<td>Meet with steering committee to discuss preliminary exam (optional).</td>
<td>Student</td>
<td>First year</td>
</tr>
<tr>
<td>4.</td>
<td>Complete preliminary exam (if required by committee).</td>
<td>Student</td>
<td>First year</td>
</tr>
<tr>
<td>5.</td>
<td>Meet with major professor and steering committee to determine appropriate coursework (Form 3B through EC to OIGS).</td>
<td>Student</td>
<td>First year</td>
</tr>
<tr>
<td>6.</td>
<td>Request appointment of doctoral candidacy examining committee (Form 6B with Appendix D through EC to OIGS).</td>
<td>Student (major professor)</td>
<td>At least 4 weeks before proposed exam date</td>
</tr>
<tr>
<td>7.</td>
<td>Meet with examination committee to schedule candidacy exam Form 6D to OIGS (Form 6E to OIGS).</td>
<td>Student (chair)</td>
<td>Minimum of 1 year before dissertation defense</td>
</tr>
<tr>
<td>8.</td>
<td>Complete candidacy exam (Form 6F to OIGS).</td>
<td>Student (chair)</td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>Prepare detailed proposal for dissertation research.</td>
<td>Student (in consultation with major professor &amp; steering committee)</td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>Meet with major professor &amp; steering committee to review research proposal. Copy final proposal to major professor, steering committee, and ENRP secretary.</td>
<td>Student</td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>Submit draft of dissertation to major professor for review, then to Steering Committee.</td>
<td>Student</td>
<td>As appropriate for projected defense date</td>
</tr>
<tr>
<td>12.</td>
<td>Request appointment of examining committee and committee chair (Form 5B through EC to OIGS).</td>
<td>Student (GEC)</td>
<td>At least 4 weeks before proposed defense date</td>
</tr>
<tr>
<td>13.</td>
<td>Present Capstone Seminar.</td>
<td>Student</td>
<td>Before defense</td>
</tr>
<tr>
<td>14.</td>
<td>Schedule defense date with committee (including committee chair) and notify OIGS.</td>
<td>Student</td>
<td>After major professor approves draft dissertation</td>
</tr>
<tr>
<td>15.</td>
<td>Submit dissertation and abstract in final form to examining committee.</td>
<td>Student</td>
<td>At least one week before defense date</td>
</tr>
<tr>
<td>16.</td>
<td>Defend dissertation (Form 5E OIGS).</td>
<td>Student (chair)</td>
<td>As scheduled</td>
</tr>
<tr>
<td>17.</td>
<td>Submit corrected dissertation and abstract to major Professor &amp; defense Chair for final approval and signing.</td>
<td>Student</td>
<td>As scheduled at defense</td>
</tr>
<tr>
<td>18.</td>
<td>Submit copy of abstract to EC.</td>
<td>Student</td>
<td>At time of cover page signing</td>
</tr>
<tr>
<td>19.</td>
<td>Submit dissertation to Department Chair for approval and signing.</td>
<td>Student</td>
<td>Before graduation</td>
</tr>
<tr>
<td>20.</td>
<td>Submit copies of dissertation and abstract to OIGS for signature and binding.</td>
<td>Student</td>
<td>Before graduation</td>
</tr>
<tr>
<td>21.</td>
<td>Certify completion of all requirements (Form 9, through EC to OIGS).</td>
<td>Major professor</td>
<td>Before graduation</td>
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</tbody>
</table>
Appendix B: Petitions

A. Background

The petition process exists to provide needed flexibility in the curriculum. Students often encounter situations that require minor adjustments from the academic requirements. As such, petitions at ESF generally handle two basic kinds of actions: 1) variances to degree requirements and 2) transfer of credit from another institution after the admissions process is completed. Petition forms are available from the Registrar's Office. Before completing a petition form, meet with your major professor. Many simple problems can be solved with a memo from your major professor to the ENRP Coordinator.

