

Graduate Handbook

**Master of Science
in Environmental Studies**

Department of Environmental Studies

State University of New York
College of Environmental Science and Forestry
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Online version:

<http://www.esf.edu/es/handbook>

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I. INTRODUCTION

Welcome to the Master of Science (M.S.) in Environmental Studies graduate program at the State University of New York College of Environmental Science and Forestry (SUNY-ESF, or ESF). We are delighted that you have joined a unique set of graduate students, faculty, and researchers who share a deep interest in environmental policy, communication, and decision-making.

The program is intended for a wide range of students, including those with undergraduate degrees in fields other than Environmental Studies. At least one undergraduate course in environmental policy or environmental communication, an ecology course, and one additional environmental science course are required for admission, however.

The program facilitates student understanding of fundamental social, political, economic, cultural, and technological forces that drive environmental degradation as well as the application of emerging approaches that can foster sustainability. It does this by drawing on a range of frameworks from the social sciences, humanities, and natural sciences. Coursework combines theoretical, practical, and applied approaches to areas such as environmental policy, environmental communication, sustainable communities, human behavior, collaborative governance, public participation, and environmental impact analysis.

The program prepares students to critically analyze and engage emerging issues and problems related to environmental affairs and sustainability. As part of one of the world's foremost schools of environmental research, the program is enhanced by SUNY-ESF's diverse expertise in the natural sciences and engineering, as well as by graduate courses at Syracuse University available to SUNY-ESF students. Courses from Syracuse University allow us to supplement SUNY-ESF faculty expertise in such areas as: energy and climate policy, environmental history, anthropology, religion, management methods for public agencies and non-profits, and environmental law.

The New York State Department of Education and the State University of New York establish policy for all graduate programs. At SUNY-ESF, the College Faculty has adopted a comprehensive set of Graduate Policies. These are published in the College Catalog. The policies and the procedures which implement College policy are contained in the ESF Faculty Governance body's "Graduate Academic Policies" document, available at: <http://www.esf.edu/catalog/policies.htm#Anchor-Graduate-53377>. In addition, the M.S. Environmental Studies program has its own specific policies, procedures, and guidelines as represented in this handbook.

II. REQUIREMENTS FOR THE M.S. DEGREE

The ESF Catalog description provides the basic framework of graduation requirements.

In their first semester, students work with their advisors to draft an *Environmental Studies MS Plan* to meet their specific goals (see p.9 for more details). The *Environmental Studies MS Plan* is an opportunity for students to give practical consideration to their learning, experiential, and career interests and objectives in narrative form and outline a sequence of courses and internship topic to help meet those objectives. As a student's program evolves, the *Environmental Studies MS Plan* may be continually updated in consultation with her or his Major Professor and/or Steering Committee. All graduate students in the Department of Environmental Studies are required to complete the *Environmental Studies MS Plan*.

Separate from the *Environmental Studies MS Plan*, all ESF graduate students campus-wide are required to draft a list of courses called the *Graduate Program of Study*. This consists of the courses you plan to take to meet your program requirements; it is submitted by filling out the MS-3B form. The *Graduate Program of Study*, developed by the student with the advice and approval of the Major Professor and other members of the Steering Committee, must be formally submitted no later than the end of your third semester. **Please note:** The *Graduate Program of Study* and the *Environmental Studies MS Plan* are two distinct documents. More information can be found on p. 9.

Prerequisites

Students are expected to begin the program with some academic background in Environmental Policy or Communication; Environmental Science; and Ecology, demonstrated through successful completion of at least one upper division course in each of these three areas. Deficiencies may have been identified in the letter of admission. If not completed prior to matriculation, these must be taken as co-requisites during the first two semesters of residence. Upper division or graduate courses successfully completed for credit may be used to satisfy deficiencies. Undergraduate courses are not included in Grade Point Averages, and do not contribute to the minimum number of required graduate credit hours. Graduate courses will be included in Grade Point Averages, but may not be used to meet program requirements.

Advanced Standing

Course transfers. A maximum of six graduate credit hours with a grade of "B" or better that have not been applied to another degree may be transferred via Petition. The Petition must include an attached syllabus, and a justification of how the courses are to be included on the student's *Graduate Program of Studies*. Petitions for course transfers are submitted following matriculation.

Concurrent Degrees

Concurrent degree students may "double-count" no more than 8 credit hours toward their M.S. degree.

Program Requirements

The M.S. in Environmental Studies degree requires 37 credit hours focused on academic scholarship and research related to environmental affairs and sustainability. Program requirements are outlined below. All courses are 3 credit hours unless noted otherwise.

The Core (12 credits)

Six core Environmental Studies courses comprise the disciplinary and methodological scope of the field and demonstrate the applicability to problem analysis and the quest for sustainability. These courses must be taken in the first year of the program.

Required:

EST 600 Foundations of Environmental Studies (Fall)

EST 626 Concepts and Principles of Sustainable Development (Spring)

AND two courses selected from:

EST 608 Environmental Advocacy Campaigns and Conflict Resolution

EST 612 Environmental Policy and Governance

EST 640 Environmental Thought and Ethics

EST 650 Environmental Perception and Human Behavior

Research Methods (7 credits)

One core Environmental Studies research methods course, an additional methods course (selected from the list below), and one Environmental Studies Seminar provide the methodological preparation necessary for the M.S. thesis proposal development and research. These should be taken the first year of the program.

Required:

EST 797 Environmental Studies Seminar (1 cr., Spring) *Students are required to take the specific section of this seminar that deals with research proposal preparation.*

Suggested:

EST 603 Research Methods and Design (Fall)

Required, one of the following. *Other research methods courses may be identified in collaboration with the student's advisor:*

APM 510 Statistical Analysis

APM 625 Introduction to Sampling Techniques

APM 630 Regression Analysis

APM 635 Multivariate Statistical Methods

EST 604 Social Survey Research Methods for Environmental Issues

EST 605 Qualitative Methods

EST 702 Environmental and Natural Resource Program Evaluation

EST 705 Environmental Policy Analysis

Thematic Area (12 credits)

Four additional courses are selected in consultation with each student's Steering Committee. The Thematic Area is used to substantively prepare the student for thesis work by building a solid knowledge of some aspect of Environmental Studies.

