

Graduate Programs in Geography

# **General Requirements and Information**

## **2012-2013**



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### Student Responsibilities

This document specifies the requirements of the Geography Graduate Programs. It is the responsibility of the student to know and observe the rules, so a careful reading of this document and occasional reference to it are necessary. If some point is unclear, the student should consult with the chair of his/her research committee and/or the Coordinator of Graduate Studies.

Students generally underestimate the time involved in satisfying Graduate College requirements, obtaining signatures, of conducting research, and of writing, editing, and revising their theses and dissertations — **PLAN AHEAD!!!** This document provides general schedules, calendars, and advice on how to progress through the graduate degrees in Geography in a timely manner.

## GENERAL INFORMATION AND REQUIREMENTS

### Program and Admission

Oklahoma State University is a comprehensive land-grant university that advances knowledge, enriches lives, and stimulates economic development through instruction, research, outreach, and creative activities. Primarily located in Stillwater, Oklahoma, the University offers a wide range of undergraduate, graduate, and professional degrees serving the state and the wider Southwest region. Situated in the College of Arts & Sciences, the Department of Geography offers B.A./B.S., M.S., and Ph.D. degrees addressing a wide range of topics relevant to society today as well as a strong tradition of scholarship relating to the historical development of cultures, places, and peoples. Students graduating from the program are well-equipped to take up a wide variety of careers in private industry, government agency, or education, including training the next generation of university professors in Geography.

### *Mission Statement*

The masters and Ph.D. programs in Geography specialize in three broad areas including cultural/historical geography, resource management, and transportation/urban geography. These degree programs are designed for students to master the theoretical knowledge and skills necessary to design, implement, and present, through oral and written form, original geographic research. Therefore, graduate students study geographic research methods and analysis, the history and philosophies of Geography, and knowledge of current geographic research.

Graduates may seek professional employment in, for example, locational analysis, regional planning, resource management, remote sensing, geographic information systems (GIS), computer cartography, historic preservation, and culturally-focused agencies and organizations. Students completing the master's degree are well-prepared to continue in doctoral programs, which place a greater emphasis on theoretical facets of Geography. Doctoral graduates often seek research and teaching positions at the University level; therefore, the doctoral program emphasizes analytical theory as well as higher-level research design and a broader, more substantive geographic knowledge base.

Graduate students in the program are expected to accomplish the following learning outcomes:

- develop the ability to communicate geographic information effectively orally and in writing at the appropriate masters or doctoral level;
- develop apposite knowledge in geographic literature and research at the appropriate level;
- develop skills in tools for geographic data collection and methods of analysis at the appropriate level;
- be able to develop geographic creative components, theses, or dissertations that marshal evidence, analyze data, and synthesize meaningful conclusions;
- be able to identify and discuss significant geographic trends within their (three) chosen specialty areas of Geography (Ph.D. students); and
- become familiar with work in cognate fields.

More generally, students are also expected to:

- become engaged in the life of the department by attending colloquia and other departmental functions;
- become good university citizens by observing all policies relating to the responsible conduct of research, including academic integrity, and of various other graduate and professional student organizations; and
- become practitioners in the discipline of Geography, including attending professional meetings, joining and engaging in professional organizations, and preparing research results for publication.

### *Application Procedures*

Admission to the graduate programs in Geography is granted to college graduates with superior academic records whose interests align with those of faculty in the department. An undergraduate Geography major is not required and students with degrees in social, physical, and behavioral sciences or from the humanities are encouraged to apply. However, incoming graduate students who do not have a bachelor's degree in Geography must demonstrate through remedial coursework or other preparation that they have acquired basic competencies in human geography, physical geography, statistics, and cartography.

Prospective students must submit the following materials:

- To the **Graduate College**:
  1. Graduate application for admission and application fee (completed and submitted on-line);
  2. Official transcripts from each higher education institution attended; and
  3. Recent results (within the last five years) of the Graduate Record Examination (GRE). The department has no minimum required score for admission but uses scores to rank/assess applicants.
  4. International students must submit TOEFL scores (see below for more information).
- To the Coordinator of Graduate Studies in the **Department of Geography**:
  1. Completed Application Cover Sheet (available for download on department web page);
  2. A current résumé or curriculum vitae (CV);
  3. Three or four letters of reference from persons familiar with your academic abilities and prospects (at least two letters should be from university professors);
  4. A letter of application that states your academic and vocational background and interests as they relate to the specialties of departmental faculty. Ph.D. applicants are encouraged to provide an overview of their theses, whether completed or still in progress;
  5. Writing sample (used to gauge students' current writing skills and hence prospects of success):
    - a. M.S. applicants should submit a recent term paper or paper completed as part of a capstone course (provided the student was the sole author). If applicants do not have such samples on hand, the Graduate Committee will arrange an alternative form of writing sample instead.
    - b. Ph.D. applicants should submit a recent term paper from a graduate course or seminar. If applicants do not have such samples on hand, the Graduate Committee will ask doctoral applicants to write a research statement/problem outline. Further information will be sent to students on request — contact the Graduate Coordinator as soon as possible.

**Note:** PDF format submissions are preferred for all documents sent to the department.

**Note:** Applicants to the Ph.D. program must have earned a master's degree before matriculating.

Applications are accepted throughout the year and admission decisions are made continuously, in most cases within two weeks of the department receiving all application materials. However, students wishing to be considered for a teaching or research assistantship should submit all materials to the Graduate College and the Department by **February 1** to receive full consideration for academic-year (August-May) support. Decisions on awarding assistantships are ordinarily made in **March**, but can also be made at other times when funds become available.

Students receiving ANY SORT of assistantship, fee waiver, or other form of financial aid at Oklahoma State University are required to complete the Free Application for Federal Student Aid (FAFSA) form, available at the OSU Office of Student Financial Aid (see link in Appendix) and at financial aid offices at other institutions. This can be done in advance of enrollment but must be completed by the time of first enrollment and **must be updated each year**.

### *Assistantships and Other Financial Support*

All award decisions (assistantships, scholarships, tuition waivers) made by the Department of Geography are determined on the basis of scholastic promise and achievement rather than financial need. Assistantships typically come in one of three forms: research assistantships on grants/contracts, teaching assistantships working under direct supervision of faculty members (such as teaching labs or serving as course graders/proctors), and full responsibility teaching duties as the instructor of record for a lower-division, introductory undergraduate courses.

A graduate teaching or research assistantship carries with it a monthly stipend, an automatic waiver of out-of-state tuition, and a tuition waiver of up to 6 credit hours per semester. Superior students entering the program are eligible for additional tuition from the Graduate College for enrollments above 6 hours; the department applies for this waiver on behalf of the student. The Graduate College provides some in-state tuition waiver funds and this money is awarded to eligible students as well. The Graduate College also provides full in-state tuition waivers for entering minority students.

Oklahoma State University is a member of the Council of Graduate Schools, and abides by the Resolution Regarding Graduate Scholars, Fellows, Trainees, and Assistants. This resolution holds that students are under no obligation to respond to offers of financial support before April 15<sup>th</sup>, and any student wishing to withdraw acceptance of such an offer after that date must receive a written release from the offering institution in order to accept an alternative offer from another institution. This resolution may be viewed at <http://www.cgsnet.org>. Students in graduate programs have access to a variety of sources of financial aid. Oklahoma State University maintains an Office of Financial Aid with access to information about scholarships and federal loans outside of the control of the department.

**Note:** Graduate students must be enrolled for 9 credit hours for the Fall and Spring semesters to avoid being charged FICA tax. An exception is for graduate students enrolled in 6 credit hours of GEOG 5000 (thesis) or GEOG 6000 (dissertation) and who are certified by the Graduate College as full-time students.

### *International Student Requirements*

The Department of Geography welcomes applications from foreign students. OSU has a large and diverse international graduate student population. The University has special requirements for admission of international graduate students. To comply with U.S. Immigration laws international students should submit applications several months prior to the desired enrollment date. In order to enroll at OSU, an international student must:

1. Provide a TOEFL score of at least 79 on the internet-based test (iBT) or 550 on the paper-based test (PBT). As these scores are Graduate College minimums, the department gives stronger consideration to applicants with scores of at least 86 (iBT) / 567 (PBT). For students with teaching duties, the Department of Geography requires TOEFL scores of at least 102 (iBT) / 600 (PBT) and as well as meeting criteria relating to the iBT speaking subsection. Students should refer to Graduate College information for International Admissions relating to both “English Proficiency” and “Spoken English for Employment” which can be accessed at: [http://gradcollege.okstate.edu/admissions/int\\_admissions.htm](http://gradcollege.okstate.edu/admissions/int_admissions.htm)
2. Provide evidence of financial support to meet U.S. Immigration requirements. If a student has been offered an assistantship and/or fee waiver by the Department of Geography, these may be used to demonstrate financial support on the I-20 form. The student will be sent a letter stating the value of the assistantship and/or fee waiver with an indication of how much additional financial support, if any, is required before an I-20 form can be issued. Once the necessary financial support is shown, then the I-20 and certificate of admission is sent to the student clearing the way for the student to apply for a visa. The office of International Students and Scholars (ISS) supervises these requirements (see Appendix for website).