B. Completing Petition Forms

Complete the petition forms legibly and clearly explain what you want to have happen. Four parts of the petition form must be completed:

1. **Informational Heading.** Be sure to complete the contact numbers and sign at the appropriate place (because of the layout, this is often omitted).

2. **Request.** This should be clear and concise. What is the variance being requested? What specific course (from what institution) is being transferred?

   - Requests to substitute courses require the consent of the instructors.

   - Often, the best way to fill out a petition is to write a simple memorandum and attach it to the petition form.

3. **Justification.** This should be clear, logical, and detailed. You want to include a reasoned justification for the request. Explain the rationale for your request. Clarity is important, but more detail is better than less. It is important to remember that those acting on the petition will only see what you have written as a justification for your request. If the request is a variance, what are the circumstances? If a course transfer, what requirement do you want the course to fulfill? Depending upon what is being petitioned, you will want to include additional information here:

   - Variances. The student to obtain any additional items that are helpful - letters of support or explanation from relatives, doctors, instructors, etc. - and to attach them to the petition before the advisor signs the petition.

   - Course transfers. The student must attach a description of the course, obtained from a catalog and/or website; the syllabus can also be helpful to administrators seeking to understand what a course at another institution actually includes.

4. **Signatures.** Graduate petitions must be signed by your major professor, as well as the ENRP Program Coordinator (Moran), the GPES Director (Yanai), and the head of the Division of Environmental Science (Briggs). Completed petitions will be acted upon in a timely fashion, usually within a week or two. If fully approved, Prof. Briggs will sign the petition and forward it to the Dean of Instruction and Graduate Study for final approval. The Dean may choose to consult with the Committee on Instruction (Academic Standards Subcommittee) before acting. If approved, the petition is forwarded to the Registrar, who makes the appropriate change in the record.
C. Additional Information on Some Typical Petitions:

1. Starting a concurrent degree program with Syracuse University
   (requirements in College catalog). This is one of the more complicated processes to
   petition because so many parties are involved. The ENRP Core Committee needs to
   understand how the second degree will impact your progress toward your original
   degree. The Office of Instruction and Graduate Studies needs documentation
   showing your eligibility. Finally, the Syracuse University department in which you are
   planning to study needs to know enough about you to make a decision. At a
   minimum, you will need to provide:
   
   1) a new Form 3B with all the classes you plan to take for both degrees,
   
   2) a current transcript,
   
   3) the Concurrent Degree application form (available from the Office of
      Instruction and Graduate Studies), and
   
   4) a completed petition form.

2. Extension of an Incomplete for a class. As for the extension for completion of
   degree requirements, you must describe what you have left to complete and when
   you expect to complete it. The petition must be accompanied by a current transcript.
   Multiple incompletes will be scrutinized more carefully than a single event.

3. Adding a Course After the Add Deadline.
   After the add date, about 10 days into the semester, students must petition to add a
   class. By that time, considerable material usually has been presented, and the
   instructor has the right to refuse admission. If the instructor approves the petition it
   is virtually always successful. Note: ESF charges additional fees for adding a course
   after the add deadline.

4. Dropping a course after the drop deadline.
   In contrast to late adds, no petition is harder to get approved than one to
   withdraw from a course after the drop deadline. Late drop petitions go
   automatically to the Academic Standards subcommittee, who look for some
   significant circumstance that occurred after the drop date (which is a couple
   months into the semester). Before filing such a petition, be sure you have read
   about the process on the Registrar's FAQ page(important enough to reproduce
   below).
Guideline Criteria for Successful Late Drops.

A petition must exhibit a clear and significant mitigating or extenuating circumstance outside of "normal" and predictable distractions from college coursework, etc. Examples might include illness, injury, death in the immediate family, financial emergency, and others.

The mitigating or extenuating circumstance must occur after or extend beyond the college designated "drop deadline."