Thesis Research (6 credits)

All students with an approved thesis proposal take at least six credits of:

EST 899 Master's Thesis Research

In taking these credits, students are expected to develop a research-based document clearly demonstrating the student's competency in interdisciplinary environmental research and analysis. Completion of the thesis is accompanied by a Capstone Seminar and an Oral Examination and Thesis Defense (see below).

III. PROCEDURES FOR ACADEMIC ADVISING

Major Professor

Each student in the MS Environmental Studies Graduate Program will be assigned a Major Professor during the admission process. During the week prior to the start of classes in the student's first semester in the program, each new student will meet with his/her Major Professor to discuss their academic and career objectives in general terms. This first advising session is intended to facilitate the selection of courses for the first semester. The session also will allow the Major Professor and student to share their expectations for the relationship and to establish a schedule for work on the student's *Environmental Studies MS Plan of Study*.

Environmental Studies MS Plan

The purpose of the *Environmental Studies MS Plan of Study* is to provide structure and coherence to each student's individualized learning within the program requirements. Students are encouraged to think reflectively about their learning objectives and how they can be achieved through a systematic program of coursework and professional experience. The *Environmental Studies MS Plan* (5-6 pages) will consist of the following parts:

- A descriptive TITLE of the student's thematic area.
- A 100 word descriptive ABSTRACT of the student's thematic area.
- A list of the student's CAREER OBJECTIVES.
- A list of the student's LEARNING OBJECTIVES.
- A 500 word DESCRIPTION of the thematic area that defines its concerns, importance, and limits.
- A 500 word RATIONALE for the thematic area's relevance to the student's career and learning objectives.
- A MATRIX showing courses to be taken and their sequence in relation to the student's learning objectives and thematic area.

The first *Environmental Studies MS Plan* must be approved prior to advising week of the first semester of matriculation (typically the end of October) and will then provide the rationale for course selection for the second and subsequent semesters. Each semester prior to advising week, the student and the Major Professor should review the *Environmental Studies MS Plan* to ensure that it continues to reflect the student's objectives and continues to provide an adequate structure for meeting those objectives. As a student's program evolves, the *Environmental Studies MS Plan* may be adjusted in consultation with her or his faculty advisor and/or Steering Committee. All graduate students in the Department of Environmental Studies are required to complete the *Environmental Studies MS Plan*.

Graduate Program of Study (Form MS-3B)

In addition to the overarching *Environmental Studies MS Plan*, students will complete and submit -- no later than the end of the third semester of matriculation -- an ESF *Graduate Program of Study* (Form MS-3B) that specifies the list of courses, seminars, and thesis credits necessary to meet degree requirements. The *Graduate Program of Study* must be reviewed and approved by the student's Steering Committee (including Major Professor) and the Department's Graduate Studies Coordinator (or Department Chair), with notification to ESF's Dean of the Graduate School. The *Graduate Program of Study* can be changed; however changes must undergo approval from Steering Committee including Major Professor as well as the Department's Graduate Studies Coordinator or Department Chair, and notification to ESF's Dean of the Graduate School. Each Major Professor should have access to an updated version on-line or in his or her advising file, and each student is encouraged to keep an updated personal copy. Please keep the *Graduate Program of Study* and the *Environmental Studies MS Plan* as two distinct documents. *Graduate Program of Study* (Form MS-3B) sheets are available on-line at <http://www.esf.edu/graduate/graddegreq.htm>.

Steering Committee

By the end of the first semester of study, the Major Professor and student will seek appointment of the student's Steering Committee, consisting of the Major Professor and at least two other faculty members or other qualified persons. The latter may include faculty members at other institutions and other recognized professionals. The Steering Committee reviews and approves the student's *Graduate Program of Study* (Form 3B), guides the development of the thesis, and reviews the thesis before the final copy is presented for defense. To ensure consistency and quality, each *Graduate Program of Study* must be approved by the Steering Committee and Departmental Graduate Studies Coordinator or Department Chair. The Steering Committee should be appointed within the first semester, and must have met by the end of the third semester of graduate study. See Course Handbook for more information.

Master's Thesis Research

In the first (Fall) semester of their first year, all MS Environmental Studies students are encouraged to take Research Methods and Design (EST 603); this three-credit course will help students to conceptualize the research process and begin to develop their thesis proposals. In the second (Spring) semester of their first year, all MS Environmental Studies students are required to take the Environmental Studies Seminar (EST 797); this one-credit course will provide a collaborative context for students to further develop their thesis proposals. The latter course will build on what students have learned about research methods and interdisciplinary paradigms of knowledge during the previous (Fall) semester.

In the first year of the program, students will prepare detailed thesis proposals for approval by their thesis committee and the Graduate Program Coordinator. Thesis proposals should be finalized by the end of the second semester. Thesis proposals will consist of the following parts (see next page):

- Title
- Introduction
- Research question(s)
- Literature review
- Research design
- Data
- Context of research
- Procedures for data collection and analysis
- Rationale for the study
- Outline of the thesis
- Timeline

The Major Professor will supervise the preparation of the thesis and will work with the student throughout the program, with the other Steering Committee members as necessary and appropriate.