## Policies and Requirements

### *The Plan of Study*

All graduate students in the program must have a Plan of Study (POS) on file with the Graduate College. The POS is an on-line form listing courses taken towards the degree, membership of the student's research committee, and whether the student's research will require Institutional Review Board (IRB) approval (see below). The POS should be treated as a formal contract between you, your research committee, and the Graduate College concerning course work necessary to complete a graduate degree. The POS must be filed with the Graduate College **PRIOR** to completion of the 17<sup>th</sup> hour of graduate credit for the M.S. degree and **PRIOR** to the 28<sup>th</sup> hour of Ph.D. work, though students are encouraged to complete them as soon as they are able. The POS approval process is entirely electronic, including faculty signatures.

### Requirements for the M.S. POS:

1. Minimum of 30 hours (thesis option) or 36 hours (creative component option) beyond bachelor's degree
2. Minimum of 21 hours of course work at 5000 level or above
3. Minimum of 16 hours in Geography, and 6 thesis hours (GEOG 5000) if on thesis option
4. All courses must have been taken for graduate credit. If using undergraduate courses, they must be offered for graduate credit (have the asterisk (\*) in the catalog).
5. If on creative component option, designate course used to fulfill project requirements
6. No more than 9 hours of transfer credit (must provide official transcript)
7. No more than 9 hours of course work taken as special student
8. No course work that was used to complete requirements for another degree
9. No course work that was used to satisfy program prerequisites

### Requirements for the Ph.D. POS:

1. Minimum of 60 credit hours beyond the master's degree (including at least 15 hours of dissertation (6000) credits) – departmental maximum is 24 hours
2. At least 30 hours must be taken at OSU, and no more than 9 hours from a non-doctoral granting institution
3. At least 10 hours of 6000 credit must be completed after admission to doctoral candidacy.
4. At least 75% of coursework must be at the 5000-level or above.
5. All courses must have been taken for graduate credit. If using undergraduate courses, they must be offered for graduate credit (have the asterisk (\*) in the catalog).
6. No more than 9 hours of course work taken as special student
7. No course work that was used to complete requirements for another degree
8. No course work that was used to satisfy any program prerequisites
9. Outside committee member must not be from Department of Geography

### *Role of the Research Committee and the Committee Chair (Advisor)*

In addition to coursework requirements, all graduate students must execute a research project (creative component, thesis, or dissertation) to complete their degree requirements. All research topics must be developed in consultation with Geography faculty, and research topic selection will, to a certain extent, guide the process of forming a research committee. **As early as possible students should formulate ideas about research topics and begin identifying faculty members to serve as their committee chair (advisor).** Unlike some departments, in the Department of Geography students choose their committee members, subject to departmental approval via the POS.

In consultation with their advisors, students then identify other faculty members to serve on their research committee. M.S. students are encouraged, and Ph.D. students are required, to select at least one member of the research committee from outside the Department of Geography. However, at least two committee members, and a majority of any graduate research committee, must be full-time OSU Geography faculty. Furthermore, all committee members must be members of the Graduate Faculty (see Graduate College website/database for current members).

Students must convene a **Plan of Study pre-signing meeting**, at which the committee discusses: courses to be included on the POS, the student's research focus, final document format (creative component or thesis for M.S., traditional monograph or three article dissertation for Ph.D.), the student's timeline, and other relevant information. The student should provide a draft (printer-friendly) copy of the POS and a summary of his/her research plans to the committee members prior to this meeting. Once the committee approves of the plan, the POS form is electronically circulated for approval by all committee members. Any change in the POS must receive prior approval by all members of the student's research committee. **Students should consult closely with their committee on all phases of their research project or program.**

It is the student's responsibility to keep all members of her/his committee informed about their research progress (including copies of manuscript drafts for review). A minimum of two weeks must be allowed for committee members to review research materials in advance of posted defenses. Earlier drafts of such work will usually be passed between the student and his/her research committee chair (i.e. advisor) multiple times before the document is approved for dissemination to the rest of the committee. Students should not assume that the first or even second draft of a proposal, thesis, or dissertation will be in an appropriate form to be delivered to the remainder of the committee members **and so should anticipate several repetitions of the edit/review process with their advisors before the defense draft is approved for distribution to the rest of the committee.**

Revisions at this stage may require **more than two weeks' turnaround time** depending the quantity and quality of the submitted materials as well as the committee chair's schedule and other commitments (including conference travel, field work, end-of-semester grading, etc.). Students should work closely with their advisors to coordinate this process, and to reach a mutually-agreeable schedule by which the student submits drafts and the advisor returns them for revision. Graduation delays and other conflicts arise when students assume that advisors will always be able to provide comments and revisions on drafts within a two-week window, though this is the timeline faculty strive for when their schedules permit.

It is anticipated that students may sometimes need to make a change in their research committee membership. In such situations, students should obtain a Committee Change Request form from the Graduate College (see link in Appendix) and circulate for the appropriate initials. This form must be submitted to the Coordinator of Graduate Studies, who will review it prior to forwarding it to the Department Head for final departmental approval. The form must ultimately be approved at the Graduate College before the change takes effect.

### *Progress Toward Degree*

At the end of each fall and spring term, the progress of all students toward their degrees and their work duties (if employed by the department) is evaluated by the faculty. To remain in the program, students must make satisfactory progress toward degree completion. A grade point average of B (3.0) is required to remain in good standing with the Graduate College. To retain an assistantship, students must perform satisfactorily in all assigned duties. Students must be enrolled for any semester (including Summer Session, with advisor's approval) in which demands are made on faculty time. Students should be advised that not all faculty members will be available during the summer, and likewise students should not assume faculty are available for defenses or consultation **between terms** (i.e. December break, May, August). Any student who plans to finish a program during these periods should discuss scheduling options with her/his committee, and understand how this scheduling affects the official semester of graduation as well as Graduate College enrollment requirements.

### *Departmental Policies Regarding Defenses*

The following rules apply to **all** oral defense meetings (proposals, creative components, theses and dissertations):

- **Timing** (proposals): An oral defense of the research proposal and its relevance to the field of Geography must be held no later than pre-finals week of the semester **prior** to the one in which a student plans to graduate (except creative components, proposals for which may be defended within the first three weeks of the graduation term). **During the summer the proposal defense must be held no later than July 31<sup>st</sup>** to count as a summer defense (and therefore be eligible to graduate the following fall).
- **Announcement**: All defenses must be publicly posted (on departmental bulletin boards) **at least two weeks** before the date of the defense (see example announcement in the appendix).
- **Review**: Advisor-approved final defense drafts (see comments above) must be delivered to all members of the student's committee **at least two weeks** in advance of the scheduled oral exam date.
- **Format**: Students should determine whether their committee members prefer hard copies of defense documents or electronic copies (i.e. e-mail attachments, CD-ROM), and deliver accordingly.
- **Location**: Students must schedule a room for the defense with the main office in the department. Students must be physically present for the defense; teleconferencing methods are not permitted by the student.

### *Deadlines*

There are several important Graduate College deadlines for students in their final term. These are:

1. The Diploma Application (Registrar) and Graduation Clearance (Graduate College) forms;
2. Final Revision of Plan of Study, if necessary (Graduate College);
3. Thesis/dissertation draft copy submitted to Graduate College (thesis plan/Ph.D. only);
4. The results of oral examination submitted to the Graduate College (thesis plan/Ph.D. only); and
5. The thesis/dissertation final copies submitted online to the Graduate College (thesis plan/Ph.D. only).

The dates and relevant procedures to which they relate are posted on the Graduate College website and in the University Catalog. Students should also contact the department for further departmental requirements.

### *Presentation Requirement*

The ability to present research results is critical to many positions held by our graduates. Each student is required to formally present near-final results of his/her thesis, creative component or dissertation research at a professional meeting or similar venue **after** his/her research proposal has been successfully defended. The student must consult with his/her advisor as to an appropriate outlet and the advisor must affirm that the student has completed enough research to give an effective presentation. Students must file copies of their meeting programs or presentation flyers with the departmental office to confirm their presentation. The following is a list of acceptable venues for giving poster or paper presentations; others exist and may be used if approved by the student's advisor and the Graduate Committee:

- Association of American Geographers (AAG) annual meeting (Spring)
- Southwestern Division AAG (SWAAG) annual meeting (Fall)
- Oklahoma Academy of Science Fall Technical meeting (Fall)
- Department of Geography Colloquium (end of each semester)
- Seminar/Colloquium series in another department on campus
- OSU Graduate College Research Symposium (part of Research Week in February each year)
- OU (Geography) Graduate Colloquium (Note: one of the student's committee members must attend)

*Policy on Human Subject Research/IRB*

Federal regulations require review and approval by the Institutional Review Board (IRB) of all research studies that involve human subjects, including research questionnaires. Students who intend to employ such data collection techniques or who conduct other research involving human subjects must consult with the IRB in 203 Whitehurst concerning the proper procedure for receiving IRB approval or certification of exemption from review. IRB approval must be obtained **BEFORE** data collection begins. There are no exceptions to this rule. Theses, reports, and creative components involving human subjects will not be accepted by the Graduate College if IRB approval is not obtained **BEFORE** the research is conducted. It is the student's responsibility to consult with the IRB office in order to obtain approval for his/her research. The Department of Geography recommends that students have IRB approval for any surveys or questionnaires in hand at the time of the defense of the research proposal. The OSU guidelines are on file in the departmental office and a link to the IRB website is available in the Appendix.