The mitigating or extenuating circumstance must be clearly the result of actions outside the control of the student, i.e. not self-inflicted hardship. Similarly, if the student is innocently a victim of poor advising or administrative mishandling, justifiable grounds for the petition may be found.

The clear message contained in these criteria should be "late drops are only justifiable under exceptional conditions." The drop deadline placed by the college (ESF, not SU – these two differ in intent and date) is exactly that - normal drops are not accepted after that deadline. You may find it useful to see what isn't appropriate as well as knowing what is appropriate.

The following are "typical" examples of petition justifications which would not be accepted:

- student missed the "drop deadline" by accident,
- student coursework load is too heavy,
- student is failing the course,
- student has missed too many classes or has fallen too far behind,
- student has changed major and the course is not required in the new major,
- student intends to retake the course later or at another college, or
- student gambles unsuccessfully in taking an exam or attempting a project on or after the drop deadline.

Two other points are of noteworthy consideration: first, a late change to "audit" a course is considered equivalent to dropping, and all the above criteria apply; second, a petition to late drop is not approved until final review by the Dean of Instruction and the Subcommittee on Academic Standards. Students petitioning for late drops should continue to attend class until they receive final notification of the subcommittee's action. Even if your advisor and instructor approve the petition, it is not officially accepted until the college has taken action.
Appendix C: Guidelines for Coursework

Selection of an appropriate program of study involves thinking well beyond ENRP and ESF graduation requirements. ENRP and ESF have a strong tradition of minimizing general requirements for graduate studies. Instead, the Faculty relies on the wisdom of major professors, committee members, and individual students to guide program development and selection of courses. The following guidelines, however, provide a framework for developing strong programs.

Graduate study in ENRP should include: 1) a body of knowledge, 2) a set of methodologies for exploring the theoretical framework(s) associated with that knowledge, and in some cases testing hypotheses, and 3) an applied understanding of how the results are important to an identified user clientele or scientific peer group.

Theory is usually understood as the body of testable hypotheses that compose an area of study. For the past century or more, academics have organized areas of study or disciplines around sets of common phenomena and bodies of theory and research methods used to explore these phenomena. Chemistry, sociology, geography and economics are examples of major disciplines.

The first step in developing a program of study is to select the right body of knowledge and/or thematic area of study for you. For any of these bodies of knowledge that you choose to focus on, there will be some critical theories plus several subsets of theory, depending on your specific application.

Research methodology includes specific techniques for gathering data, such as using social survey instruments, sampling or experimental designs, analytical tools, or parameter estimates using regression or logit models. Methodology also includes development of a broad understanding of science and/or other scholarly approaches to knowledge, their philosophical dimensions, and the common sense of purpose and values across all forms of science.

Aiming research at important problems requires exposure to people who have already mastered the winnowing of scientific “wheat from chaff.” This is the reason that both the MS and PhD program rely heavily on apprenticeship ties to major professors, committees, and faculties. It is also one reason that ENRP and ESF require seminar experience.
Appendix D: Environmental and Natural Resources Policy Course List

Student ________________________________ Date ___________

<table>
<thead>
<tr>
<th>Requirement/Courses</th>
<th>Credits</th>
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<tr>
<td><strong>A. Biophysical Science:</strong> Twelve (12) credit hours of 500 or higher level courses in a definable area of biophysical competency, e.g. ecology, forest science, wetlands, conservation biology, water resources, energy, environmental health.</td>
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<tr>
<td><strong>B. Policy-Related Social Science:</strong> Twelve (12) hours of 600 or higher level policy-related social science including at least one government course and one economics course</td>
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<tr>
<td><strong>C. Research Methods:</strong> Twelve (12) credit hours of 600 or higher level courses including a general research methods course (required) and others such as qualitative methods, quantitative methods, GIS, and spatial statistics</td>
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<td>1.</td>
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<tr>
<td><strong>D. Advanced Natural Resource and Environmental Policy:</strong> Twelve (12) credit hours at the 700 level in policy analysis, program evaluation, and two additional policy courses</td>
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Total (must be greater than 48) ____
Appendix E: Description of Manuscript Option for Writing PhD Dissertation

(adapted from a Faculty of Forest and Natural Resources Management Graduate Education Committee memo “Proposed Manuscript Option,” dated April 23, 1993).