Protection of Human Subjects

Prior to data collection, a detailed plan for the protection of any and all human subjects involved in research must be developed and submitted for review and approval by the joint ESF-Syracuse University Institutional Review Board (IRB). Additionally, both the Major Professor and graduate student researcher must successfully complete the required online CITI training modules on the protection of human subjects. IRB applications should be submitted by the Major Professor to ESF's Office of Research Programs, which will review them and convey them to the IRB. For further information, read the following policy document: <http://www.esf.edu/research/resources/irb-su.pdf>; and see the SU IRB website, at: <http://orip.syr.edu/human-research/human-research-irb.html>. Following completion of data collection, an additional, final report must be filed with the IRB.

Instructions and Guidelines for Formatting a Thesis

For instructions and guidelines for formatting a thesis, download the document at <http://www.esf.edu/graduate/graddegreq.htm>.

Oral Examination and Thesis Defense

At the conclusion of the study and research program, each MS Environmental Studies student must successfully defend the thesis in an oral examination. The objectives of the defense examination include: (1) probing the validity and significance of the data and information presented in the thesis document; (2) assessing the student's skills in critical thinking and data analysis; (3) evaluating the student's ability to relate research results to theory within the chosen field(s); and (4) assessing the student's effectiveness in the presentation of research results. The oral examination covers principally the material in the thesis, as well as literature and information relating to it.

Upon the recommendation of the Department's Graduate Studies Coordinator, the Dean of the Graduate School will appoint the defense examination committee, which consists of members of the

Steering Committee and at least one additional faculty member (the Examiner). Additionally, the Dean of the Graduate School will appoint an Examination Committee Chair who is not from the Environmental Studies Department. For students who intend to complete their oral exam in the spring semester of Year 2, the process of establishing the Examination Committee must be completed in early December of Year 2; for the exact date, see: <http://www.esf.edu/graduate/deadlines.htm>. The role of the Examination Committee Chair is to manage the defense, ensure its integrity, and represent the interests of the faculty and student. Any member of the faculty may be an observer. The student examinee may invite a silent student observer to attend the examination. Submit "Request for Thesis Defense Committee" (Form 5B) with ESF Grad Office for appointment of Chair and Examiner according to academic year deadlines.

At least two weeks prior to the date of the oral examination, the student will submit a final document to all members of the Examination Committee. Additionally, using Form 5A, the student must inform the Dean's office of the agreed upon date, time, and location for the defense at least two weeks in advance of the defense date. One final copy must be delivered to each member of the Examination Committee, including the Chair, at least seven (7) days prior to the scheduled defense date using Form 5A. Within five days of the oral exam, the Major Professor will confirm with the Examination Committee Chair that the oral examination should proceed as scheduled. If the Major Professor determines that the written document does not meet the standards established for the thesis exam, the exam may be postponed by the Dean of the Graduate School at the recommendation of the Examining Committee Chair.

The oral examination typically lasts up to two hours but may be extended as required. At the completion of the examination, the candidate and observers will be excused from the room and the Examination Committee will determine whether the candidate has successfully defended the thesis. The Examination Committee Chair has the option to vote. Unanimous agreement is required to pass the student. If less than unanimous agreement is reached, the student will be considered to have failed the first defense examination and may request a second defense, which must take place no more than one year from the date of the first examination. At the second defense, the student will pass the defense if there is no more than one negative vote. A student who fails the second defense is terminated from the graduate program.

Annual Review of Student Progress

Early each spring semester, the Department's Graduate Studies Committee reviews academic progress of all Departmentally-affiliated graduate students, including those in this program. Students who plan to continue their studies in the following academic year and are making good progress towards completing their degree requirements receive priority consideration in the review of applications for Graduate Assistantships and other support for the following year.

Program Assessment

The Department of Environmental Studies is committed to ongoing assessment and improvement of all of its academic programs. Accordingly, data are collected periodically at the beginning, end, and mid-points of this and other programs, with the purpose of contributing to the evaluation of program effectiveness.

IV. COURSE DESCRIPTIONS

The following courses are offered by the Department of Environmental Studies and are fundamental to this program. The names of the faculty who teach the courses appear beside the course titles.

EST 600 Foundations of Environmental Studies (3) - Moran

Three hours lecture/discussion per week. Examines frameworks for understanding and solving environmental problems. Familiarizes students with the epistemological foundations of environment-society relations. Considers multiple methodological and analytical strategies. Uses a case study method to exemplify key principles. Fall.

EST 603 Research Methods and Design (3) – Sonnenfeld

Comprehensive survey of research methods and design for Environmental Studies. Topics covered include the scientific method; research design; quantitative, qualitative, and mixed research methods; sampling; data collection techniques; data analysis and interpretation; research ethics; and research proposal development. Fall.

EST 604 Social Survey Research Methods for Environmental Issues (3) – Staff

Three hours of lecture and discussion. Provides a critical overview of survey methods used to study human dimensions of environmental problems. Explores fundamental theories, techniques, and applications of environmentally-related social survey research processes. Design of original survey research and critical assessment of existing research. Spring, **odd years**.

EST 605 Qualitative Methods (3) - Selfa

Three hours of lecture and discussion. Survey of the generally recognized paradigms and methods that qualitative researchers use to better understand, evaluate, and perhaps influence complex social phenomenon. Research proposal, pilot study, final report, and oral presentation required. Spring, **even years**.

EST 606 Environmental Risk Perception (3) – Staff

Three hours of lecture and discussion per week. Concepts, problems and research related to the assessment and management of environmental hazards in our society. Current psychological, sociological and cultural theories in risk perception, communication, and policy. Emphasis on the interplay between science, politics, law, cultural values, and public opinion. Spring.

Prerequisites: coursework in psychology, sociology, and environmental policy is recommended.

EST 608 Environmental Advocacy Campaigns and Conflict Resolution (3) - Parker

Three hours lecture and discussion. Addresses complex dynamics, strategies, and tactics of 1) organized campaigns by grassroots to international organizations to advocate for particular environmental policy and 2) processes that seek to resolve, manage, or prevent environmental conflicts when appropriate. Readings, simulations, projects, and case study analysis. Fall.