Also, OSU policy requires all graduate students to complete, on a one-time-only basis, early in their graduate study, an online module about responsible conduct of research (RCR). A link to the module is available on the Graduate College website. **All graduate students should complete the module during their first semester.** If you are supported by a contract or grant, or you are currently taking thesis (5000) or dissertation (6000) hours, you must have the module completed. When you are done, print the completion certificate and take it to the Department of Geography office for filing by the Graduate Secretary. A link to the RCR website is available on the Graduate College's website.

## Coursework Information

### *Prerequisites and Remediation*

All graduate students are expected to demonstrate minimal proficiency (earned an A or B in relevant coursework) in the following four areas: (1) Cartography, (2) Statistics, (3) Advanced physical geography, and (4) Advanced human geography. Courses satisfying prerequisites 3 and 4 must have been taken at the junior/senior level. Students who are admitted to the graduate program with deficiencies in one or more of the prerequisites categories above may demonstrate minimal proficiency by one of the following two methods:

- A. Completing an equivalent course at another institution. Equivalence will be affirmed by the Coordinator of Graduate Studies during initial student advisement and copies of course syllabi and the student's graded work may be requested. Students entering the graduate program with a previously-earned Geography degree are assumed to have satisfied prerequisites 3 and 4.
- B. Taking one of the following courses for the appropriate deficiency:
  1. Cartography: GEOG 4323
  2. Statistics: GEOG 3333 or STAT 4053 or equivalent
  3. Advanced physical geography: GEOG 3023, 3033, 4023, 4053, 4063, 4073
  4. Advanced human geography: GEOG 31X3/41X3 (topical), 32X3/42X3 (special), 37X3 (regional)

**Note:** Remediation courses may be taken concurrently with courses counting toward the POS. However, remediation deficiencies CANNOT be applied toward any POS. Also, all courses listed on the POS must have grades no lower than a B.

### *Technical Writing (ENGL 3323)*

Many students benefit from formal instruction in technical writing. The faculty believes that ENGL 3323 offers an opportunity to obtain this instruction, and graduate students are encouraged to enroll in this course. After the student's first semester evaluation, students who exhibit writing deficiencies will be required to enroll in the course.

### *Core Courses*

The following core courses (10 hours) are required of all Geography graduate students. Masters students must complete the core courses by the end of their second semester and should adhere to the following schedule:

#### **First Fall Semester**

5001 Professional Development in Geography  
5413 History and Philosophy of Geography

#### **First Spring Semester**

5303 Geographical Analysis I  
5403 Current Geographic Research

Ph.D. students must also take GEOG 6313 (Mixed Methods in Field Research) for 13 total core hours.

**Note:** Required courses can only be satisfied with an A or B, and must appear on the POS.

### *Course Waivers*

In a few instances students can demonstrate that they possess the competencies of a required course. Such students should complete a "Core Course Waiver Request" form (available from the department) to the Graduate Committee along with supporting documentation (syllabi, graded course work, etc.) for consideration.

### *Courses Without Regular Meetings*

Some courses, variously listed as research problems, readings, internships, or other independent study formats, typically do not have regular meeting times/days and instead are conducted one-on-one between a faculty member and a student. These types of courses are often an important part of a student's preparation, especially when students desire advanced study in topics that are not covered in regularly-offered courses. Hence, these courses are acceptable for graduate degree credit with the following limitations:

**M.S. students** may not include more than 6 hours (total) of such coursework on their POS. Exceptions are made for regular courses that use the research problems (5510) course number as a temporary placeholder prior to the creation of a permanent course number and for Travel/Study Abroad courses that likewise use these numbers.

**Ph.D. students** may include no more than 12 hours of such courses, under the following provisions:

1. There is a maximum of 6 credit hours in research topics (6910) and 6 credit hours in readings (6930).
2. There is a maximum of 6 credit hours of these types of courses from any one professor.

### *Other Courses*

Some 4000-level courses are approved for graduate credit; these courses are listed in the OSU catalog with an asterisk (\*). A minimum of 21 hours of courses at the 5000 level (or above) courses is required for completion of M.S. degree with either the 30-hour thesis option or the 36-hour non-thesis option. As noted earlier, at least 75% of coursework must be at the 5000-level or above on Ph.D. Plans of Study.

## GRADUATE DEGREES IN GEOGRAPHY

### The M.S. Degree in Geography

The Department of Geography offers a program of study leading to the Master of Science degree. Course work is oriented toward problem-solving skills and techniques. Considerable leeway is granted with respect to the selection of course offerings. Plans of study can be developed to accommodate numerous specialties on one of the department's three broad areas of emphasis: (1) cultural/historical geography, (2) natural resource management, and (3) transportation/urban geography.

### *Course Requirements*

- **Required Geography Courses: 10 hrs**

5001 Professional Development in Geography  
5413 History and Philosophy of Geography

5303 Geographical Analysis I  
5403 Current Geographic Research

- **Required Seminars: 6 hrs**

Each M.S. student must take **one** 3-credit graduate course/seminar from each of the following groups:

- **Group I – Cultural, Historical, and other Human Geography:**
  - Cultural and Historical Geography Seminar (GEOG 5140)
  - Geography of Sport, Recreation and Leisure Seminar (5150)
  - Seminar in Cultural and Political Ecology (6110)
  - Seminar in Urban Geography (6120)
  - Seminar in Political Geography (6130)
  - Seminar in Transportation Geography (6180)
  - Seminar in Historical Geography (6210)
- **Group II – Natural Resources and Physical Geography:**
  - Geography of Arid Lands (5023)
  - Geoarchaeology and Environmental History (5063)
  - Climate Change: Past, Present, and Future (5073)
  - Landscape Ecology (5113)
  - International Resource Management (5123)
  - Resource Management and National Parks (5163)
  - Human Dimensions of Global Environmental Change (5233)
  - Land Use Science (5273)
  - Seminar in Quaternary Paleoecology (6013)
  - Seminar in Cultural and Political Ecology (6110)

- **Thesis Hours (thesis option only): 6 hrs**

- **Elective Coursework: 8 hrs (thesis option) or 20 hours (non-thesis option)**

See Elective Coursework section later in this document.

### *The Thesis Option (Plan I)*

The Thesis Option requires 30 hours of graduate credit. The Thesis is a traditional, formal research report that is written as a single, cohesive document. It consists of a series of chapters that lay out the research problem or synthesis theme, review the relevant literature, detail the data or evidence and the mode of analysis employed, and identify conclusions. It includes a list of works cited/references as well as prefaces, acknowledgements, and appendices as appropriate. Students selecting this option must submit their theses to the Graduate College in accordance with Graduate College regulations and deadlines.

#### Thesis Requirements:

1. **Proposal.** A written proposal for the thesis (and committee approval thereof) is required. An oral defense of the proposal and its relevance to the field of Geography will be held as early as the student's second semester but no later than pre-finals week of the term prior to the term in which a student graduates. **These examinations are open to the public and must be publicly announced/ posted two weeks prior to the examination date.** See the sample announcement in the Appendix.