As an alternative to the traditional thesis, the ENRP program accepts manuscript-oriented submissions to fulfill, in part, the requirements of the PhD degrees. The manuscript format is intended to facilitate the dissemination of graduate research findings in peer-reviewed journals. The manuscript format may be advantageous to graduates who will be evaluated based upon their publication record.

The difference between the two options is one of organization and structure; the same high standards of thesis quality, innovation and comprehensiveness are expected. The writing is expected to be more concise than in a traditional dissertation and the chapters intended for publication will omit extraneous material. Additional chapters or appendices should include material important to the larger body of work but not contained in the individual manuscripts. Two (2) to three (3) manuscripts are expected for PhD dissertations. Students are advised to discuss this option with their major professor and their steering committee before committing to this format.

ENRP provides the following specifications for students choosing the manuscript format.

A. The Manuscripts

Manuscripts must be written solely by the student. Although the manuscripts ultimately may be co-authored with other faculty or students, the graduate student is required to prepare a new and original manuscript for submission. As with all technical writing, the work will be judged on: 1) the importance of the contribution to the student’s research field, 2) the technical soundness of the paper(s), and 3) the organization and style.

The manuscripts need not be submitted to a journal prior to the defense, but must be in a format that would make them acceptable to a journal editor. The student may initiate the submission process following the successful completion of each manuscript or following the successful defense.

The student must select a journal (a leading peer-reviewed journal in their field) and prepare the manuscripts following the guidelines set forth in that journal. The organization of most manuscripts will conform to the standard scientific style: introduction, methods, results and discussion; other styles may be appropriate in some disciplines. The introduction of each manuscript should identify the important question or issue that is the focus of the research in terms that can be easily understood by a general reader, especially in cases where the subject of the manuscript is highly technical and likely to be understood in detail only by specialists. Likewise, the discussion section of each manuscript should describe the inferences deriving from the work in terms that make their importance clear to the general reader. Each manuscript within a thesis must stand on its own as a significant individual contribution. Unlike the traditional thesis, lengthy literature review sections are rarely appropriate.
If the subject area of the manuscript has been reviewed recently, citation of said review(s) can replace an exhaustive review of the primary literature. In cases where a detailed literature review is necessary, this may be done in the Introduction section of the thesis, as described below.

**B. The Thesis Introduction and Summary Sections**

The manuscripts must be introduced and concluded with Introduction and Summary sections. These sections are critical to the synthesis of ideas presented in the manuscripts; they transform a set of manuscripts into a comprehensive body of original work deserving of a graduate degree. Therefore, substantial care and thought must go into the thesis Introduction and Summary sections.

The Introduction must place the full body of work in some historical context and adequately sets the larger research issues. It must then provide a rationale for the reader to follow the links between the separate manuscripts. In many instances, the Introduction section may provide a more substantive literature review than the individual manuscripts. The Summary must provide a synthesis of the research findings and draw conclusions beyond the scope of the individual manuscripts. The manuscripts must all be related. While they may report on different and separate studies, the Introduction and Summary must show that the works are integrated and related at a fundamental scientific level.