EST 609 Collaborative Governance Processes for Environmental and Natural Resource Management (3) - Senecah

Three hours lecture and discussion. Introduces the evolution of innovative multi-stakeholder processes that characterize collaborative governance (CG). Distinguishes CG from traditional public involvement and dispute resolution approaches, and explores its challenges and opportunities. Provides knowledge and introductory tools to design and be more productive participants in collaborative processes. Spring, **odd years**.

EST 612 Environmental Policy and Governance (3) - Sonnenfeld

Three hours lecture and discussion. Examination of the dynamic relationships present in the creation and implementation of environmental policies. Considers the roles of the state, the private sector, and nongovernmental organizations. Explores background and implications of recent trends in environmental management. Spring.

EST 625 Wetland Management Policy (3) - Staff

Three hours of lecture and discussion. International, national, and local wetland management and conservation issues. Application of methods of policy research, critical evaluation and design of wetland management issues including delineation, functional evaluation, wetland banking, and property rights issues. Research paper required. Fall, **odd years**.

EST 626 Concepts of and Principles of Sustainable Development (3) - Manno

Three hours of lecture and discussion. Presents ecological and development concepts and theory guiding local and global initiatives for sustainable development. Four overlapping themes are considered and linked: the relationship between patterns of wealth, poverty and environmental quality; the role of efficiency in reducing environmental impacts; frugality and sufficiency in advancing development; and questions of environmental equity and the quality of development. Fall or Spring.

EST 627 Environmental and Energy Auditing (3) – Staff

Three hours of lecture, demonstration, and discussion per week. Presents environmental and energy auditing concepts and theory guiding local and regional initiatives for greenhouse gas production and energy use reduction. This course utilizes a practicum approach through use of inventory and analysis tools by student teams for project application. Spring.

Note: Credit will not be granted for both EST 427 and EST 627.

EST 635 Public Participation and Decision Making: Theory and Application (3) - Hirsch

Three hours of discussion, presentation and exercises. Provides a student with fundamental theories and techniques for developing and applying citizen participation strategies and conflict resolution as they relate to environmental science and planning decision making. Spring.

EST 640 Environmental Thought and Ethics (3) - Hirsch

Three hours of discussion. Critical interdisciplinary introduction to philosophical, religious, cultural and historical dimensions of environmental affairs. How ecologically-significant cultural assumptions, ideologies, representations, and institutionalized practices contribute to human meanings and relationships to other-than-human-Nature. Special attention to the role of language and questions of environmental ethics and ontology. Fall.

EST 645 Mass Media and Environmental Affairs (3) - Staff

Three hours of discussion. Introduces the mass media's role in environmental affairs. Relationships between media organizations, technology, content, and audiences frame examination of how Nature and environmental issues and problems are engaged by the media and with what consequences. News and current affairs, advertising and entertainment genres are considered. Fall.

EST 650 Environmental Perception and Human Behavior (3) - Staff

Three hours of lecture and discussion. Application of environmental perception and human behavior paradigms and theories in understanding the causes and potential solution strategies to environmental issues. Interdisciplinary approach utilizes concepts, theories and research from disciplines including environmental psychology, sociology, anthropology, and risk perception to understand the myriad of influences on human behavior as it relates to environmental impacts. Spring.

EST 660 Land Use Law (3) – Staff

Three hours of lecture and discussion per week. This course provides an understanding of U.S., state and local laws affecting land use in New York, in the context of current environmental policy debates. Students learn to recognize and analyze legal issues involving land use in varying contexts. Spring.

EST 695 Environmental Journalism (3) – Staff

Three hours of lecture per week. This course covers a range of topics related to journalism: interviewing, writing the lead, style, writing and organizing the story, layout, editing and revising, writing features and follow-up stories, covering speeches, etc. In addition, students explore how the media covers scientific and environmental issues. Students work on writing skills--from basic editing techniques to more sophisticated areas of style. Spring.

EST 696 Special Topics in Environmental Studies (1-3) - ES Faculty

Experimental and developmental courses in new areas of interest to environmental studies faculty and graduate students not covered in regularly scheduled courses. Fall and Spring.

EST 702 Environmental and Natural Resource Program Evaluation (3) - Parker

Three hours of lecture and discussion per week. The systematic analysis of public environmental programs with an emphasis on the evaluation of resultant environmental outcomes. Topics include evaluation contexts, objective setting, environmental monitoring, and analysis of agency organization and procedures. Spring.

EST 705 Environmental Policy Analysis (3) – Hirsch

Three hours of lecture/discussion per week. This course covers current and classic literature in environmental policy analysis, as well as a variety of approaches to policy analysis that are relevant for working through complex environmental issues. While tools and methods for policy analysis will be treated, the overall intention of the course is to provide students with the scholarly background to think analytically, critically, and creatively across a variety of environmental policy contexts. Fall.
Prerequisite(s): A graduate-level course in environmental policy.

EST 708 Social Theory and the Environment (3) – Selfa

Three hours of seminar/discussion per week. This course is an advanced graduate seminar that covers social theory related to the environment. Students will be exposed to foundational literature in environmental sociology in the first part of the course, after which other social science literatures will be explored that analyze the relationship between environment and society, such as Political Ecology, Environment and Citizenship, Environmental Governance, Geographies of Energy, Sustainability Indicators and Standards, Ecological Modernization, and Environmental Justice, among others. Environmental issues and scholarship from both industrialized and developing country contexts, and that represent a variety of social science disciplinary perspectives, will be discussed. Spring.
Prerequisite(s): EST 600 or consent of instructor.

EST 796 Advanced Topics in Environmental Studies (1-3) - ES Faculty

Lectures and discussions, seminars, conferences and group research on advanced topics of special or current interest to environmental studies faculty and graduate students. Fall and Spring.