#### Components of a Thesis Proposal:

- Introduction - What is the background and context of the study?
  - Objectives, and hypothesis/hypotheses or research questions
  - Literature review
  - Methodology to be employed
  - Research plan and calendar
  - Preliminary reference list
  - IRB forms approving research if using human subjects as well as completion of the online IRB module found on the Graduate College website.
2. **Thesis.** The OSU Graduate College maintains Thesis and Dissertation Guidelines (see link in Appendix) that contain format specifications for theses and dissertations. Students should follow the style used by the *Annals of the Association of American Geographers* or *The Professional Geographer* for grammar, punctuation, illustrations, and other matters. Students must be aware of and adhere to all copyright laws and should consult *Copyright Law and the Doctoral Dissertation* by Kenneth Crews (UMI, 1991) for issues concerning the use of a photograph, illustration, or other published work. An approved draft of the thesis must be submitted for review by the Graduate College well in advance of the end of the semester in which the student expects to graduate (see "Graduate College Academic Calendar" in the University Catalog or on the Graduate College's website for semester-specific dates). It is departmental policy that students submit final draft copies of their theses to members of their committee at least two full weeks prior to the oral defense.
  3. **Final Oral Examination.** The final oral examination will be conducted on the draft copy of the thesis so that changes suggested by the student's Research Committee may be incorporated into the final version. The examination is conducted by members of the student's committee, and while it is open to the public and inquiries may be made by other interested parties, only members of the committee may vote on the success or failure of the exam. The examination may include any question concerning Geography or the student's area of emphasis. Those who fail the oral examination must make a plan with the committee for remedial work and rescheduling the exam. Students may not defend a thesis in the same semester in which they defended the proposal. **It is the student's responsibility to obtain all forms required to complete the graduation process.**

**NOTICE OF FINAL ORAL EXAMINATION FOR THE THESIS MUST BE PUBLICLY POSTED TWO WEEKS PRIOR TO THE SCHEDULED DATE.**

### *The Non-Thesis/Creative Component Option (Plan III)*

The Non-Thesis Option requires 36 hours of graduate credit. This option should be pursued by students whose specific research topic lends itself to the generation of a different kind of final product including, but not limited to: a report, a piece of software, or an interactive map. All graduate students pursuing the non-thesis option will be expected to craft a project that demonstrates original thought and applies geographic concepts and methods in an intellectually rigorous fashion that is commensurate with the expectations of anyone holding a professional degree.

#### Creative Component Requirements:

1. **Proposal.** A written proposal for the creative component (and committee approval thereof) is required. An oral defense of the proposal and its relevance to the field of Geography will be held as early as the student's second semester but no later than the third week of the term in which a student intends to graduate. **These examinations are open to faculty and students and must be publicly announced/posted two weeks prior to the examination date.** See the sample announcement in the Appendix.

#### Components of a Creative Component Proposal:

- Introduction - What is the background and context of the study?
  - Objectives, and hypothesis/hypotheses or research questions
  - Literature review as needed
  - Methodology to be employed
  - Research plan and calendar
  - Preliminary reference list
  - Specification of final product deliverable (e.g. written report, computer program)
  - IRB forms approving research if using human subjects as well as completion of the online IRB module found on the Graduate College website.
2. **Creative Component.** The course from which the creative component emerges must be explicitly identified on the POS. In addition to the examples cited under Plan III for the master's degree in the University Catalog, the creative element may involve the use of geographic tools to produce a product in an innovative manner (e.g., unique portrayal of data in cartographic form, spatial analysis of a data set, or poster presentation of research). All students choosing the non-thesis option must file all or part of their creative component materials with the department. Each student will work with his/her research committee to determine what materials will be placed on file.
  3. **Writing Sample.** If the creative component does not take the form of a formal, written report, the student shall submit a research paper that was written for a graduate seminar. This paper will be evaluated by the committee as a sample of the student's writing ability.
  4. **Final Oral Examination.** The oral examination will be conducted by members of the student's committee upon completion of the project. The examination may include any question concerning Geography or the student's area of emphasis and is conducted by members of the student's committee. While it is open to the public and inquiries may be made by other interested parties, only members of the committee may vote on the success or failure of the exam. The examination may include any question concerning Geography or the student's area of emphasis. Those who fail the oral examination must make a plan with their committee for remedial work and rescheduling their exam. **It is the student's responsibility to obtain all forms required to complete the graduation process.**

**NOTICE OF FINAL ORAL EXAMINATION FOR THE CREATIVE COMPONENT  
MUST BE PUBLICLY POSTED TWO WEEKS PRIOR TO THE SCHEDULED DATE.**

### *Summary of Steps Toward Completing the Master's Degree:*

The following plan should help students complete their degrees in the expected two years (four semesters):

1. **First Advisement.** Prior to first enrollment, students meet with the Coordinator of Graduate Studies to discuss their educational/vocational objectives and to complete initial advisement and enrollment forms. Students admitted on strict academic probation must earn at least a "B" in each course in the first 10 to 12 hours of enrollment (including at least 3 hours of 5000-level Geography) to remain in the program.
2. **First Enrollment.** After meeting with the Coordinator of Graduate Studies, students acquire enrollment and other authorizations through the department. Students new to OSU must create an OKEY account (see link in Appendix) and obtain their OSU I.D. cards (113 Math Sciences Building).
3. **Ongoing Enrollment.** All master's students must take GEOG 5001, 5303, 5403, and 5413 during their first year of enrollment, unless meeting program prerequisites necessitates a modification to this schedule (such students should consult with the Coordinator). To maintain full-time student status, the Graduate College requires students with half-time assistantships to enroll in at least 6 credit hours per semester (9 credit hours for quarter-time assistantships). However, students may need to exceed 6 credit hours per semester or take summer courses/hours in order to make adequate progress toward the degree.
4. **Responsible Conduct of Research (RCR) Training.** Students are encouraged to complete the online RCR module (available through the Graduate College's website) as soon as is feasible, preferably before or at the beginning of their first semester at OSU. Students working as research assistants (RAs) must have completed RCR training before commencing duties. All students must complete the training before commencing with thesis or creative component research.
5. **Selection of Topic/Research Committee.** As early as possible in the student's career, typically towards the end of the student's first semester, the student should form a research committee. This committee will make recommendations regarding the student's POS and will supervise and review her/his research product (thesis or creative component). As part of this process students should:
  - a. choose general area of interest/emphasis;
  - b. choose their committee chair/advisor;
  - c. choose a specific topic/research problem to pursue; and
  - d. choose the thesis or creative component option.
6. **Plan of Study pre-signing meeting and submission to Graduate College.** The student must convene a meeting of his/her committee to review the POS form, which must be submitted to the Graduate College prior to completion of 17 hours of earned credit (typically achieved at the end of the student's second semester) in order to enroll for subsequent semesters. If approved, a copy is returned to the department for the student's file. The POS also indicates if research involving human subjects will be involved. If so, students must file appropriate paperwork with the Institutional Review Board (IRB) in 203 Whitehurst to confirm that proper research protocols for any surveys, questionnaires, or other research involving human subjects are followed (see earlier section in this document for more information).
7. **General Oral Examination/Proposal Defense.** Students should begin work on thesis or creative component proposals as soon as they have a research committee/chair selected. Students must orally defend their proposals no later than the semester prior to the semester in which they graduate (thesis option; typically the student's third semester) or by the third week of their graduation semester (creative component option; typically the student's fourth semester). If creative component students successfully defend their proposals by the third week of their final semester, they are permitted to defend their final projects during the last three weeks of that same semester. However, no students may defend both the proposal and the final project in the summer term, and no thesis students may defend both the proposal and final thesis in the same fall or spring semester. A proposal defense completion form (see appendix) must be signed and submitted to the department (Coordinator of Graduate Studies) after the defense.

8. **Thesis/Creative Component Research.** Upon successful defense of the research proposal, students proceed with their research under the direct supervision of the research chair/advisor with guidance and input from committee members as appropriate/necessary. Thesis students must complete 6 credit hours of GEOG 5000 (with grades of 'SR') during this process. Students may wind up taking more than 6 hours of GEOG 5000 during their careers, but only 6 hours may be listed on or applied to the POS.
9. **Presentation.** Students must consult with their committees to plan a formal presentation of research results at an acceptable professional venue (see *Presentation Requirement* earlier in this document). Students may not officially complete their presentation requirement before the successful defense of the proposal, and the research must be complete or nearly so to satisfy this requirement.
10. **Application for Degree.** At time of enrollment for the term in which the student expects to graduate, students must ensure that the POS is up-to-date, a Graduation Clearance form must be filed with the Graduate College, and a "Diploma Application" must be made online to the Registrar through SIS.
11. **Draft of thesis submitted to Graduate College by due date.** The student must submit a draft of the thesis to the Graduate College for format review (not required for Creative Components). The student's advisor must sign the thesis draft before the Graduate College will review it. Format review workshops are routinely offered by the Graduate College that also fulfill this requirement.
12. **Final Oral Examination.** Students must successfully complete a defense of the thesis or creative component. Announcement of this defense must be made at least **two weeks** before the scheduled defense via departmental postings, and committee members must be given at least **two weeks** to review the draft:
  - a. Thesis students must bring the "Results of Final Exam" (aka Thesis Oral Defense Results) form to the thesis defense (download from Graduate College website).
  - b. Creative component students must bring the "Verification of Completion of Creative Component" form to the creative component defense (obtain copy from the department).
  - c. The committee chair will notify Graduate College of the thesis oral examination results immediately following conclusion of the examination. **The advisor (not the student) returns the completed form to Graduate College after the exam is finished.** The creative component completion form (see appendix) is filed with the department only (Coordinator of Graduate Studies).
13. **Submission of Final Copies.** Students usually have revisions to complete on their research projects, especially theses, after the Final Oral Examination. Students must be aware that such revisions, even in the event of a successful defense, may be extensive and time-consuming. Scheduling defenses on or near the Graduate College deadline may not leave sufficient time to complete final revisions before the Graduate College deadline for submitting the final thesis draft.
  - a. **Theses:** Committee members do not sign the final title page until all required changes to the thesis have been made and approved. Students file the final thesis online with the Graduate College and a submit paper copy of the signature page to the Graduate College.
  - b. **Creative Components:** Copies of the final product for the creative component must be filed with the departmental office for archiving and/or display. Students who do not provide a copy of their creative components will not be cleared for graduation by the Coordinator of Graduate Studies.
14. **Miscellaneous:**
  - a. Degree candidates must ensure that all "I" and "R" grades for courses included in the POS are changed to letter grades, if applicable. Contact the appropriate instructors/advisors.
  - b. Complete departmental check-out (turn in keys, etc.).
15. **Evaluation.** Near the end of every fall and spring semester the department's Graduate Committee solicits progress reports from each Geography instructor and TA/RA supervisor, and these, taken with other evidence of performance and ability, are used to assess each student's progress towards the degree.

