

Oregon State University - Geosciences Department

GUIDELINES & CHECKLIST FOR GEOGRAPHY DOCTORAL DEGREE STUDENTS

FIRST ADVISING: Initial advising and orientation is usually provided by the Director of the Geography Program. You should assume responsibility for this contact.

CHOOSE AN ADVISOR: By the end of your first term choose an advisor based on a community of interest. This first-selected advisor need not be your final major professor, but it is most advantageous not to delay the selection of a final major professor.

FORM YOUR DOCTORAL COMMITTEE DURING SECOND OR THIRD TERM:

Minimum of five faculty: your major professor is the chairperson. At least two committee members must be regular Geosciences faculty (as distinguished from courtesy faculty), and one faculty member must represent the minor field, if a minor is chosen (minors are optional). A minor professor is not required if pursuing a certificate in Geographic Information Science. The Graduate School provides a list of Graduate Council representatives from which you choose an additional member to complete your committee.

DURING SECOND OR THIRD TERM PREPARE AND FILE PROGRAM OF COURSE STUDY:

Secure program forms from Graduate School or Geosciences Office. If a doctoral program is not filed by the end of the fourth term, the student is not making acceptable progress and may be dropped from the program.

- ___ Major field must be either RESOURCE GEOGRAPHY, PHYSICAL GEOGRAPHY or GEOGRAPHIC INFORMATION SCIENCE (a minor field is not required).
- ___ TOTAL course hours 108 including a minimum of 50 hours post-master's courses at OSU (500's, & 600's) exclusive of dissertation. When a student has not completed a previous geography degree, the Ph.D. program must include geography course work at least equivalent to that required for a geography M.S. program.
 - ___ must include ST 511 or equivalent
 - ___ must include GEO 515 History and Philosophy of Geography (GEO 518 Geoscience Communication is strongly recommended, but not required)
 - ___ must include GEO 548 Field Research in Geomorphology & Landscape Ecology (GEO 534 is also strongly recommended, but not required)
 - ___ must include a course in physical and a course in resource geography
 - ___ must include two courses in geographic information science
 - ___ must include 3 GEO 507 (1 cr.) geography research seminars (one must be taken concurrently with GEO 515)
- ___ One foreign language is required on all doctoral programs.

- Dissertation - 36 hours in addition to course work and is part of major field
- Maximum of 15 hours blanket numbers (501/601, 505/605, 507/607, 508/608).

SCHEDULE PROGRAM MEETING WITH YOUR COMMITTEE: After discussion with your major professor, schedule a meeting with all committee members. Your program should be informally reviewed by all committee members before meeting. **THE PROGRAM MUST BE APPROVED BY THE DIRECTOR OF THE GEOGRAPHY PROGRAM.**

COMPLETE COURSE PROGRAM AND LANGUAGE REQUIREMENT AS APPROVED: Note that any change in your program requires filing a Petition for Change in Graduate Program prior to scheduling your defense. Your GPA must be at least 3.00 in both major and minor; GPA's below 3.50 will be reviewed by the Graduate Committee because Ph.D.'s are expected to exhibit superior performance.

ALL STUDENTS HOLDING AN ASSISTANTSHIP MUST REGISTER FOR A MINIMUM OF 12 HOURS WHILE ON APPOINTMENT: If you are a full time student on a TA or RA appointment, it is wise to enroll in dissertation hours (GEO 603) to the maximum allowable each term (16). This saves tuition money since additional hours have no additional fee. If not on an appointment, a minimum of 9 credits is considered full-time.

University regulations require that all grad students must register continuously for a minimum of 3 graduate credits and pay fees, regardless of the student's location, if they will be using faculty time or any university or departmental facilities, including scheduling committee meetings and taking exams, until their degree is granted or grad student status is terminated, effective Fall 2002.*

PROPOSAL DEFENSE: Prepare a formal proposal of a research problem and design of research. Schedule a meeting of the full committee, including the Grad Representative, and present the proposal. Normally serious research begins after the oral examination, however it is desirable to have begun consideration of your research problem earlier. Secure committee approval!

PREPARE FOR YOUR PRELIMINARY EXAMINATION BY UNDERTAKING A COMPREHENSIVE REVIEW WITH THE GUIDANCE OF YOUR COMMITTEE. (See Appendix B of the Geography PhD Graduate Information Handbook for details on examination.)

SCHEDULE COMPREHENSIVE PRELIMINARY EXAMINATION: The examination is in three parts, to be passed in sequence. Only the third part is scheduled with the Graduate School Office.

- Part I is a written examination on knowledge of your fields of specialization, and comprehension of the discipline of geography.
- Part II is a field problem that you are asked to formulate and analyze.

- Part III is a two-hour oral examination, scheduled with the Graduate School Office one week in advance and attended by the Graduate Council Representative.

Upon passing all three parts, the student is advanced to doctoral candidacy.

RESEARCH AND WRITE YOUR DISSERTATION: During your research and writing maintain rapport with your major professor and all committee members in order to gain their guidance. “Each PhD candidate must submit a thesis embodying the results of research and giving evidence of originality and ability in independent investigation. The thesis must be a real contribution to knowledge, based on the candidate’s own investigation.” The booklet “Preparing a Thesis or Dissertation at OSU: A Graduate Student’s Guide” is available on the Web at http://oregonstate.edu/dept/grad_school/. One way of meeting the requirements for a Ph.D. dissertation is to write a single narrative. An alternative is the publishable papers option. The option is three publishable papers, which must be related in their overall research theme. A publishable paper is one that is targeted to a specific journal, is in the format and length required for submission to that journal, and is deemed publishable by the student's graduate committee. The papers option shall include an introduction and literature review that ties the papers together into a common theme, all of which shall be bound together and submitted to the Department as a dissertation. The student's graduate committee and major professor must agree to the option before the student proceeds.

SCHEDULE FINAL EXAMINATION (aka DISSERTATION DEFENSE): After approval of your dissertation by your major professor and other members of your committee, schedule final examination with the Graduate School office. At this time students must submit only the pretext pages of dissertation to the Graduate School for editing instead of the entire draft. (See guidelines for defending final draft.) If Spring term, check the deadline dates. You should also apply for graduation with the Graduate School at this time.

SUBMIT FINAL DISSERTATION: Regardless of option (narrative or 3 publishable papers), the dissertation must be submitted as one bound hardcopy to the department and as one unbound hardcopy to the Graduate School. In addition, a single, electronic PDF (portable document format) file must be submitted to the OSU Scholars Archive. See oregonstate.edu/dept/grad_school/current/thesis.html for more information, especially instructions for electronic submittal of the dissertation.

*See Continuous Graduate Enrollment Policy on Graduate School website, or check with Dept. Office for entire Executive Summary regarding continuous enrollment and leave of absence requirements.

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