EST 797 Environmental Studies Seminar (1-3) - ES Faculty

Discussion of current topics and research related to environmental studies. Fall and Spring.

EST 798 Problems in Environmental Studies (1-3) - ES Faculty

Individualized, special study of environmental studies subjects and issues. Comprehensive oral or written report required for some problems. Fall, Spring and Summer.

EST 898 Professional Experience (1-12) - ES Faculty

Professional experience which applies, enriches and/or complements formal coursework. Graded on a "Satisfactory/Unsatisfactory" basis. Fall, Spring and Summer.

TYPICAL COURSE SEQUENCE

The following is a typical course sequence. Each student may tailor the specific courses and sequencing (within the limits of program requirements) to their own needs.

Year 1 Fall	
COURSE TITLE	Credits
Core Course	3
EST 603. Research Methods and Design	3
EST 600. Foundations of Environmental Studies	3
Area Course	3
Semester Total Credits	12
Year 1 Spring	
COURSE TITLE	Credits
EST 626. Concepts and Principles of Sustainable Development	3
Core Course	3
Thematic Area Course	3
Research Methods Course	3
EST 797. Environmental Studies Seminar	1
Semester Total Credits	13
Year 2 Fall	
COURSE TITLE	Credits
Thematic Area Course	3
Thematic Area Course	3
EST 798. Problems in Environmental Studies*	3*
Semester Total Credits	9
Year 2 Spring	
COURSE TITLE	Credits
EST 899. Master's Thesis Research	6
Semester Total Credits	6
Total Program Credits	37+3*

* This is an extra course, above the program requirements, taken to maintain full-time status. Often a student preparing the thesis proposal enrolls in EST 798 to complete the literature review and proposal. If the student intends to do field work as part of his or her thesis research, it is typically undertaken in the summer between Years 1 and 2. In this case, EST 798 can be taken in the Spring Semester of Year 1 and another Thematic course can be taken in the Fall of Year 2.

V. DEPARTMENTAL GOVERNANCE

The Department of Environmental Studies is organized with an Executive Committee and several standing Committees, including the Graduate Studies Committee. The latter includes the Department's Graduate Studies Coordinator, other Departmental faculty, and two student representative(s). The Committee's role is to monitor the program's effectiveness, and to develop proposals for the consideration by the Department.

The complete set of bylaws can be found at <http://www.esf.edu/es/documents/ES-bylaws-100208.pdf>. Relevant section(s) of the Department's Bylaws include:

II. B. 1. Standing Committees

- c. *Graduate Studies Committee composed of (i) up to four faculty members in the Department of Environmental Studies who serve as advisors for graduate students in the Environmental Studies Master's Programs and/or the Graduate Program in Environmental Science (GPES) and Environment and Natural Resource Policy (ENRP), (ii) the Graduate Studies Coordinator, who shall chair the Committee, and (iii) two graduate students, preferably one each from a Master's and Ph.D. program invited by the chair of the committee after consulting with faculty and students. The Graduate Studies Coordinator shall be a faculty member holding a full-time appointment to the Department of Environmental Studies.*

II. C. Functions. The functions of Standing Committees are as follows:

4. *Graduate Studies Committee.*
 - a. *Study current Departmental and College academic policies and programs;*
 - b. *Facilitate opportunities for Departmental faculty, staff, and students to discuss policies and programs;*
 - c. *Supervise the Environmental Studies MS and MPS programs, the Certificate in Environmental Decision Making and other graduate programs that the Department mounts in accordance with College policies,*
 - d. *Supervise Departmental participation in the College's Graduate Program in Environmental Science and other inter-departmental graduate programs*
 - e. *Receive, study, and evaluate proposals for improvement of policies and programs;*
 - f. *Place before the Departmental committee proposals for revision and formulation of policies and programs;*
 - g. *Meet other responsibilities as are set forth in these Bylaws; and*
 - h. *In carrying out the above, to consult and cooperate on a permanent or temporary basis with appropriate persons, groups, and advisors.*

III. D. Student Representation

1. *Student representatives to the Standing Committees must be full-time students.*
2. *Student representatives to the Standing Committees that have student representation shall be selected by the respective committee Chairs during the Spring semester for a one-year term beginning in the Fall after consulting with faculty and students. Consultation may include a student vote, an open student meeting to discuss student representation to the Standing Committees, or other means of consulting with faculty and students.*

3. *Student representatives will serve a one-year term and have the following responsibilities:*
 - a. *Each representative is expected to attend all meetings of the Standing Committee on which he or she serves and must inform other representatives and the Committee Chair if unable to do so.*
 - b. *Each representative may vote on Committee agenda items with one vote per student representative.*
 - c. *Student representatives are expected to serve as a liaison between their respective constituency and ES Faculty.*

VI. DEPARTMENTAL RESOURCES

Departmental Staff

The Departmental Office (106 Marshall Hall) maintains unofficial files of student records, a collection of course syllabi, graduate theses and internship reports that are available for reference. Various time-relevant opportunities are posted on the Departmental bulletin board and via the *ES-Grad-Announce* listserv.

It is not unusual for students, at some time during their studies, to encounter problems of a personal or academic nature for which they require assistance. An early full discussion of the situation and options is often the key to their resolution. Major Professors, the Departmental Graduate Studies Coordinator, and the Department Chair are available to facilitate this process. Office staff can assist in making appointments as necessary.

Conference Rooms

The Environmental Studies Conference Rooms (105 and 213 Marshall Hall) are the setting for Department meetings and seminars, including graduate students' Capstone Seminars. The room may be scheduled via the Departmental secretary for student meetings.

Graduate Student Mailboxes

The Graduate Student Mailboxes (in the anteroom of 105 Marshall Hall) are a primary mechanism for Departmental and College communications. Students should check their box at least once a week.