## The Ph.D. Degree in Geography

OSU's Ph.D. program is an innovative and vibrant program that provides an integrated systems approach to the study of human and environmental resources. The Department of Geography has a long-standing emphasis on cultural/historical geography and in natural resource management, and has recently developed a new graduate focus in transportation/urban geography. Doctoral students entering the program are expected to have earned a master's degree, and will select one of three possible tracks: cultural/historical geography, natural resources, or transportation/urban geography. Considerable flexibility exists within these tracks, allowing the student to choose from a broad spectrum of coursework in both Geography and related disciplines. Students must have earned a master's degree to gain admission to the Ph.D. program; a minimum of 60 credit hours beyond the master's degree and a successfully defended dissertation are required to receive the doctoral degree.

### *Course Requirements*

#### • **Required Geography Courses: 13 hrs**

5001	Professional Development in Geography*	5303	Geographical Analysis I*
5413	History and Philosophy of Geography*	5403	Current Geographic Research*
	6313		Mixed Methods in Field Research

Courses indicated with an \* must be completed by the end of the student's fourth semester in the program. These courses not required if satisfactorily completed (grade of A or B) at the master's level.

- **Elective Coursework In Geography: 15-27 hrs**      Students are expected to focus in **one** of these three areas:
  - Cultural/Historical Geography
  - Natural Resource Management
  - Transportation/Urban Geography

#### • **Elective Coursework Outside Geography: 9-15 hrs**

Coursework should complement the student's research track and align with the chosen specialty above.

#### • **Dissertation Hours: 15-24 hrs**

- No more than 6 hours of GEOG 6000 may be taken before admission to candidacy (departmental rule)
- At least 10 hours to be taken after admission to candidacy (Graduate College rule)

### *Composition of Ph.D. Committees*

The doctoral committee must be composed of at least four members and must feature an "outside" member from a department or program other than Geography. All committee members must be members of the OSU Graduate Faculty. Committees may include faculty from institutions other than OSU and these members may participate in the normal advisement and discussions regarding the student's doctoral work, including the final defense of the dissertation. However, such a member must be approved as an Affiliate member of the OSU Graduate Faculty, does not have voting privileges regarding the passing or failing of the dissertation defense, and may not serve as the outside member or chair of the student's doctoral committee. Regardless of the composition of the committee, a **majority** of voting members must be from the Department of Geography at OSU (e.g. 3 out of 4 or 5, 4 out of 6).

### *Other Requirements*

The following requirements must also be satisfied by doctoral students as they progress towards the Ph.D.

- I. **Admission to Doctoral Candidacy.** To be admitted to candidacy, doctoral students must:
  - A. have an approved Plan of Study on file in Graduate College.
  - B. pass written and oral qualifying (comprehensive) examinations in 3 subjects in Geography and/or other areas that are appropriate to the student's chosen research:
    - The written component will take place on three days consisting of six hours of examination per day. One subject area will be tested upon on each of the three days with testing spaced over no more than ten working days. The department provides a room and computer without Internet access. The exam is "closed book" except for a single 8.5 x 11" sheet of paper with notes prepared by the student.
    - The oral component will take place on a subsequent day agreeable to the student and the committee with sufficient time between the written and oral components so faculty have adequate time to evaluate answers to the written components. The questions asked in the oral examination will be questions resulting from the student's written answers as well as the student's research specialty. **The oral exam is not open to the public.**
    - OSU Graduate College policy states that in the case of failure of either the oral or written portion of the examination, the student will be notified in writing of the conditions under which another examination can be taken. A second examination may not be given earlier than four months after a failure. If the results of a second examination are unsatisfactory, no other examination may be given without approval of the University's Graduate Council. A departmental completion form (see appendix) must be submitted to the department (Coordinator of Graduate Studies) at the conclusion of the defense.
  - C. successfully defend a dissertation proposal no later than pre-finals week of the term *prior* to the term in which a student graduates. See information regarding Thesis proposals for a guide to the components and requirements of a dissertation proposal. The actual format of the proposal will likely depend on the dissertation format chosen (see *Dissertation Types* later in this document). Students are required to complete the comprehensive examination before the dissertation defense unless the student's research committee and the department's Graduate Committee all approve reversing the order. In such circumstances, the "Admission to Doctoral Candidacy" form must not be submitted to the Graduate College until the student has passed both the dissertation defense and the oral qualifying examination.

**NOTICE OF THE DISSERTATION PROPOSAL DEFENSE MUST BE  
POSTED TWO WEEKS IN ADVANCE OF THE SCHEDULED DATE.**

2. **After being admitted to candidacy**, a Ph.D. student must successfully complete (with grades of 'SR') at least 10 hours of dissertation research credits (GEOG 6000).
3. Complete one of the following five **Research Tool** options:
  - **Option #1:** The student must demonstrate proficiency in the reading, speaking, and writing of one language other than English. In other words, the student will be reasonably fluent in one language other than her/his native language. This can be demonstrated by completing two years of coursework in a foreign language (20 OSU credit hours or equivalent with grades of B or above). Otherwise, this proficiency can be demonstrated by an exam arranged by the department's Graduate Committee. In the case of an international student with a first language other than English, a TOEFL score of 86 on the iBT (or 550 on the paper-based exam) demonstrates language proficiency.

- **Option #2:** The student must demonstrate reading proficiency in two languages other than English. In other words, the student will have a modest knowledge of two languages other than her/his native language. This can be demonstrated by completing coursework in each of two languages (In each language, 10 OSU undergraduate credit hours or equivalent with grades of B or above).
- **Option #3:** The student must demonstrate proficiency in quantitative methods. The requirements for this option are Geography 6303 (Geographical Analysis II) and an additional 9 hours of graduate-level coursework in quantitative techniques. The Department has developed a list of courses approved for this purpose (below). All pre-requisites for these courses must also be met. Other graduate courses may be used to satisfy this requirement if first approved by the student's advisor and the department's Graduate Committee.

**Note:** Students who complete GEOG 6303 as part of their M.S. programs must still complete 12 hours for this option as a Ph.D. student and simply choose 12 hours from the list below.

**Approved Courses for Ph. D. Option 3: Quantitative Methods**

CIVE 5263	Terrain Analysis
CIVE 5343	Urban Transportation Planning
CS 5273	Advanced Software Engineering
CS 5413	Data Structures and Algorithm Analysis II
CS 5423	Principles of Database Systems
CS 5433	Distributed Database Systems
ECON 5903	Regional Economic Analysis and Policy
ECON 5913	Urban Economics
MSIS 5543	Advanced File and Data Management for Business
MSIS 5623	Information and Network Technology Management
MSIS 5643	Advanced Database Development
MSIS 5653	Advanced Systems Development
NREM 5133	Advanced Topics in Forest Biometrics
NREM 5193	Spatial and Non-Spatial Database Management
POLS 5013	Quantitative Methods of Political Analysis
REMS 6003	Analysis of Variance
REMS 6013	Multiple Regression Analysis in Behavioral Studies
SOC 5213	Techniques of Population Analysis
SOC 5243	Social Research Design
SOC 5263	Quantitative Analysis of Social Research
STAT 5013	Statistics for Experimenters I
STAT 5023	Statistics for Experimenters II
STAT 5033	Nonparametric Methods
STAT 5043	Sample Survey Designs
STAT 5053	Time Series Analysis
STAT 5063	Multivariate Methods
STAT 5073	Categorical Data Analysis
STAT 5513	Multivariate Analysis

- **Option #4:** The student must demonstrate proficiency in qualitative methods. The requirements for this option are Geography 5423 (Geographic Renderings in Qualitative Methods) and an additional 9 hours of graduate-level coursework in qualitative techniques. The Department has developed a list of courses approved for this purpose (below). All pre-requisites for these courses must also be met. Other graduate courses can be used to satisfy this requirement if first approved by the student's advisor and the department's Graduate Committee.

**Note:** Students who complete GEOG 5423 as part of their M.S. programs must still complete 12 hours for this option as a Ph.D. student and simply choose 12 hours from the list below.