For additional specifics, see the document posted on the OIGS Graduate School website titled “Instructions and Guidelines for Formatting a Thesis or Dissertation (updated February 2012.”) Available here: [http://www.esf.edu/students/graduation/grad/documents/Format_Guidelines_21712.pdf](http://www.esf.edu/students/graduation/grad/documents/Format_Guidelines_21712.pdf)
MOZART DIDN’T DIE: 
HE DECOMPOSED

by

H. R. Pile

A Dissertation
Submitted in partial fulfillment
of the requirements for the
Doctor of Philosophy Degree
State University of New York
College of Environmental Science and Forestry
Syracuse, New York
Month Year

Approved: Graduate Program in Environmental Science

____________________________________  ______________________________________
(typed name), Major Professor        (typed name), Chair, Examining Committee

____________________________________
(typed name), ENRP Coordinator

____________________________________
(typed name), Dean, Graduate School
Appendix G: ENRP PhD Program Participating Faculty

**Colin M. Beier**, Research Associate, Department of Forestry and Natural Resources Management, and Adirondack Ecological Center, 315-470-6578, cbeier@esf.edu. Forest ecology and management, climate change, ecological economics, public policy

**René H. Germain**, Professor, Department of Forest and Natural Resources Management, 315-470-6698, e-mail: rhgermai@syr.edu. Sustainable Forestry Systems, Business

**Paul Hirsch**, Assistant Professor, Department of Environmental Studies, 315-470-6669, email: pahirsch@esf.edu. Conservation Policies, Collaboration and Conflict Resolution, Policy Analysis, Role of Science in the Policy Process.

**Valerie A. Luzadis**, (NOTE: currently serving as Interim Provost) Professor and Chair, Department of Environmental Studies, 315-470-6693, e-mail: vluzadis@esf.edu. Forest and Natural Resource Policy and Values, Ecological Economics, Sustainable Development

**Robert W. Malmsheimer**, Professor, Department of Forest and Natural Resources Management, 315-470-6909, e-mail: rwmalms@esf.edu. Forest and Natural Resource Law and Policy

**Jack Manno**, Associate Professor, Department of Environmental Studies, 315-470-6816, e-mail: jpmanno@syr.edu. Env implications of economic policy, Sustainable development, Env leadership, Ecological economics, Environmental NGOs and world politics
Sharon Moran, Associate Professor, Department of Environmental Studies, and ENRP PhD Area of Study Coordinator, 315-470-6690, e-mail: smoran@esf.edu.

Environmental policy, human dimensions of water/wastewater issues, political ecology, environment-society relations, “green’ and innovative technologies, environmental issues in post-communist countries, gender and nature, sustainability indicators

David H. Newman, Professor and Chair, Department of Forest and Natural Resources Management, 315-470-6534, e-mail: dnewman@esf.edu. Forest economics, property taxation, land use policy.

Brenda Nordenstam, Associate Professor, Department of Environmental Studies e-mail: bjnorden@syr.edu. Risk perception, communication, and assessment of env and public health hazards and env risk; Env justice, equity, and policy; Behavioral decision-making theory; Eco-tourism: environmental policy and community

Andrea Parker, Assistant Professor, Department of Environmental Studies, 315-470-6573, e-mail:amparker. Environmental communication; science and technology communication; wildlife conservation and policy; climate change mitigation and adaptation discourse and decision-making; environmental advocacy; environmental and natural resources conflict management; qualitative and critical methods; program evaluation methods
Mary Collins, Visiting Assistant Professor, Department of Environmental Studies, 315-470-6636, e-mail: mbcollins@esf.edu. Socio-environmental systems; environmental health inequality; environmental justice; environmental sociology; environmental risk perception; quantitative methods; Bayesian modeling; disproportionality; industrial pollution policy and health

Theresa Selfa, Associate Professor, Department of Environmental Studies, 470-6915, e-mail: tselfa@syr.edu. Political ecology, environmental governance, community impacts of bioenergy development, environment and development, water management, sustainable agriculture and food systems, rural development

David A. Sonnenfeld, Professor, Department of Environmental Studies, 315-470-4931, e-mail: dsonn@esf.edu. Environmental sociology; environment, development, and sustainability; sociology of science and technology; East and Southeast Asia; qualitative methods