Office Space

Graduate students are provided with desk space as available and as needed, with priority given to research (Ph.D. and M.S.) students and graduate students currently working as Teaching Assistants. The assignment of desk space usually takes a few weeks each fall. The Department of Environmental Studies currently provides shared office space for approximately 40 graduate students in three locations: 218 Marshall Hall, B7 Marshall Hall, and 406B Bray Hall. The Departmental secretary maintains a list of requests and vacancies.

Assistantships

There are two basic forms of assistantships, Graduate (GA), and Research (RA). GAs are awarded by the College each year based on Departmental recommendations. They are primarily used for Teaching Assistantships in undergraduate courses and in support of the College's Writing Resource Center. The Department's Graduate Studies Coordinator notifies students each fall when applications for the following academic year are available.

As a graduate-research institution, ESF is involved in numerous externally funded projects most of which involve RAs. Each project is managed by a Principal Investigator who has the responsibility of selecting staff. The Dept. of Environmental Studies has no direct involvement in this process. Students interested in working as an RA should discuss opportunities with their Major Professor. Throughout the year, ESF's Office of Instruction and Graduate Studies (OIGS) and Office of Research Programs (ORP) circulate research, fellowship, and internship announcements. Students should periodically check their mailboxes and the ES bulletin board.

Summer funding: The Edna Bailey Sussman Fund provides stipends to support graduate student summer internship experiences. The Fund has supported approximately 20 ESF students per year, about one-quarter of who have been Environmental Studies students. Sussman supports a broad range of interest areas, including environmental policy, communication, biophysical science, etc. Sussman applications are treated competitively; awards may be up to \$5880 for a full-time internship. Applications must be filed by the annual application deadline, usually in early March. Awards are announced in early May. Proposal guidelines are available at: <http://www.esf.edu/Sussman>.

VII. ESF FACILITIES AND RESOURCES

Library Holdings

SUNY-ESF's Moon Library holdings include 135,000 volumes and access to hundreds of electronic databases and thousands of electronic journals. The collection at Moon Library constitutes a specialized information source for the academic programs of the college with concentrations in such areas as botany and plant pathology, biochemistry, chemical ecology, forest chemistry, polymer chemistry, economics, entomology, environmental studies, landscape architecture, environmental design, management, paper science, photogrammetry, silviculture, soil science, urban planning, water resources, world forestry, wildlife biology, wood products engineering, and zoology. SUNY-ESF students have access and borrowing privileges at all Syracuse University Libraries (three million volumes); please note, however, some limitations exist. Other library holdings located throughout the United States are accessible through interlibrary loan.

Access to Research Facilities Beyond Our Campus

SUNY-ESF hosts the Great Lakes Research Consortium, which connects 19 New York state universities and colleges. ESF also has research campuses available for student research at the Thousand Islands Research station in Clayton, NY (on the St. Lawrence River). ESF has remote facilities also at Newcomb, Cranberry Lake and Wanakena in the Adirondacks, as well as in Tully and Lafayette, NY, closer to the campus. ESF recently acquired a research campus in Costa Rica and participates in a tropical field course every spring in Dominica. Faculty members in the Department of Environmental Studies collaborated on a research exchange program with CINVESTAV in Merida, Mexico, and have participated in several other exchange programs.

Computer Facilities and Services

Graduate students have access to shared computer clusters in Moon Library and Baker Laboratory, as well as to workstations in the Environmental Studies graduate student offices in 218 Marshall Hall and 406B Bray Hall; most of the campus is served by Evergreen Wireless Network.

Writing Resource Center (WRC)

SUNY-ESF's Writing Resource Center (Moon Library 109) provides support and assistance to students struggling with writing. Students can consult with WRC staff about questions in the areas of grammar, organization, planning, style and other aspects of the writing process, and the WRC staff can provide refreshing reminders for graduate-level students who will engage scientific rigor expected of graduate scholars. The Center also offers a library of grammar and style books, reference materials, and tip sheets and also it houses dedicated computer work stations for student use.

VIII. OTHER RESOURCES AND SUPPORT PROGRAMS

In addition to those resources described above, numerous other resources and support programs exist at both SUNY-ESF and Syracuse University to support graduate students and their families. In addition, graduate students may participate in cooperative programs at Cornell University and the SUNY Upstate Medical University.

Syracuse University

SUNY-ESF and Syracuse University have a unique relationship. Through contractual agreement with Syracuse University, SUNY-ESF students have access to Syracuse University course offerings – with minor restrictions. SUNY-ESF students have access to most of the student services and resources of Syracuse University, which include sports facilities, libraries, support programs, international student’s activities, clubs, health and counseling services, etc. Access to library resources is similar to that of Syracuse University students, with some limitations and restrictions.

SUNY-ESF graduate students who complete at least 12 graduate credits with a cumulative GPA of 3.750 or greater may apply for admission to a concurrent degree program at Syracuse University. Formal agreements for degrees in business administration, public administration, public communication and science education allow SUNY-ESF students unrestricted access to courses and faculty at Syracuse University. SUNY-ESF graduate students, with prior approval, may also enroll in courses offered by SUNY Upstate Medical University, which is immediately adjacent to the SUNY-ESF and Syracuse University campuses.

Cornell University & SUNY Upstate Medical University

ESF and the New York State College of Agriculture and Life Sciences at Cornell University provide exchange opportunities so that graduate students can take advantage of special courses, faculty, and research facilities found at the two institutions. Cornell University is in Ithaca, N.Y., about 50 miles southwest of Syracuse. ESF and the SUNY Upstate Medical University provide opportunities for graduate students at each institution to enroll in graduate coursework. SUNY Upstate Medical University is located within walking distance of ESF. Graduate students interested in these opportunities should contact ESF's Office of Instruction and Graduate Studies.

Financial and Social Networks

SUNY-ESF's Financial Aid Office assists students in locating necessary funds to meet educational expenses through counseling; information about state, federal and community aid sources, and College aid sources; and loan/debt management. The office also offers a Job Locator Service.