**Approved Courses for Ph.D. Option 4: Qualitative Methods**

HIST 5023	Historical Methods
POLS 6013	Qualitative Methods for Fire and Emergency Managers
SCFD 5913	Introduction to Qualitative Inquiry
SCFD 6123	Qualitative Research I
SCFD 6190	Qualitative Research: Selected Methods
SCFD 6193	Qualitative Research II
SOC 5273	Qualitative Research Methods

- **Option #5:** The student must demonstrate proficiency in a mixture of skills. The requirements for this option are an additional 12 hours of graduate-level coursework in multi-skills. The department has developed a list of courses approved for this purpose (below). All pre-requisites for these courses must also be met. Students must take at least one course each from Group A and Group B.

**Approved Courses for Ph.D. Option 5: Multi-Skills**

Group A — Techniques:

GEOG 5333	Remote Sensing
GEOG 5343	Advanced GIS: Resource Management Applications
GEOG 5353	Advanced GIS: Socio-Economic Applications
GEOG 5363	Enterprise GIS
GEOG 5393	Remote Sensing of Water Resources
GEOG 6303	Geographical Analysis II
GEOG 6333	Advanced Techniques in Image Analysis/GIS

Group B — Skills:

GEOG 5203	Writing Across the Discipline
GEOG 5423	Geographic Renderings in Qualitative Analysis
HIST 5023	Historical Methods
POLS 6013	Qualitative Methods for Fire and Emergency Managers
SCFD 5913	Introduction to Qualitative Inquiry
SCFD 6123	Qualitative Research I
SCFD 6190	Qualitative Research: Selective Methods
SCFD 6193	Qualitative Research II
SOC 5273	Qualitative Research Methods

### *Dissertation Types*

Students choose to write and defend either the traditional Monograph Dissertation or the Three Article Dissertation (TAD). Some research topics may lend themselves more naturally to one format or the other, but in all cases Ph.D. students are strongly encouraged to discuss the merits and drawbacks of each format with their advisors and committee members early in their programs. Though the format chosen can be subsequently changed if necessary, students may lose a significant amount of work/time if they do so.

#### **1. Monograph Dissertation**

- A. The Monograph Dissertation constitutes the classical dissertation in which the topic of the dissertation is written as a single, cohesive document. It consists of a series of chapters that lay out the research problem or synthesis theme, review the relevant literature, detail the data or evidence and the mode of analysis employed, and identify conclusions. It includes a list of works cited/references as well as prefaces, acknowledgements, and appendices as appropriate.
- B. The dissertation is completed when approved by dissertation committee.

#### **2. Three Article Dissertation (TAD)**

- A. The TAD constitutes a *dissertation volume* composed of: (i) an introductory chapter addressing the general problem, in which the three articles are encapsulated, (ii) at least three publishable dissertation articles (PDA) related to a coherent research problem, and (iii) a summary/conclusion that sets the overall contribution of the research in context.
  - i. The introductory chapter establishes: (i) the broader problem or topic of study and how the three PDAs fit within it, and (ii) provides the relevant literature review and discussion of methods employed in the dissertation research but not found in any of the three articles.
  - ii. The PDAs constitute original research, review, or conceptual-philosophical contributions to geographical or geographical-related scholarship. The PDAs should be preceded by a brief preamble outlining authorship, article titles, and target journal(s) for the individual PDAs. The abstract for each PDA should also be included.
  - iii. The concluding chapter reviews the findings of the PDAs and specifies the contributions that each article and the three-article set make to science/knowledge more broadly, the specific dissertation problem/topic, and the discipline awarding the dissertation degree.
  - iv. It is recommended that, in situations where articles are submitted well in advance of the final dissertation defense, the student and committee members all sign and date a document that denotes committee approval of that manuscript as submission-ready and acceptable for inclusion in the final dissertation.
- B. The entire dissertation is initially and primarily written by the doctoral candidate regardless of the subsequent revisions and authorship of the articles submitted for publication.
- C. The introductory and concluding chapters must follow the style of *Annals of the AAG* and contain individual lists of works cited. The “article” chapters must follow the style of the journal to which it is being submitted, and the entire dissertation must be consistent with the dissertation submission rules of Oklahoma State University.
- D. Each chapter of the dissertation must contain the requisite tables, graphics, and reference lists, regardless of redundancy that may appear owing to the 3 article format.
- E. The dissertation may have prefaces/acknowledgements, appendixes, and other complementary sections as needed.
- F. The dissertation is completed when approved by the dissertation committee. It is understood that this approval asserts that the three articles are of sufficient quality that they are ready for submission to the identified journals.
- G. Rules regarding PDA development within the Three Article Dissertation
  - i. Each PDA is a complete and publishable research contribution unto itself following the content and length of a “research article” as defined by major journals. Journal selection requires written approval of the dissertation committee.

- ii. None of the three articles can be published in any other dissertation. The articles may have been published or in press previous to completion of the dissertation if they are a product of the research proposal defended and approved by the committee. The committee and the Coordinator of Graduate Studies must approve any exception to this rule.
- iii. Each article must be submitted for consideration of publication (either previous or subsequent to the completion of the dissertation) to a major journal (see 2Gi) consistent with the research discipline, subfield, or interdisciplinary area of the dissertation author. It is the advisor's responsibility to ensure that the submissions are made.
- iv. Authorship of the articles in their submitted form must include the dissertation author as: (i) the sole author of at least one article, and (ii) the lead author of any multiple authored submissions. The required preamble to the PDAs will include all of this information (see 2Aii).
- v. Any changes in content or authorship of the proposed PDAs must be approved by the committee prior to completion of the dissertation.

### Elective Coursework

As noted earlier under both the M.S. and Ph.D. program requirements, students will need to take additional hours beyond the core courses and research hours to complete their degrees. The following list represents a comprehensive guide to courses that students may consider in the selection of additional courses both inside and outside Geography. Though every effort has been made to keep this list up-to-date, it is possible some courses listed below are not offered on a regular basis or have been deleted from the course catalog. Additionally, other courses outside Geography may exist that the Graduate Committee is unaware of but which would be appropriate to one of the three categories. Students finding such courses should contact the Coordinator of Graduate Studies with information relating to such courses and their possible inclusion in this listing.

### *In Geography:*

#### ***Applicable to all three Specialty Areas:***

GEOG 4303	Applications of GPS in Field Research
GEOG 4323	Computer Cartography (if not used as prerequisite; see <u>Coursework</u> )
GEOG 5203	Writing Across the Discipline: Geographic Theses and Dissertations
GEOG 5450	Seminar in Geography*
GEOG 5510	Research Problems in Geography*
GEOG 5940	Graduate Cooperative Education Internship
GEOG 6910	Topics in Geography*
GEOG 6930	Readings in Geography*
GEOG 6333	Advanced Techniques in Image Analysis/GIS

\* Special uses of these numbers for new/experimental courses with set meeting times/content may fall under one of the following three categories depending on focus/topic. Otherwise, such courses constitute "Courses Without Regular Meetings" (page 10) and students must ensure they do not exceed stated credit limits.

***Cultural/Historical Geography:***

- GEOG 4113 Cultural and Political Ecology
- GEOG 4143 Geography of Travel and Tourism
- GEOG 5140 Cultural and Historical Geography Seminar
- GEOG 5423 Geographic Renderings in Qualitative Methods
- GEOG 6110 Seminar in Cultural and Political Ecology
- GEOG 6130 Seminar in Political Geography
- GEOG 6210 Seminar in Historical Geography

***Natural Resource Management:***

- GEOG 4113 Cultural and Political Ecology
- GEOG 4153 Geography of Outdoor Recreation
- GEOG 5023 Geography of Arid Lands
- GEOG 5063 Geoarchaeology and Environmental History
- GEOG 5073 Climate Change: Past, Present, and Future
- GEOG 5113 Landscape Ecology
- GEOG 5123 International Resource Management
- GEOG 5163 Resource Management in National Parks
- GEOG 5233 Human Dimensions of Global Environmental Change
- GEOG 5323 Geographic Information Systems: Resource Management
- GEOG 5333 Remote Sensing
- GEOG 5343 Advanced GIS: Resource Management Applications
- GEOG 5393 Remote Sensing of Water Resources
- GEOG 6013 Seminar in Quaternary Paleoecology

***Transportation/Urban Geography***

- GEOG 4123 Geographic Aspects of Urban Planning
- GEOG 4353 Geographic Information Systems: Socioeconomic Applications
- GEOG 4373 Spatial Analysis of Public Health
- GEOG 5113 Landscape Ecology
- GEOG 5183 Topics in Transportation Geography
- GEOG 5353 Advanced GIS: Socioeconomic Applications
- GEOG 6120 Seminar in Urban Geography
- GEOG 6180 Seminar in Transportation Geography