All full and part-time matriculated graduate students are members of the Graduate Student Association (GSA), which serves as an advocate for student sentiment and needs by advising and cooperating with the Administration and Faculty on all administrative, curricular, and instructional

affairs that pertain to, or are a concern of, the graduate students of the College. Graduate students in the Environmental Studies master's programs are represented on the association board and are encouraged to engage their peers in academic, cultural and organizational activities that enhance their degree programs. The GSA website address is www.esfgsa.com. There is also an active Facebook group called "SUNY ESF Graduate Student Association".

The SUNY-ESF Alumni Association assists students with emergency loans, scholarships, grants, career exploration, workforce networks, and job placement.

International Student Services

Syracuse University's Center for International Services provides information, support, and counseling for international students and scholars. Programs, socials, workshops, and seminars of special interest to international students are offered on a regular basis, and are open to the entire community. To assist new international students in becoming acclimated to life in the United States, Syracuse, and the college community, the Center runs an orientation program in the summer. For more information, visit <http://international.syr.edu/>

Career Services

The mission of SUNY-ESF's Career Services Office is to assist ESF students and alumni in applying their education and experiences toward advancing their career goals over a lifetime. The office offers various personalized services, programs and resources to guide in developing the skills necessary in advancing through ESF and entering into a rewarding career. As an ESF student, you also have full access to all career development services provided by our neighbor, Syracuse University. For information, visit <http://www.esf.edu/career/>

Health Services

Syracuse University Health Services is available to all full-time SUNY-ESF students. Part-time students are charged on a per-visit basis, as are family members of full-time students. General services available include outpatient visits, free "colds clinic", routine laboratory work, confinement with ordinary medical care in the infirmary (up to 10 days per academic year), most common pharmaceuticals used in treatment (provided at a nominal fee), diagnostic x-ray service and other tests (provided at cost), gynecological, psychiatric, and allergy care, surgical care or consultation. For more information, visit <http://health.syr.edu/>

Student Wellness and Counseling

On-campus support is also found at ESF's Office of Student Wellness and Support. Staff members are usually very accessible and foster an open-door policy; however, scheduling an appointment may be necessary. For more information, visit <http://www.esf.edu/students/wellness/default.htm> The Counseling Center at Syracuse University also provides evaluation, counseling, and psychotherapy for a wide range of emotional/ psychological problems and concerns. Additional support is also available from the chaplains and clergy staff at Hendricks Chapel.

SUNY ESF is an academic community, which values diversity and seeks to promote meaningful access to educational opportunity for all of its students. Through their relationship with SU, ESF students have the opportunity to seek support from Syracuse University's Office of Disability Services, which facilitates access to programs and activities, coordinates auxiliary aids and services, provides access to adaptive technology, and when necessary, advocates on behalf of students with members of the campus community. If you think you may benefit from an evaluation for a learning disability, visit <http://disabilityservices.syr.edu/>

Legal Services

Through the Syracuse University Student Legal Services program, SUNY-ESF students can obtain advice and consultation from attorneys on legal problems and court appearances. This program is staffed and supervised by practicing attorneys. Since the attorneys work directly for the students and do not work for Syracuse University or SUNY-ESF, all matters will be kept strictly confidential, and the program covers legal conflicts with the University.

Family Services

For graduate students with young families, the Syracuse University Day Care Center and the Health Science Center Child Care Center, as well as a number of other child care centers in the area. Onondaga County has many resources available for child care, and offers a free referral service to people seeking child care options. Trained referral counselors are available through the independent, not-for-profit organization, Child Care Solutions. For more information, visit www.childcaresolutionscny.org

Transportation

Syracuse's Centro bus system provides services within a two-mile radius of campus and limited access to Syracuse University campus facilities in downtown Syracuse. Many Centro routes continue through downtown to provide cross-town suburb-to-suburb service without the need to transfer (a one-seat ride). Secondary transfer locations also exist at Shoppingtown Mall, Valley Plaza, Shop City, the Regional Transportation Center, Destiny USA (the shopping mall formerly known as Carousel Center). For more information, visit <http://centro.org/CnyCentro.aspx>. When classes are in session, Syracuse University offers a series of free shuttles for SU and ESF students. For more information, visit <http://parking.syr.edu/Parking/>

IX. MS THESIS PROPOSAL APPROVAL FORM

Approval of Proposals

MS in Environmental Studies graduate students are required to prepare a formal Thesis Proposal. This proposal must be approved by the student's Major Professor and Steering Committee using this form (below) for signatures with a copy of the proposal attached, with one copy being submitted to the Departmental secretary for the student's file.

Although progress in developing a proposal may vary from student to student, students are normally required to produce an approved proposal before registering for more than 3 credits of ENS 899 Thesis Research.

Content of Proposals

Proposals will vary in content according to the nature of the planned research. These should be succinct statements of research plans describing the planned work. Thesis proposals will consist of the following parts:

- Title
- Introduction
- Research question(s)
- Literature review
- Research design
- Data
- Context of research
- Procedures for data collection and analysis
- Rationale for the study
- Outline of the thesis
- Timeline



PROPOSAL APPROVAL

Student Name: _____

Thesis/Project Title: _____

Approved:

Major Professor	_____	Date	_____
Committee Member	_____	Date	_____
Committee Member	_____	Date	_____

A copy of the approved proposal should be affixed to this form, and copies of this document with attached proposal should be provided to each of the above signers, and to the Environmental Studies Departmental Office, 106 Marshall Hall.

X. "TYPICAL" TIMETABLE FOR M.S. THESIS RESEARCH

Corresponding required courses for MS in Environmental Studies students are listed in parentheses. Advisor(s) should be consulted throughout.