*Outside Geography:*

***Applicable to all three Specialty Areas:***

- STAT 5043 Sample Survey Designs
- STAT 5063 Multivariate Methods
- STAT 5303 Experimental Design

***Cultural/Historical Geography:***

- HIST 5023 Historical Methods
- HIST 5063 Historic Preservation
- HIST 6023 Historiography
- INTL 5213 Seminar International Political Economy
- INTL 5223 Culture, History and World Systems
- INTL 5233 Global Competitive Environment

***Natural Resource Management:***

- AGEC 5713 Rural Regional Analysis
- AGEC 5733 International Agricultural Policy and Development
- BAE 4213 Precision Agriculture
- BOT 4123 Ethnobotany
- CIVE 5263 Terrain Analysis
- ENVR 5210 Seminar in Environmental Science
- GEOL 5503 Advanced Environmental Geology
- HORT 4713 Public Garden Management
- LEIS 5443 Social Foundations of Leisure Services
- NREM 4053 Natural Resource Recreation
- NREM 4063 Ecotourism and Wilderness Management
- NREM 4343 Natural Resource Administration and Policy
- NREM 5133 Advanced Topics in Forest Biometrics
- NREM 5193 Spatial and Non-Spatial Database Management

***Transportation/Urban Geography***

- CIVE 5263 Terrain Analysis
- CIVE 5343 Urban Transportation Planning
- SOC 5493 Seminar in Environmental Justice

## Graduate College Graduation Checklist

- ✓ **(Ph.D. students only)** File the “Admission to Doctoral Candidacy” form during semester prior to graduation. A Ph. D. student must successfully complete (grades of ‘SR’) at least 10 hours of dissertation (GEOG 6000) coursework **after** being admitted to candidacy. Students with an approved POS on file at the Graduate College prior to December 31, 2008 may elect to use the former requirement (no less than six months of candidacy status prior to graduation) instead of the 10 hour enrollment requirement.
- ✓ Enroll for last semester classes (See Catalog for enrollment deadlines).
- ✓ Turn in Final Revision of Plan of Study (if needed) and Graduation Clearance form (Graduate College, 202 Whitehurst). \*
- ✓ File Diploma Application (Registrar’s Office, 322 Student Union. The form is also available for download on the Registrar’s website).\*
- ✓ Turn in DRAFT copy of thesis or dissertation (Graduate College, 202 Whitehurst).\*
- ✓ Turn in “Results of Final Exam” (aka Thesis/Dissertation Oral Defense Results) form (Graduate College, 202 Whitehurst).\*
- ✓ Complete online submission of thesis or dissertation.\*
- ✓ Complete Coursework. Ask instructors to submit “Change of Final Grade” form for any courses with “I” or “R” grades that are listed on Plan of Study.

\* See [http://gradcollege.okstate.edu/current\\_student/calendar.html](http://gradcollege.okstate.edu/current_student/calendar.html) for deadline dates.

**Note:** Graduate students must have their advisor’s approval to participate in the Graduate College hooding convocation.

These requirements represent the general requirements of all graduating students in the Graduate College. Students should also contact their departments for further departmental requirements, if applicable. In addition, students should be sure that any outstanding bursar balances are paid to avoid delays in issuing diplomas upon graduation.

**The Graduate College Thesis/Dissertation Handbook** is available for download free of charge (see link in Appendix). Other thesis or dissertation questions can be answered by contacting the Graduate College (405-744-6368) in 202 Whitehurst. Also refer to the *Thesis/Dissertation Checklist* on the Graduate College’s website.

## ADDITIONAL PROGRAM INFORMATION, POLICIES, AND MISCELLANY

### Expectations of Graduate Students

Graduate students play a key role in shaping the image of our department both on and off-campus. Please represent the department in a professional manner at all times.

### *Assistantship Retention*

To maintain an assistantship and/or tuition waiver, a student must demonstrate satisfactory progress towards completion of the degree. This should be interpreted to mean the avoidance of academic probation, and of other conditions that could reasonably be interpreted to constitute weak academic performance, such as dropping courses to avoid receiving poor grades, or failure to complete a thesis proposal or submit a creative component proposal after the second semester in residence. Assistantship retention is also dependent upon the satisfactory performance of assistantship duties.

**All M.S. students must have a committee-approved proposal prior to enrollment for the third semester. Failure to do so can result in loss of assistantship. Ph.D. students must have a committee-approved proposal prior to their admission to candidacy.** Exceptions must be specifically authorized by the student's research committee.

### *Departmental Obligations During Finals Week*

Scheduling conflicts during finals week sometimes make it impossible for TAs to proctor for the courses that they would ordinarily. As a result, all students holding assistantships (both TAs and RAs) will be expected to help with proctoring duties during finals week. During the last week of classes the Graduate Secretary will prepare a sign-up sheet and schedule of courses that need proctors.

All TAs and RAs are expected to be available through the end of finals week. In the event that a question about a student's grade arises, TAs who maintain student grades may need to be available after finals week. It is the responsibility of all TAs and RAs to make appropriate arrangements with their faculty supervisors to ensure that they have satisfactorily completed their work assignments **BEFORE** they leave for a semester break.

### *Academic Integrity Policy*

Oklahoma State University is committed to the maintenance of the highest standards of integrity and ethical conduct of its students, staff, and faculty. Participating in a behavior that violates academic integrity (e.g., unauthorized collaboration, plagiarism, multiple submissions, cheating on examinations, fabricating information, helping another person cheat, unauthorized advance access to examinations, altering or destroying the work of others, and fraudulently altering academic records) will result in your being sanctioned. Violations may subject you to disciplinary action including the following: receiving a failing grade on an assignment, examination or course; receiving a notation of a violation of academic integrity on your transcript; losing your funding/assistantship; and/or being dismissed from the graduate program and/or the University. All students are expected to be familiar with the University's Academic Integrity policy and to abide by it. For more information, visit the Academic Integrity website (see link in Appendix).

## Departmental Policies

### *Departmental Equipment Usage*

The department houses many forms of equipment and media for use in research and/or teaching. This equipment and media is kept in the departmental office. Students or staff are allowed to check out the equipment for one week intervals. If the equipment is not returned to the departmental office on the due date, a fee of \$5 per day will be incurred (this fee will be charged to the holder's bursar account) until the equipment is returned.

### *Departmental Services*

Occasionally, opportunities may arise for the incorporation of thesis or research paper work into funded research projects. Students should inquire about such opportunities. It is only under these circumstances that students may receive departmental assistance with the preparation of their research documents.

### *Policy on Hardware and Software*

The Department of Geography provides some hardware and software for student use. Students are to use their own media to store programs and data. **NO DATA OR PROGRAMS ARE TO BE STORED ON HARD DRIVES WITHOUT APPROVAL OF THE DEPARTMENTAL COMPUTER COORDINATOR.** The Department assumes no responsibility for the software or data storage it provides to students. Guidelines for computer, local area network (LAN), and printer/plotter use and priorities for their use are available from the LAN Manager.

### *Computer Lab Rules*

1. No food or drink.
2. No children.
3. Do not prop doors open for any reason.
4. No music.
5. After hours use limited only to Geography personnel and students.

**All rules are expected to be followed. Any violations could result in loss of lab privileges.**

### *Student Check-Out/Key Return*

Upon completion of the program but before graduation, students are responsible for returning all departmental keys, ensuring secure storage of any course grades for which they were responsible, leaving contact/forwarding addresses, and other miscellaneous items.

## Other Opportunities

### *Internships*

A student may elect to obtain work experience during the course of study leading to the graduate degree. With the consent of the student's committee the student may be able to earn internship credit (GEOG 5940) while working towards her/his degree. The amount of credit allowable under this program will depend on the student's committee, with a maximum of three credits allowed for any student. The Internship Coordinator will be responsible for (1) supervising the student's internship, and (2) assigning the grade.

### *GIS Certificate*

The Department awards an official certificate in Geographic Information Systems (GIS). This is not a degree in itself but is intended to enhance the professional development of the student and increase prospects for employment. The student will choose from a variety of courses in programming, database management, spatial analysis techniques, and GIS. The GIS Certificate requires a minimum of 21 credit hours which can also be used on the student's Plan of Study if the hours are 4000 level or above and are approved for graduate credit. The Certificate is explained in a brochure available from the Department of Geography. Application to the program may be made through the department's GIS Certificate Coordinator.

### *Graduate Assistant/Associate Health Insurance*

Oklahoma State University offers health insurance for qualified graduate TAs and RAs. You are eligible for Graduate Assistant/Associate health insurance coverage if you are a graduate student who is:

- ✓ Teaching Assistant or Associate (TA), Graduate Assistant or Associate (GA), or Research Assistant or Associate (RA), **and**
- ✓ Working .25 FTE or more throughout the semester and meeting all other eligibility criteria to hold the assistantship, **and**
- ✓ Taking six or more graduate credit hours, (spring and fall, 3 hours summer), or have declared the current term to be the terminal semester and have filed a diploma application.