Year One Fall Semester

August

- Meet with advisor(s) to discuss preliminary thesis ideas, possible data sources

September

- Draft preliminary research question
- Conduct preliminary bibliographical research
- Commence exploratory/ preliminary research

October

- Draft expanded research question
- Submit "*Environmental Studies MS Plan*" to ES Graduate Studies Coordinator

November

- Submit "Appointment of Steering Committee" (Form 2A) to ESF Grad Office

December

- Complete preliminary research proposal

Spring Semester

January

- Contact agency, organization, community, or other potential sponsor of research activities

February

- Complete research proposal (EST 797); review with Steering Committee
- Request necessary permissions from host or sponsor of research activities
- Conduct detailed design for data collection, including of pilot testing as appropriate (EST 797)
- Begin drafting research methods chapter, including (empty) data tables as appropriate (EST 798)

March

- Draft Human Subjects application, including for pilot testing (EST 797)
- Submit Human Subjects application to ORP/ IRB for review
- Upon receiving IRB approval, carry out pilot testing (EST 797)
- Complete literature review (EST 798)
- Complete preliminary draft of research methods chapter, (EST 798)

April

- Draft literature review chapter (EST 798)
- Present research proposal, including detailed methods (EST 797)

Summer

- Data collection
- Write up daily/ weekly field notes as appropriate

Year Two Fall Semester

August

- Commence data processing (EST 899)

September

- Commence data analysis & interpretation (EST 899)

October

- Commence drafting research findings chapter (EST 899)

November

- Meet with Steering Committee to review research findings, discuss conclusions
- Commence drafting introduction and conclusion chapters (EST 899)

Spring Semester

January

- Submit "Request for Thesis Defense Committee" (Form 5B) with ESF Grad Office, for appointment of Chair and Examiner

February

- Complete draft of thesis (EST 899)
- Report draft research findings to host or sponsor of research activities for feedback (EST 899)

March

- Capstone Seminar; thesis defense

April

- Submit copies of final version of thesis to Grad Office

May

- Graduation!

XI. Environmental Studies Faculty and Staff

Chair (Interim):

Benette Whitmore

Department Chair, 106A Marshall Hall, 470-6636, bwhitmor@esf.edu

Graduate Program Coordinator:

Sharon D. Moran

220 Marshall Hall, 470-6990, smoran@esf.edu

Staff:

Rebecca Hart

Departmental Secretary, 106 Marshall Hall, 470-6636, rhart01@esf.edu

Environmental Studies Program Faculty:

Mary B. Collins (Socio-Environmental Systems, Environmental Health Inequality)

113 Marshall Hall, 470-4741, mbcollin@esf.edu

Paul Hirsch (Biodiversity Conservation, Environmental Conflict Resolution, Water)

114 Marshall Hall, 470-6669, pahirsch@esf.edu

Valerie A. Luzadis (Social-Ecological Systems, Ecological Economics and Policy)

106 Marshall Hall, 470-6636, vluzadis@esf.edu (NOTE: Serving as Interim Provost)

Jack P. Manno (Sustainable Development, Ecological Economics, Indigenous Influences on Environmental Policy)

211A Marshall Hall, 470-6720, jpmanno@esf.edu

Sharon D. Moran (Environmental Policy, Government and Water Resources)

220 Marshall Hall, 470-6690, smoran@esf.edu

Brenda J. Nordenstam (Risk Perception and Analysis)

108A Marshall Hall, 470-6636, bjnorden@esf.edu

Andrea M. Parker (Environmental Advocacy, Conflict Resolution, Climate Change Mitigation and Adaptation Strategies)

108A Marshall Hall, 470-6573, amparker@esf.edu

Theresa Selfa (Environmental, Agricultural and Development Sociology, Qualitative Methods, Water and Energy Governance)

219 Marshall, tel. 470-6570, tselfa@esf.edu

David A. Sonnenfeld (Environmental Sociology, Sustainable Development, East/ Southeast Asia),

211B Marshall Hall, 470-4931, dsonn@esf.edu

Elizabeth S. Vidon (Environmental Ethics & Values, Environmental Thought & Ontologies)

108B Marshall Hall, 470-6908, esvidon@esf.edu

Professors Emeriti

John Felleman (Environmental information policy; visualizing environmental processes; environmental decision-making)

426 Baker Laboratory, (315) 470-6550, felleman@esf.edu

Myrna H. Hall (GIS, Ecological Planning, Carbon Sequestration)

mhhall@esf.edu

Patrick Lawler (Literature & Nature, Composition & Technical Writing, Creative Writing) B5

Marshall Hall, (315) 470-6914, pjlawler@esf.edu

Susan Senecah, (Environmental Conflict Resolution, Collaborative Governance)

518-473-3368, ssenecah@esf.edu

Richard C. Smardon (Wetland Assessment, Public Participation, Decision Making)

211C Marshall Hall, 470-6576, rsmardon@esf.edu

Adjunct Faculty:

Scott Blair (Academic Coordinator)

SUNY ESF, Academic Support Services, 109A Moon Library, Syracuse, NY 13210, 470-4921

Steve Brechin (Environmental Sociology)

Syracuse University, Maxwell School of Public Policy, Dept. of Sociology, Room 209 Maxwell Hall, Syracuse, NY 13210, 443-2200

Betty Faust (Human Ecology, Ethno ecology)

CINVESTAV, Mexico

Rhea Jezer (Energy And Environmental Policy)

Environmental Consultant

Dianne Quigley (Ethics Research)

Northeast Ethics Education Partnership (NEEP), Brown University, RI

Todd Moss (Sustainable Entrepreneurship)

Whitman School of Management, Syracuse University, Syracuse, NY 13210

Samuel Sage (Green Jobs, Community Development)

Atlantic States Legal Foundation, 658 W. Onondaga Street, Syracuse, NY 13204, 475-1170

Lisa Warnecke

GeoManagement Associates