It is the student's responsibility to verify that their health coverage is active, and to make certain that all insurance forms have been submitted before any deadlines. Visit the University Health Services website at the address given in the Appendix.

## Appendix

### *Useful websites:*

#### **OSU/General:**

OKEY: <http://okey.okstate.edu>

Financial Aid: <http://www.okstate.edu/finaid/>

Academic Integrity: <http://academicintegrity.okstate.edu>

Student Information System: <http://prodosu.okstate.edu>

Office of International Students & Scholars: <http://union.okstate.edu/iss/>

Graduate Assistant/Associate Health Insurance: <http://www.okstate.edu/UHS>

Institutional Review Board: <http://compliance.vpr.okstate.edu/IRB/irb-index.aspx>

#### **Graduate College:**

General: <http://gradcollege.okstate.edu>

Miscellaneous forms: <http://www.gradcollege.okstate.edu/download/misc.htm>

Deadlines/calendar: [http://gradcollege.okstate.edu/current\\_student/calendar.html](http://gradcollege.okstate.edu/current_student/calendar.html)

Plan of Study information: <http://gradcollege.okstate.edu/download/plansforms.htm>

Committee Change form: [http://gradcollege.okstate.edu/download/pdf/comm\\_chg\\_frm.pdf](http://gradcollege.okstate.edu/download/pdf/comm_chg_frm.pdf)

Thesis/dissertation style guidelines: <http://gradcollege.okstate.edu/student/thesis/default.html>

#### **External:**

Council of Graduate Schools "April 15 Resolution": [http://cgsnet.org/portals/0/pdf/CGS\\_Resolution.pdf](http://cgsnet.org/portals/0/pdf/CGS_Resolution.pdf)

## *Faculty*

**Brad A. Bays**, Ph.D., Nebraska, 1996. Associate Professor.

Historic Preservation, Historical GIS, Native Americans, Agricultural History, Great Plains, Oklahoma

**Jonathan C. Comer**, Ph.D., Ohio State, 1994. Professor and Coordinator of Graduate Studies.

Location Analysis, Wireless Communications, Rural Transportation, Quantitative Methods.

**Carlos E. Cordova**, Ph.D., Texas, 1997. Professor.

Quaternary Paleocology, Geomorphology, Geoarchaeology, Great Plains, Middle East, Black Sea region, southern Africa.

**John Davenport**, Ph.D., Kentucky, 2008. Visiting Assistant Professor.

Natural Resource Management, Environmental Geography, Forest Ecosystem Restoration.

**G. Allen Finchum**, Ph.D., Tennessee, 1992. Associate Professor.

Urban, GIS, Sport, Population Geography, United States/American South.

**Jianjun Ge**, Ph.D., Michigan State University, 2007. Assistant Professor and GIS Certificate Coordinator.

Remote Sensing, Land Use/Cover Change, Regional Climate Modeling, Geostatistics.

**Alyson L. Greiner**, Ph.D., Texas, 1996. Associate Professor.

Cultural, Historical, History of Geography, Folk Architecture and Historic Preservation, Necrogeography, Europe, Australia/Pacific.

**Reuel R. Hanks**, Ph.D., Kansas, 1993. Professor.

Political, Ethnic, Central Asia, Russia.

**Dale R. Lightfoot**, Ph.D., Colorado-Boulder, 1990. Professor and Head.

Resource Management, Water Resources, Historical Water Technology, Cultural Ecology, North Africa/Middle East/Central Asia.

**Matthew Miller**, Ph.D., University of Georgia, 2010. Visiting Assistant Professor.

Biogeography, GIS.

**Rebecca A. Sheehan**, Ph.D., Louisiana State, 2006. Associate Professor.

Cultural, Historical, Tourism, Public Space, Homelessness, Identity, Community, Alternative Spaces and Places.

**Stephen J. Stadler**, Ph.D., Indiana State, 1979. Professor and State Geographer of Oklahoma.

Applied Climatology, Wind Power, Remote Sensing.

**Jacqueline M. Vadjunec**, Ph.D., Clark University, 2007. Assistant Professor and Undergraduate Advisor.

Human Dimensions of Global Environmental Change, People, Trees and Forests, Common Property Resource Management, Cultural and Political Ecology.

**Thomas A. Wikle**, Ph.D., Southern Illinois, 1989. Professor and Associate Dean, College of Arts & Sciences.

Resource Management, Public Lands, Wireless Communication Systems.

**Hongbo Yu**, Ph.D., Tennessee, 2005. Associate Professor.

Transportation Geography, GIS, Time Geography.

## *Professional Staff*

**Ann Adkins**, Senior Administrative Support Specialist.

**Bruce Battles**, M.S., Oklahoma State University, 1999. Coordinator, CARS.

**Michael Larson**, M.S., Oklahoma State University, 2003. Coordinator, Cartography Services.

**Emily Williams**, Senior Administrative Support Assistant.

*Proposal and Defense Announcement Example*

Dissertation Proposal Defense

**Are Oklahoma City Residents Ok?**

A socio-spatial analysis of economic and physical  
accessibility in relation to health inequalities

By  
Stacey R. Brown

April 27, 2010  
1:30 PM

340 Murray Hall

Committee Members

Dr. Jonathan C. Comer (Chair)

Dr. Thomas A. Wikle

Dr. Jianjun Ge

Dr. Dan Rickman (Economics)



# M.S. Proposal Oral Defense Results

To the Coordinator of Graduate Studies:

The following student appeared for his/her thesis/creative component proposal defense:

Name \_\_\_\_\_ CWID# \_\_\_\_\_

On the following date: \_\_\_\_\_ Upon the degree/major given below:

Degree \_\_\_\_\_

Major \_\_\_\_\_

Please sign below whether the student has or has not passed the defense:

Student **has** satisfactorily completed  
the proposal defense:

Student **has not** satisfactorily  
completed the proposal defense:

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Chair

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Provisions:** If the student satisfactorily completes the defense but with significant provisions attached, the committee should indicate those provisions and the conditions (including deadlines) by which the provisions are met on the back of this form.

(Must be signed and returned to the Coordinator of Graduate Studies following defense)

NOTE: At the close of the defense, after the candidate has been excused, the members of the Committee should discuss the student's defense of the proposed research associated with his/her thesis or creative component. Each member of the Committee must sign under one of the above statements recommending either a satisfactory or unsatisfactory defense.

Please also remember to complete the appropriate departmental assessment rubric(s) related to this defense; copies can be obtained from either the Coordinator or Associate Coordinator for Graduate Studies in the department, and are returned to the Associate Coordinator.



# Creative Component Final Defense Results

To the Coordinator of Graduate Studies:

The following student appeared for his/her final creative component defense:

Name \_\_\_\_\_ CWID# \_\_\_\_\_

On the following date: \_\_\_\_\_ Upon the degree/major given below:

Degree \_\_\_\_\_

Major \_\_\_\_\_

Please sign below whether the student has or has not passed the defense:

Student **has** satisfactorily completed  
the final defense:

Student **has not** satisfactorily  
completed the final defense:

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Chair

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Provisions:** If the student satisfactorily completes the defense but with significant provisions attached, the committee should indicate those provisions and the conditions (including deadlines) by which the provisions are met on the back of this form.

(Must be signed and returned to the Coordinator of Graduate Studies following defense)

NOTE: At the close of the defense, after the candidate has been excused, the members of the Committee should discuss the student's defense of the research associated with his/her creative component. Each member of the Committee must sign under one of the above statements recommending either a satisfactory or unsatisfactory defense.

Please also remember to complete the appropriate departmental assessment rubric(s) related to this defense; copies can be obtained from either the Coordinator or Associate Coordinator for Graduate Studies in the department, and are returned to the Associate Coordinator.



# Ph.D. Comprehensive Exam Defense Results

To the Coordinator of Graduate Studies:

The following student appeared for his/her comprehensive exam oral defense:

Name \_\_\_\_\_ CWID# \_\_\_\_\_

On the following date: \_\_\_\_\_ Upon the degree/major given below:

Degree \_\_\_\_\_

Major \_\_\_\_\_

Please sign below whether the student has or has not passed the defense:

Student **has** satisfactorily completed the final defense:

Student **has not** satisfactorily completed the final defense:

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Chair

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Provisions:** If the student satisfactorily completes the defense but with significant provisions attached, the committee should indicate those provisions and the conditions (including deadlines) by which the provisions are met on the back of this form.

(Must be signed and returned to the Coordinator of Graduate Studies following defense)

NOTE: At the close of the defense, after the candidate has been excused, the members of the Committee should discuss the student's defense of his/her comprehensive examination. Each member of the Committee must sign under one of the above statements recommending either a satisfactory or unsatisfactory defense.

Please also remember to complete the appropriate departmental assessment rubric(s) related to this defense; copies can be obtained from either the Coordinator or Associate Coordinator for Graduate Studies in the department, and are returned to the Associate Coordinator.